



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

27 January 2020

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 4 FEBRUARY 2020 at 7:05pm**, or on the rising of the Council meeting, if later.

I trust you will be able to attend.

Les Trigg  
Town Clerk

**AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive the report of the County Councillors**
  - County Councillor Mrs J. Hood
  - County Councillor I. Parry
5. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.
6. **Minutes of Previous Meetings**
  - a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee, held on 21 January 2020, Minute No's GP20/150 – GP20/166 (attached).

7. **Minutes of Sub-Committees**

There are no minutes for consideration

8. **Meeting Schedule for 2020-21**

To determine the Council's Meeting Schedule for the Year 2020-21 (attached).

9. **To consider the following requests for grants from local organisations:**

- **Hospital Radio Stafford**
- **Douglas Macmillan Hospice**
- **Stone & District Swimming Club**

10. **Railway Stakeholder Conference**

To receive an update on the London Northwestern Railway Annual Stakeholder Conference on 22 January 2020

11. **Stafford Borough Parishes Forum**

To consider an invitation from Stafford Borough Council to attend a Parishes Forum (to introduce and outline Stafford Borough Local Plan 2020 to 2040 Issues and Options Consultation) and determine the Town Council representatives who will attend.

A copy of the email invitation is attached.

12. **Public Spaces Protection Order (PSPO) Consultation**

To consider a Stafford Borough Council consultation inviting views on PSPOs to tackle issues in the county town including 'chuggers', anti-social behaviour and cyclists riding on the pedestrianised high street.

A copy of an email from Stafford Borough Council and a report on the consultation proposals is attached.

A link to the online survey form is available at: <https://www.staffordbc.gov.uk/surveys>

13. **Ex Servicemen's Bowls Match**

To note the date for the Ex-Servicemen's Bowls Match on Monday 15 June 2020 at 6:00pm, and to agree to fund the buffet as in previous years.

14. **Non-Cheque Payments**

To receive a list of non-cheque payments made by the Council during the period 1 December to 31 December 2019 (attached).

15. **Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group
- c) Traffic Management in Stone Working Group
- d) VE Day 2020 Commemoration Working Group

**16. To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC – Mayor & J. Davies

Age Concern Stone & District – Cllrs: T. Adamson & C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs J. Hood, R. Kenney & T. Adamson

Stone Community Hub Liaison Group – Cllrs: Mrs J. Hood, M. Hatton & J. Powell

SPCA Executive Committee – Cllr M. Green

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

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

**18. Confidential Minutes**

- a) To confirm as a correct record the confidential minutes of the General Purposes Committee, held on 21 January 2020, Minute Numbers GP20/150 and GP20/166.

Members of the Public are welcome to attend the General Purposes Committee Meeting as observers. Persons attending should enter the Council Offices through the rear entrance door (adjacent to the car park). The Council Chamber is at the top of the stairs.

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 21 January 2020

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, J. Davies, Mrs K. Dawson, I. Fordham,  
M. Green, T. Kelt, P. Leason, J. Powell, C. Thornicroft

**ABSENT:** Councillors: Mrs A. Burgess, Mrs L. Davies, M. Hatton, J. Hickling, Mrs J. Hood and  
R. Townsend

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**GP20/150     Apologies**

Apologies were received from Councillors: Mrs A. Burgess, Mrs L. Davies,  
M. Hatton, J. Hickling, Mrs J. Hood and R. Townsend

**GP20/151     Declarations of Interests**

None

**GP20/152     Requests for Dispensations**

None

**GP20/153     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood was not in attendance at the meeting.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/154     Representations from Members of the Public**

None

**GP20/155     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on the  
3 December (Minute Numbers GP20/132 – GP20/149), be approved as a  
correct record.

**GP20/156     Minutes of Sub-Committees**

- a) Environment Sub-Committee held on 17 December 2019 (Minute  
Numbers ENV20/024 – ENV20/030), that the draft minutes be noted and  
the recommendations of the Sub-Committee contained in Minute  
Numbers ENV20/028 and ENV20/029 be adopted. The recommendations

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.



contained in Minute Number ENV20/030 were considered under Minute Number GP20/157, as part of the Council's budget recommendations.

- b) Management Sub-Committee held on 17 December 2019 (Minute Numbers MAN20/022 – MAN20/027), that the draft minutes be noted. The recommendations contained in Minute Number MAN20/026 were considered under Minute Number GP20/157, as part of the Council's budget recommendations.
- c) Tourism Sub-Committee held on 7 January 2020 (Minute Numbers TTP20/029 – TTP20/036), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number TTP20/034 be adopted. The recommendations of the Sub-Committee contained in Minute Number TTP20/035 were considered under Minute Number GP20/157, as part of the Council's budget recommendations.
- d) Estates Sub-Committee held on 7 January 2020 (Minute Numbers EST20/016 – EST20/023), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers EST20/020 and EST20/021 be adopted. The recommendations of the Sub-Committee contained in Minute Number EST20/023 were considered under Minute Number GP20/157, as part of the Council's budget recommendations.

#### **GP20/157      2020-21 Budget for Recommendation to the Council**

The Committee considered the report of the Town Clerk\* (which had been circulated with the agenda) examining the budget and precept level for the financial year 2020-21 for recommendation to the Council.

An additional financial summary\* containing recommendations from all Sub-Committees budget proposals to the Committee for 2020-21, indicative budgets for 2021-22 and 2022-23 and the potential impact on Council Tax, was issued at the meeting.

RESOLVED: To recommend to the Council:

- a) The base budget set out in the Clerk's report supplemented by the items below:

	2019-20	2020-21	2021-22	2022-23
	£	£	£	£
<b>From Sub-Committees:</b>				
Community Centre Wi-Fi	3,000	540	540	540
Environmental Issues		2,000		
Single Use Plastics		750		
Path Across Amphitheatre		1,425		
Reinstating Meadow Paths		1,110		
Improvements to Meadow		1,400	1,300	1,300
War Memorial Refurb		5,000		
<b>From GP Committee:</b>				
Grants	-7,100	-2,100	-2,400	-2,700
Building Maintenance	-10,000			
Christmas Lighting		3,000		

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- b) A Council Tax increase of 1.1% for 2020-21 to £50.65 for a Band D property with further indicative increases of 1.1% in each of the following two years.
- c) To set a precept on Stafford Borough Council for 2020-21 of £310,649 plus Local Council Tax Support Grant of £18,399.

The Town Clerk and Chairman of the General Purposes Committee were thanked for their work on the budget recommendations.

**GP20/158     RDPE Growth Programme**

The Committee considered whether to authorise the Town Clerk to submit an expression of interest for a grant for Stone Heritage Centre under the Rural Tourism Infrastructure Programme.

A copy of the programme handbook had been attached to the electronic version of the agenda.

RESOLVED: That the Town Clerk is asked to submit an expression of interest on behalf of the Town Council for a grant for Stone Heritage Centre under the Rural Tourism Infrastructure Programme.

**GP20/159     Car Parking in Stone**

The Committee considered issues relating to car parking in Stone.

The Town Clerk advised the Committee that he had written to Stafford Borough Council with observations on the Borough Council's proposal to introduce evening and weekend car park charges in Stone and that a copy of the comments had been made available to all Councillors.

The Committee was informed (by Councillor Leason) that the item had been raised at the Borough Council's Economic Development and Planning Scrutiny Committee last week. The report showed that there had been no objections to the increases in Stafford, but a number of objections had been received to the Stone increases. In addition the likely annual profit would be £1,253,000 (Borough wide). He asked the reasons there was considered a need to increase the charges and was told it was to raise much needed revenue, particularly as government grants had decreased, and that spending was planned on resurfacing car parks, and in the longer term the provision of a multi storey car park in Stafford.

The Committee discussed the negative implications on traders in the High Street who are in need of support rather than increased car park charges. Members expressed the view that the charge would represent a second tax, and that Stone was being used to supplement Stafford Borough Council's budget deficit.

The Committee concluded that it would await a response from the Borough Council.

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**GP20/160      Open Spaces Society**

The Committee considered a letter from the Open Spaces Society appealing for a donation to its 'Legal Fund' which supports Society members in fighting legal cases in defence of commons, green spaces and rights of way.

A copy of the letter from the Open Spaces Society\* had been attached to the agenda.

RESOLVED: That the request for a donation from the Open Spaces Society is declined.

**GP20/161      Governance & Accountability for Smaller Authorities in England**

The Committee reviewed the designated signatories for the Town Council's bank reconciliation process, following the parish elections in May 2019. Currently just three (out of a total of six) signatories continue to hold office as members of the Council.

RESOLVED: That Councillors: A. Best, J. Davies and P. Leason are appointed as signatories, to join the existing members authorised to sign the Town Council's Bank Reconciliations.

**GP20/162      Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 November to 30 November 2019.

**GP20/163      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Town Clerk advised the Committee that the draft Stone Neighbourhood Plan was with Stafford Borough Council and was working through the system. The Borough Council's target date for arranging a referendum is May 2020 when the Police and Crime Commissioner elections will take place.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that a useful and helpful meeting of Stone Area Parish Liaison Group took place last week. The meeting was well attended by representatives of neighbouring parishes and a number of common issues were discussed including car parking, HS2 and Neighbourhood Planning.

**Traffic Management in Stone Working Group**

Councillor Kenney advised the Committee that the next meeting of the working group would be held in two weeks.

**VE Day 2020 Commemoration Working Group**

Councillor Kenney advised the Committee that a meeting had been arranged with the Marketing and Events Assistant on Friday to discuss the VE Day 2020 arrangements.

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**GP20/164      To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone ATC**

Councillor Davies advised that a recent meeting of Stone ATC had been cancelled and he was awaiting a new date.

**Age Concern Stone & District**

Councillor Thornicroft informed the Committee about the methods through which funds had been generated by Age Concern which included a Tombola, cheques received from Stone Festival and donations from satisfied clients. A successful quiz night is planned for March and another Tombola event in June.

The Charity is looking to recruit new volunteers, both in the office and to support the hospital driving scheme.

**Stafford & Stone Access Group**

Councillor T. Kelt advised that a meeting of the Access Group had been deferred to next week. He said that since the last meeting, the Traders Group had submitted a survey for the town and the results are awaited.

**Stone Common Plot Trustees**

Councillor Kenney advised that no meeting had taken place.

**Stone Community Hub Liaison Group**

Councillor Powell advised that no meeting had taken place.

**SPCA Executive Committee**

Councillor Green advised that he had attended a meeting of the Executive Committee last week. The topics under consideration included the poor condition of the road in Staffordshire (potholes) and the desire to introduce a 20mph speed limit on the roads serving all schools in the County.

**GP20/165      Exclusion of the Press and Public**

**To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

RESOLVED: To exclude the Press and Public from the next item of business.

**GP20/166      Confidential Minutes**

RESOLVED:

- a) That the Confidential Minutes of the General Purposes Committee meeting held on the 3 December 2019 (Minute Numbers GP20/132 and GP20/149), be approved as a correct record.

**CHAIRMAN**

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**PROPOSED PROGRAMME OF MEETINGS AND EVENTS IN 2020-2021**  
**ALL MEETINGS COMMENCE AT 7.00PM**

**Tuesday, 12<sup>th</sup> May, 2020**

Council – Mayor Making

**Tuesday, 19<sup>th</sup> May, 2020**

General Purposes and Planning Committees

**Tuesday, 2<sup>nd</sup> June, 2020**

Council, General Purposes and Planning Committees

**Tuesday, 16<sup>th</sup> June, 2020**

Planning Committee, Tourism and Town Promotion, Environment Sub-Committees and Mayor's Charities

**Tuesday, 7<sup>th</sup> July, 2020**

Council, General Purposes, Planning Committees, Richard Vernon Charity and Grants

**Sunday, 12<sup>th</sup> July, 2020**

Civic Sunday

**Tuesday, 14<sup>th</sup> July, 2020**

Planning Committee, Estates and Management Sub-Committees

**Tuesday, 28<sup>th</sup> July, 2020**

Council, General Purposes and Planning Committees

**Tuesday, 11<sup>th</sup> August, 2020**

Planning Committee, Tourism and Town Promotion and Environment Sub-Committees

**Tuesday, 8<sup>th</sup> September, 2020**

Council, General Purposes and Planning Committees

**Tuesday, 22<sup>nd</sup> September, 2020**

Planning Committee and Estates and Management Sub-Committees

**Tuesday, 6<sup>th</sup> October, 2020**

Council and General Purposes Committees

**Tuesday, 13<sup>th</sup> October, 2020**

Planning Committee, Tourism and Town Promotion and Environment Sub-Committees

**Friday, 16<sup>th</sup>/Saturday, 17<sup>th</sup> October, 2020**

Trafalgar Dinner

**Tuesday, 3<sup>rd</sup> November, 2020**

Council, General Purposes and Planning Committees

**Sunday, 8<sup>th</sup> November, 2020**

Remembrance Sunday

**Tuesday, 10<sup>th</sup> November, 2020**

Planning Committee, Estates and Management Sub-Committees

**Thursday, 19<sup>th</sup> November, 2020**

Christmas Lights Switch-On

**Tuesday, 1<sup>st</sup> December, 2020**

Council, General Purposes and Planning Committees – Budget

**Sunday, 13<sup>th</sup> December, 2020**

Civic Carol Service

**Tuesday, 15<sup>th</sup> December, 2020**

Planning Committee, Environment and Management Sub-Committees – Budget

**2021**

**Tuesday, 5<sup>th</sup> January, 2021**

Planning Committee, Tourism and Town Promotion and Estates Sub-Committees – Budget

**Tuesday, 19<sup>th</sup> January, 2021**

General Purposes Committee – Budget

**Tuesday, 2<sup>nd</sup> February, 2021**

Council, General Purposes and Planning Committees

**Tuesday, 16<sup>th</sup> February, 2021**

Planning Committee

**Tuesday, 2<sup>nd</sup> March, 2021**

Council, General Purposes Committee and Trustees Town Hall Charity

**Tuesday, 16<sup>th</sup> March, 2021**

Planning Committee, Tourism and Town Promotion and Environment Sub-Committees

**Tuesday, 13<sup>th</sup> April, 2021**

Council, General Purposes and Planning Committees

**Thursday, 22<sup>nd</sup> April, 2021**

Annual Public Meeting

**Saturday, 24<sup>th</sup> April, 2021**

Civic Dinner

**Tuesday, 27<sup>th</sup> April, 2021**

Planning Committee, Estates and Management Sub-Committees

# Application for Grant Aid



Name of organisation:

HOSPITAL RADIO STAFFORD

Purpose of organisation:

Hospital Radio Stafford was established in 1971 and began broadcasting to hospitals in central Staffordshire in January 1972. This registered Charity is self-governed by a group of elected Trustees who, along with our general membership of less than 40 members, have to self-raise all operating funds. Initially, broadcasting provided a range of music chosen by Presenters and Patients for a few hours a day, with the remaining hours supplied by BBC Radio 2. As the NHS centralised, a new hospital at Stafford was opened and we extended our service to Cannock Chase Hospital. As the number of Volunteers grew, so did the number and range of programmes. In 2007 we commenced round the clock broadcasting, 24 hours a day and have grown in strength from that day. Currently, our Volunteer Presenters provide 33 hours per week of 'live' programmes, many of them present request shows and in 2015 we linked our free radio service to Katharine House Hospice in Stafford. During 2018, we increased our audience once again to encompass the Royal Stoke University Hospital, where both visitors and patients may listen free of charge to Hospital Radio Stafford via the site's WiFi service on any WiFi enabled device.

Amount of grant requested:

£500.00

Total cost of project (if appropriate):

£2,800.00 approx.

Reason for grant request:

Behind the scenes at HRS is an array of electrical equipment, computers, cd players, record decks etc which provide the means to broadcast and some are in continual use 24 hours a day, obviously getting older each day. In order to retain listeners we need to sound of equal quality to commercial radio.

Broadcasting equipment is expensive to replace and although our two Studios have some up-to-date kit, some of our 'behind the scenes' equipment is very old and living on borrowed time. Failure of this equipment results in reduced quality of our output.

That's where we need help with fundraising to fulfil a programme of replacing 'aged' equipment.

We also need a fresh look at how we publicise our service so that the general public are aware of our existence and can continue to appreciate the important work our unpaid Volunteers provide.

Furthermore, a software system called MYRIAD is the primary system that HRS uses to store and play music to entertain the patients of the Cannock Chase Hospital, The County Hospital at Stafford, the Katharine House Hospice and the Royal Stoke University Hospital, and provide relief during their stay in the respective hospitals. The system consists of a Computer Server that stores all the music tracks, a playout computer that provides pre-programmed radio shows whilst the station is not manned and computers for each of the two studios that allow presenters to play music out live as part of request shows.

The Myriad V3 playout software dates from 2005 and had a minor update in 2015 and is now becoming unreliable with no support.

The hardware was last refreshed in 2015 so is nearing its end of life.

Should this system fail it would prevent us from providing a service 24 hours a day and live programmes would be entirely reliant on the use of legacy vinyl and CD based music.

MYRIAD 5.8 is the latest version now available and it's our intention to fundraise to purchase this software that costs £2,800 and provide reassurance to our Charity that this would serve us well for perhaps the next 10+ years at least.

**Benefits to Stone residents:**

Some residents of Stone may well reside in the hospitals that we broadcast to in Staffordshire - and so the benefit extends to each of them during their stay, as elaborated below....

In general, there's little doubt that music provides entertainment and enjoyment to many people in hospital with an important role which is to distract people from the negative feelings or thoughts they have about being in hospital. What makes our service extra special is that we encourage patients to choose their own favourite songs or artists. This personalised approach aims to reduce the isolation patients experience whilst in hospital.

We do this by asking our Presenters to visit hospital wards and engage with our listeners – patients and staff alike. In fact, it's most encouraging when members of staff ask if we'd play their favourite songs too.

This applies to Doctors, Nurses, Nursing Assistants and Housekeeping staff. They might not get an opportunity to hear their own choice but we know they appreciate the work of our Volunteers who become familiar faces around the wards, particularly at the Cannock Chase and County Hospitals.

In addition to benefitting patients, hospital radio has a positive impact upon volunteers (some of which may be Stone residents or of the surrounding areas) through making them feel like they are doing something worthwhile and by creating a sense of community and belonging.

**Other sources of funding secured or being explored (with amounts where known):**

M6Toll community funding - £1,500.00 awarded

GoFundMe online campaign - £60.00 raised so far (not yet credited)

National Lottery funding - application sent

Stafford Borough small grants scheme - to be considered at next panel in May

The Good Exchange - online directory to match us to organisations who can supply funding

Ongoing sales of donated/old CDs/DVDs

**Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:**

Yes, based on your notes I believe so - as we hold a higher number of reserved funds than our expenditure - explained below....

Reserves are needed to bridge the gap between the spending and receiving of money and to cover unplanned emergency repairs. The trustees target a reserve fund of £10,000 to cover a catastrophic incident at the studios whereby a mixing desk would need to be replaced or our computer network failed. If either of these occurred they would have to be promptly replaced in order for the continuation of the service we provide and we could not afford to delay such replacement whilst we sought additional funding. Whilst our current reserves are below this figure due to the challenging economy in the charity sector we are maintaining our equipment to a higher level and do have insurance for most circumstances. The net worth of the charity over the last 5 years demonstrates that our current expenditure exceeds our income, therefore we are expending the reserves.

**Grants awarded by the Council in the last two years, and the uses made of the funding:**

N/A

**Statement of support from Council appointed representative (if applicable):**



## HOSPITAL RADIO STAFFORD

### AGM ACCOUNTS SUMMARY

**For the Year 1 March 2018 to 28 February 2019**

RECEIPTS	01/03/2018 £	28/02/2019 £
Donations and Grants	4,843.81	4,266.84
Proceeds from fund raising	561.83	378.35
Membership Subscriptions	474.00	426.00
Building Society / Bank Interest	0.00	29.53
Sundry Income	0.00	271.20
	<u>5,879.64</u>	<u>5,371.92</u>

PAYMENTS	01/03/2018 £	28/02/2019 £
Telephone	1,074.92	769.88
Printing, postage, stationary and advertising	58.68	251.80
Studio Equipment	1,265.38	2,243.27
General Maintenance	19.80	27.36
Engineering Expenses	18.91	10.00
Purchase of CDs	20.58	84.19
Sundry Expenditure	458.02	944.40
HBA Insurance	779.76	792.84
Subscription to NAHBO	45.00	50.00
	<u>3,741.05</u>	<u>5,173.74</u>

#### BALANCES AT 01/03/2018

Current Account - Barclays	4698.90
Uncleared Cheques (Barclays)	0.00
Saving Account -CoOp	29.37
Building Society - Stafford Railway	4055.49
Petty Cash	50.32
Advance Engineering Expenses	50.00

#### Debtors at 01/03/18

Easy Fundraising	55.52
UHNM	379.34

#### TOTAL BALANCE 1 MARCH 2018

9,318.94

#### BALANCES AT 28/02/2019

Current Account - Barclays	3377.27
Uncleared Cheques (Barclays)	0.00
Saving Account -CoOp	29.37
Building Society - Stafford Railway	5640.92
Petty Cash	27.05
Advance Engineering Expenses	50.00

#### Debtors at 28/02/19

Easy Fundraising	121.31
UHNM	271.20

#### TOTAL BALANCE 28 FEBRUARY 2019

9,517.12 9,517.12

**HOSPITAL RADIO STAFFORD**

**RECEIPTS & PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

**AND**

**STATEMENT OF BALANCES AS AT 28 FEBRUARY 2019**

**Treasurer's Statement**

I approve the attached unaudited Receipts and Payments Account for the 12 month period ended 28<sup>th</sup> February 2019 and the attached unaudited statement of balances as at 28<sup>th</sup> February 2019. I confirm that I have made available all relevant records and information for their preparation and completion.

Signed: .....

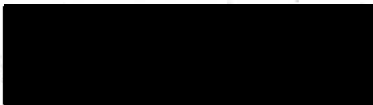
24 April 2019

Date: .....

**Accountant's Statement**

In accordance with the request made I have compiled the attached unaudited Receipts and Payments Account for the 12 month period ended 28<sup>th</sup> February 2019 and the attached unaudited Statement of Balances as at 28<sup>th</sup> February 2019 from the accounting records given to me.

Signed:



Sarah Preston BA CPFA

Date: .....24 April 2019.....

# Application for Grant Aid



Name of organisation:

Douglas Macmillan Hospice, colloquially known as Dougie Mac

Purpose of organisation:

To maintain and continue to respond to, the increasing needs of local people with limited life expectancy and progressive advanced illness. Through our Inpatient Unit (33-bed) and our Community Team (including Hospice @ Home) we provide holistic care 24 hours a day, 365 days a year. During 2018 we supported 3,500 people in our heartland but there are many more families we want to reach. Our estimates are that we currently help only 40% of total palliative patients in North Staffordshire and we are working hard to deepen services. In 2019 the number of non-cancer patients increased to over 40% with the three main groups commonly referred to Dougie Mac being those with dementia, chronic respiratory disease or heart failure. Our strategic plans to our 50th Anniversary in 2023 will embrace this blending of diagnoses and will equip the hospice to contend with the broad remit of a contemporary hospice.

Amount of grant requested:  
£360

Total cost of project (if appropriate):  
£720

Reason for grant request:

Dementia Wellbeing Day - Delivering care through Admiral Nursing:

- In the last 5 years we have had a 65% increase in the number of patients on the Dementia Register (NHS Stoke-on-Trent CCG).

- Dementia has a physical, psychological, social and economic impact on the patients, their carers, the family and society at large.

- There are gaps locally in service provision: lack of advance care planning, lack of recognition of end of life phase, lack of expert support and unnecessary admissions to hospitals at end of life. Dougie Mac is the only hospice in the UK to have 2 Admiral Nurses (specialist dementia care) and in Autumn 2019 began to deliver a programme for ten patients and their carers to attend every Friday in Day Therapy Unit (DTU).

This is the first time DTU has been used to accommodate both patient and carer, with the specific aim of supporting both in their difficult journey.

The primary aim of this project for each patient is to aid: mental and physical stimulation, sense of mastery, improvements in mood and well being, socialisation, reduction in behaviours e.g. agitation/apathy. Along side this we equip the carer with skills and knowledge to help them cope better at home.

Many activities are planned including games, music, dancing, exercise, reading, arts & crafts, reminiscence and singing.

The purpose of this application is to request funds to help to pay for a local expert choir master to deliver quality music and singing sessions through a choir. Music plays such an important part in our lives that it is increasingly being used with patients with dementia to help stimulate emotion and memories. Every patient is expected to participate and over the course of one year will help 80 local people.

The cost of the choir master is £60 per hour so a grant of £360 will pay for 6 weeks worth of activity. The patients attend for a 12 week period so this accounts for 50% of the costs.

All sessions will be monitored and feedback will help this initiative to grow, deepen and develop. We will share our knowledge with other local healthcare providers.

Without our Admiral Nurse service working at the heart of our community, many of these patients and their carers would be missing important support and advice relating to the physical, emotional, psychological and practical impacts on everyday life.

Benefits to Stone residents:

The residents of Stone are fortunate to be positioned close to 2 hospice service providers. Being only 6 miles away, Dougie Mac is very lucky to have strong support from individuals, families and businesses in Stone.

We receive care referrals from a total geographic area of approximately 300 sq miles and in the last five years, have had over £170,000 from 'In Memory Of' donations from individuals in and around Stone (based on postcode ST15 8) indicating that they have been directly affected by loss in their lives.

Local groups and businesses in Stone have also supported with corporate donations or fundraising efforts to the value of over £3,700 in the last 12 months.

The majority of our care is done in people's own homes and this includes Palliative Care Nurse Specialists, volunteer buddies (who assist with general household tasks) and other Community Team services such as Advance Care Planning and relaxation therapies.

Other sources of funding secured or being explored (with amounts where known):

Denise Cohen Charitable Trust - Awaiting decision

Cleopatra Trust - Awaiting decision

Buckland Charitable Trust - Awaiting decision

The Autumn 2019 Dementia Wellbeing Choir (11 x week programme due to Christmas break) was fully funded by Card Factory Foundation.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Grants awarded by the Council in the last two years, and the uses made of the funding:

No grants have been awarded to Dougie Mac since February 2010 (£250).

Statement of support from Council appointed representative (if applicable):

Not applicable.

Charity Registration No. 1071613

Company Registration No. 03615904 (England & Wales)



# DOUGLAS MACMILLAN HOSPICE

(A company limited by guarantee)

## TRUSTEES' REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018



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## **DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

### **REFERENCE AND ADMINISTRATIVE INFORMATION**

#### ***FOR THE YEAR ENDED 31 MARCH 2018***

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Douglas Macmillan Hospice is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

#### **Officers**

The current Trustees (Directors) and those who held office during the financial year to 31st March 2018 are listed below:

Mr K Brown	Ms L Rowley
Mrs J Neyt ( <i>Formerly Costello</i> )	Mr D Platt (Chairman - appointed 30.10.17)
Mrs S Evans	Dr J Sissons
Mr A Millward	Dr E Slade
Mrs A Rathbone	Mr D Harvey (Appointed 30.10.17)
Mrs J Miller (Appointed 30.10.17)	Mr E M Turner (Chairman - resigned 30.10.17)
Company Secretary	Mr D Webster
Chief Executive Officer	Mr D Webster
Medical Director	Dr C Hookey
Director of Care	Mrs J McCartney
HR & Support Services	Mrs C Hammond
Director of Income Generation	Mrs K S McKenzie

#### **Legal and Administrative Information**

Company Number	3615904
Charity Number	1071613
Registered Office	Barlaston Road Stoke-on-Trent ST3 3NZ
Auditors	Geens Limited Chartered Accountants 68 Liverpool Road Stoke-on-Trent ST4 1BG
Principal Bankers	Lloyds Banking Group 46 High Street Newcastle-under-Lyme ST5 1QY
Solicitors	Grindeys Glebe Court Stoke-on-Trent ST4 1ET

## **DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2018**

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#### **THE DIFFERENCE WE MAKE**

Death and dying are inevitable.

The way we support those who are contending with the prospect of dying due to a terminal illness is at the core of our humanity.

For 45 years the Douglas Macmillan Hospice, or Dougie Mac, as we are colloquially known, has been providing palliative and end of life care to people with a limited life expectancy and progressive advanced illness so that they can have the best possible quality of life. We are the only adult hospice in North Staffordshire and our impact is immense, both at an individual level with regard to the caliber of care delivered to patients and families across our heartland, and at the level of social contribution to the local health economy, preventing unnecessary admissions to hospital and supporting statutory service providers. As we celebrate our 45<sup>th</sup> birthday we can reflect on a contemporary relevance that has never been greater, a reputation which has blossomed over those years and a scale which now enables the hospice to position itself as a key influencer on issues affecting palliative and end of life care.

When the Douglas Macmillan Home opened in 1973 those pioneering leaders behind its inception, estimated that it may cost as much as £22,000 per year to run the facility, but they were optimistic that the generosity of local people would make it a huge success. They were right: 45 years later Dougie Mac can rely on £9.5million per year from local individuals, organisations and businesses toward the annual operating costs of £12million. Services have broadened to the extent that in 2018 almost 30% of patients are non-cancer patients with a range of other illnesses and we are now one of the few UK hospices to cement our dementia specialization by the appointment of an Admiral Nurse. Our Hospice Inpatient Unit is now a 33 bed facility with around 616 admissions this year and our specialist community teams received 1,859 new referrals and cared for over 2,500 patients at home this year. We stand on the shoulders of those visionary people who opened the doors in 1973 but hopefully this Annual Report will confirm to them their legacy has been cherished and nurtured.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act by referring to guidance contained in the general guidance on public benefit.

#### **OUR ACHIEVEMENTS IN 2017/18**

For patients, and their families, living with a terminal illness can be an isolating and bewildering experience. However, we know from the powerful and poignant feedback that we regularly receive that when hospice care is received from Dougie Mac the impact is hugely positive. Nonetheless, alongside such favorable anecdotal evidence it is vital to reflect on what some key numbers tell us. Consequently, in assessing our achievements over the past year the following data provides compelling evidence of the affect we have had:

- Of all palliative care patients in our heartland area of Stoke on Trent and North Staffordshire, we estimate that 40% were referred to Dougie Mac for hospice care
- We received 1,859 referrals in the year, of which 70% were cancer patients and 30% had other life limiting illnesses. We have seen 65% increase in referrals for patients with a dementia diagnosis
- The primary care requirement was symptom/pain control for 94% of patients
- Our 24/7 Advice Line received 4,735 calls, mostly from patients or carers
- We admitted 616 patients to our Inpatient Unit, 65% of whom were admitted within 2 days of referral
- Our specialist community nurses cared for over 2,500 patients at their home or place of residence and our Hospice at Home team enabled 285 patients to die at home as they had expressly wished to do so

Our recently published Quality Account 2017/18 confirms the progress made on our mission statement "To deliver excellent care to people approaching end of life". Moreover this report spotlights that end of life patients that do not receive hospice support are twice as likely to die in hospital so our impact on unnecessary hospital admissions is clear.



## **DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2018**

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#### **FINANCIAL REVIEW**

The financial performance of Douglas Macmillan Hospice for financial year 2017/18 is set out in detail in the attached Consolidated Statement of Financial Activities.

Total expenditure for the year exceeded income by £243K and this operational deficit is increased to £448K when adjustments are made for an actuarial loss on the hospice's defined benefits scheme (£143K) and our loss on investment performance (£62K). The year was characterized by shortfalls in donated income and income received from charitable activities of circa £590K, contrasting with increase in income from trading activities of £313K. We are enormously grateful to our supporters, who choose to leave a lasting legacy to the hospice, ensuring care for future generations, but of course income from legacies can fluctuate from year to year and it is difficult to predict whether such levels of legacy income will recur. The upward trend in income from our retail shops continues this year with an increase of £775K on the previous year and an increase in net contributions of an inspiring £530K.

Expenditure across all areas of the organization is tightly controlled and was held well within budget. Moreover our reserves are maintained at adequate levels to cushion the hospice against future reductions in income levels as well as to provide capital for future strategic growth and indeed our levels of reserves remain substantial despite an uplift in provisions for a deficit in the closed defined-benefit pension scheme.

#### **Where does the funding come from?**

As a charity the hospice relies heavily on voluntary donations. Our NHS/CCG grant has not increased for many years and currently accounts for only 23% of our total requirement. The generosity and kindness of local people is the essence of our success as a hospice. Many of the people who choose to donate to us do so in memory of a loved one, whom we cared for, or in admiration of the impact we have had on many thousands of local families over the last 45 years. Some families ask friends attending a funeral to donate to us in lieu of bringing flowers; others create an event to fundraise on our behalf. Many supporters attend our fundraising events such as the bike ride, 10K run, Moonlight Walk or annual Dougie Mac Ball. However they decide to donate, our supporters make an enormous difference to our work. It is fitting to record our sincere thanks to all of our supporters in the Trustees Report, and also to acknowledge the wonderful work done by around 1,000 Dougie Mac volunteers who have donated their valuable time. An incredible 141,302 hours across all areas of the charity without which we simply could not deliver the breadth and depth of our service.

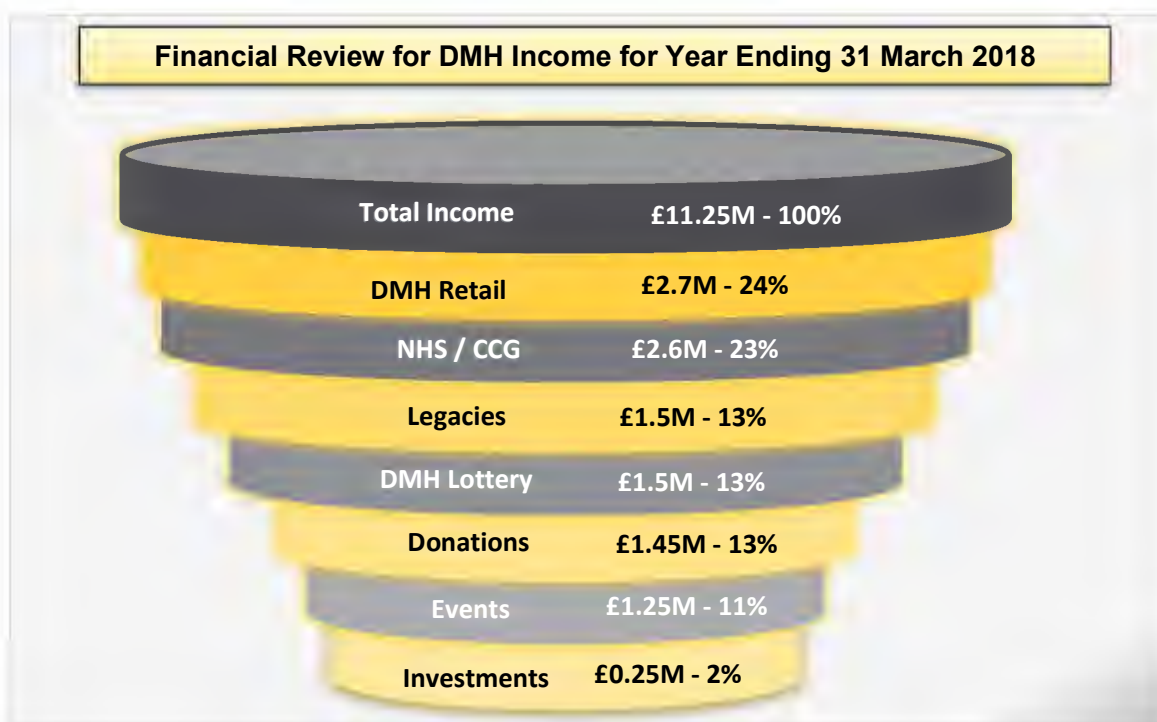
#### **OUR FUNDRAISING APPROACH**

Given that over £9million was raised by voluntary donations last year it is important to emphasize that our approach to raising funds is transparent, as greater transparency fosters greater confidence in Dougie Mac as a charity. We always take care to be direct and honest with anyone who shares their money or time with us. Our approach is to be strong advocates of the superb care delivered at the Hospice by enthusiastically nurturing our relationships with current donors as well as attracting new supporters. We do as much of our fundraising as possible in-house, including interacting with donors through our Supporter Hub team. We had no relationships with external professional fundraisers this year. Occasionally we have been approached by firms seeking to work with us on a commercial participator basis but our due diligence reveals that the time and effort involved rarely yields a commensurate uplift in income, especially given the associated control risks, so we did not form any commercial participator relationships in 2017/18.

The charity is registered with the new Fundraising Regulator and we adhere to their Code of Practice. Our staff are fully trained and understand their responsibilities as we are a member of the Institute of Fundraising and moreover the values and culture of Douglas Macmillan Hospice demand candour and transparency of all of our employees.

In short, donating to Dougie Mac should be a great experience. If any donors feel we have fallen short of the standards we set then we make it straightforward for people to contact us and we will always seek to put that right. Alongside our Privacy Notice we have a Safeguarding Policy which covers vulnerable persons which we regularly review so that there can be no unreasonable intrusion on a person's privacy or any suggestions of over-persistent approaches to obtain funds or undue pressure on anyone to donate to us.

The reputation of the Hospice and centrality of our donors in all of the work that we undertake means that our attitudes, behaviors and practices must be exemplary at all times.



## **OUR VISION FOR THE FUTURE**

The Douglas Macmillan Hospice has a 3 year Strategic Plan which encapsulates our ambitions and outlines our goals. We aim to deliver excellence in everything that we do for patients, families and carers so that our reputation continues to be enhanced by an innovative, values-driven and sustainable approach to the growth of the organization. The Trustees feel it is our duty as a hospice to be ambitious in these trying times and to commit to provide our specialist expertise and support that can rarely be found elsewhere. We know that people with life-limiting illness, in need of palliative and end of life care often prefer to stay at home and wish to retain their independence. This requires resources and support but is at the core of our strategy, to such an extent that the expansion of our community teams is a key priority in our strategic plan. However we also know that many patients need to be admitted to the Hospice' Inpatient Unit (IPU) and it is our responsibility to create the very best environment in our bed-services. Consequently the Trustees have agreed to embark on the largest refurbishment of our IPU for over a decade to modernize the physical environment so that it matches the contemporary standards of the excellent care we deliver. This major project will commence in Autumn 2018, following the construction of a new roof in early 2018 and our aim is to reflect the genuine importance to Dougie Mac of delivering 'world class' facilities to the people of Stoke on Trent and North Staffordshire in gratitude for their consistent support, kindness and generosity.

Our high level strategic objectives for the next 3 years are:

- Achievement of an ambitious annual budget reflecting sustainability and balanced growth
- Increased patient access to our clinical services by 20%
- Attainment of an Outstanding rating from the Care Quality Commission
- To embed our People Strategy so that staff satisfaction levels exceed 90%, sickness absence levels reduce to 5% and staff retention reaches 95% by 2021, providing tangible evidence of Dougie Mac as an employer of genuine excellence

Trustees acknowledge that the pace of change in our local health economy is unlikely to slacken in the next 3 years and the challenges of population ageing will intensify. Therefore our hospice objectives must be dynamic so that Dougie Mac can react with flexibility to fresh opportunities, empowering hospice leaders to explore initiatives which will extend our reach.

## **DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2018**

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#### **STRUCTURE AND GOVERNANCE**

##### **Board of Trustees**

The Board of Trustees is the governing body that administers the charity, sets the strategy, formulates policy and assesses procedures and risk management. The Board meets regularly and the trustees are directors of the company but none of the trustees has a beneficial interest in the company and all are unpaid volunteers.

##### **Trustee Recruitment, Appointment and Induction**

The existing trustees of Douglas Macmillan Hospice are empowered under the Articles of Association to elect new trustees at our Annual General Meeting and to make co-options at any other time. Succession planning for trustees is an important dimension of governance as is a blend of skills in the Board of Trustees, so new trustees are recruited in a variety of ways including external advertising and previous interest in and involvement with the Hospice. Additionally potential new trustees are invited to attend Board meetings as an observer to assist them on deciding whether to agree to a nomination as a trustee. New trustees receive a full induction programme over an extended period, including briefings with senior executives and visits to the various parts of the organization to gain an appreciation of the mosaic of aspects which contribute to the success of Douglas Macmillan Hospice.

##### **Subcommittees of the Board of Trustees**

To assist in the smooth running of the charity the Board is supported by six subcommittees each of which meets at appropriately regular intervals and are chaired by a member of the Board. These subcommittees are:

- Investments, Finance & Internal Audit (IFIA)
- People & Values (P&V)
- Clinical Governance & Professional Standards (CGPS)
- Corporate Governance (CG)
- DMH Staffordshire Enterprises Ltd Board (DMHSEL)
- DMH Staffordshire Lotteries Ltd Board (DMHSLL)

The trustees on each subcommittee have relevant interests and skills to ensure that they enhance the work of that committee. A scheme of delegation is in place so that day to day responsibility for the affairs of the charity, including all operational matters, rests with the Chief Executive Officer and the Executive team, which currently comprises:

- Chief Executive – David Webster
- Director of Care – Jannette McCartney
- Director of Income Generation – Karen McKenzie
- Director of HR & Support Services – Cris Hammond
- Head of Finance – Vicki Dean

Both DMHSEL and DMHSLL develop commercial activities to support the charity and each covenants its surplus to the charity, and results are included within the Consolidated Financial Statements.

##### **Risk Management**

Governance of Douglas Macmillan Hospice is underpinned by a transparent culture of risk evaluation and risk management, enabling the Board of Trustees to consider all risks, both stated and emerging, and fulfill their responsibility for risks faced by the charity. A risk register identifies the potential and actual risks, their nature, likelihood and impact and then outlines the measures taken to mitigate those risks. Trustees review the risk register formally at Board meetings as well as assessing and updating it at appropriate subcommittees.

The main risks that the charity faces are:

## **DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2018**

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a) **Financial Sustainability**

This is mitigated by our robust fundraising strategy; built over many years of successful expansions of donated income, and by cultivating excellent relationships with statutory funding partners in the local health economy

b) **Reputation**

The Hospice is held in high regard by local people and stakeholder partners and has been so for 45 years but protecting and polishing our reputation requires mitigating actions, notably in ensuring that all our systems, processes and support lead to the successful recruitment retention and development of outstanding people

c) **Internal Infrastructure**

In a rapidly changing environment our mitigations involves continually assessing and modifying our infrastructure (including I.T.) to contend with contemporary and future needs. Cost containment and investment in new assets are kept in balance by constant monitoring.

#### **Reserves Policy**

Reserves are held to ensure that the charity has the ability to withstand any unforeseen drops in income, and to provide capital for future strategic growth, recognizing that access to external capital is very limited. The Board of Trustees is satisfied that the current level of reserves provides an adequate buffer against risks that cannot be negated by other means, whilst underpinning the strategic plan for the future of the hospice.

#### **Remuneration Policy**

The People & Values subcommittee, which reports to the Board of Trustees, oversees all matters relating to executive remunerations and staff pay and benefits. External benchmarks and local market rates of pay are used as comparatives so that the Hospice can attract and retain high quality staff in both clinical and non-clinical roles. An annual appraisal process is in place to evaluate job performance at an individual level across the organization.

#### **Trustees Responsibilities in Relation to Financial Statements**

The charity's trustees, who are also the directors of Douglas Macmillan Hospice for the purposes of company law, are responsible for preparing a trustees annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

Company law requires our trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group, and of the incoming resources and applications of resources, including the income and expenditure of the charitable group for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities Statement of Recommended Practice (SORP)
- Make judgements and accounting estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material expenditures disclosed and explained in the financial statements
- Prepare the financial statements as the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time, the financial position of the charity and to ensure that the financial statements comply with the Companies Act 2008. They are also responsible for safeguarding the assets of the charity and the group, and hence take reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2018***

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information included in the charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from that in other jurisdictions.

In so far as the trustees are aware at the time of approving our trustees' report there is no relevant audit information of which our auditor is unaware, and trustees have taken all steps that they ought to have taken to make them aware of any relevant audit information. It is customary to place a resolution at our AGM proposing the appointment of Geens Ltd as our auditors and trustees will do so in the knowledge stated above.

Approved by the trustees on 3 September 2018 and signed on their behalf by

A large black rectangular box redacting the signature of the Chairman of the Board of Trustees.

David Platt  
Chairman of Board of Trustees

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DOUGLAS MACMILLAN HOSPICE**

**FOR THE YEAR ENDED 31 MARCH 2018**

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**Opinion**

We have audited the financial statements of Douglas Macmillan Hospice and its subsidiaries (the 'group') for the year ended 31 March 2018 which comprise the consolidated statement of financial activities, the consolidated balance sheet, the consolidated cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2018, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DOUGLAS MACMILLAN HOSPICE (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report incorporating the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

  
**Mr Steven Archer FCA (Senior Statutory Auditor)**  
**for and on behalf of Geens Limited**

**Chartered Accountants**  
**Statutory Auditor**

3<sup>rd</sup> September 2018

68 Liverpool Road  
Stoke on Trent  
Staffordshire  
ST4 1BG

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**(Including consolidated income and expenditure account)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £ 2018	Total funds £ 2017
<b>Income:</b>						
Donations and legacies	2	1,457,519	1,479,205	48,839	2,985,563	3,012,718
Charitable activities	3	2,584,475	-	-	2,584,475	2,811,708
Other trading activities	4	5,434,333	-	-	5,434,333	4,542,941
Investment income	5	256,945	-	-	256,945	246,267
<b>Total income</b>		<b>9,733,272</b>	<b>1,479,205</b>	<b>48,839</b>	<b>11,261,316</b>	<b>10,613,634</b>
<b>Expenditure</b>						
Costs of raising funds	6	2,895,201	-	-	2,895,201	2,714,827
Charitable activities	7	8,199,559	388,713	20,632	8,608,904	8,417,018
<b>Total expenditure</b>		<b>11,094,760</b>	<b>388,713</b>	<b>20,632</b>	<b>11,504,105</b>	<b>11,131,845</b>
Net gains/ (loss) on investments	17	(62,089)	-	-	(62,089)	484,903
<b>Net income / (expenditure)</b>		<b>(1,423,577)</b>	<b>1,090,492</b>	<b>28,207</b>	<b>(304,878)</b>	<b>(33,308)</b>
<b>Transfers between funds</b>	25/26	2,164,341	(1,946,973)	(217,368)	-	-
<b>Other recognised gains and (losses)</b>						
Actuarial gain / (loss) on defined benefit pension schemes	21	(143,000)	-	-	(143,000)	(567,000)
<b>Net movement in funds</b>		<b>597,764</b>	<b>(856,481)</b>	<b>(189,161)</b>	<b>(447,878)</b>	<b>(600,308)</b>
<b>Reconciliation of funds:</b>						
Fund balances brought forward		507,681	10,839,796	804,317	12,151,794	12,752,102
<b>Fund balances carried forward</b>		<b>1,105,445</b>	<b>9,983,315</b>	<b>615,156</b>	<b>11,703,916</b>	<b>12,151,794</b>

All of the above results were derived from continuing operations. All gains and losses recognised in the year are included above.

The notes on pages 13 to 29 form an integral part of these financial statements.



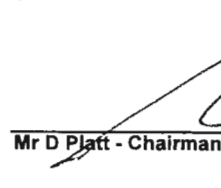

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2018

		Group		Charity	
	Notes	2018 £	2017 £	2018 £	2017 £
<b>Fixed assets</b>					
Tangible assets	16	5,936,163	5,756,328	5,936,163	5,756,328
Investments	17	6,116,065	5,878,154	6,116,070	5,878,159
		<u>12,052,228</u>	<u>11,634,482</u>	<u>12,052,233</u>	<u>11,634,487</u>
<b>Current assets</b>					
Stocks	18	8,931	9,917	-	-
Debtors	19	1,456,182	1,880,908	1,453,870	1,927,295
Cash at bank and in hand		972,304	1,229,014	834,653	1,070,627
		<u>2,437,417</u>	<u>3,119,839</u>	<u>2,288,523</u>	<u>2,997,922</u>
<b>Creditors: amounts falling due within one year</b>	20	<u>(536,729)</u>	<u>(468,527)</u>	<u>(424,944)</u>	<u>(350,173)</u>
<b>Net current assets</b>		<u>1,900,688</u>	<u>2,651,312</u>	<u>1,863,579</u>	<u>2,647,749</u>
<b>Total assets less current liabilities being net assets excluding pension liability</b>		<u>13,952,916</u>	<u>14,285,794</u>	<u>13,915,812</u>	<u>14,282,236</u>
<b>Defined benefit pension scheme liability</b>	21	<u>(2,249,000)</u>	<u>(2,134,000)</u>	<u>(2,249,000)</u>	<u>(2,134,000)</u>
<b>Net assets including pension liability</b>		<u><u>11,703,916</u></u>	<u><u>12,151,794</u></u>	<u><u>11,666,812</u></u>	<u><u>12,148,236</u></u>
<b>Funds</b>					
<b>Income funds</b>					
Restricted funds	25	615,156	804,317	615,156	804,317
Unrestricted funds: Designated funds	26	9,983,315	10,839,796	9,983,315	10,836,238
Other charitable funds		<u>3,354,445</u>	<u>2,641,681</u>	<u>3,317,341</u>	<u>2,641,681</u>
<b>Total funds excluding pension reserve</b>		<u>13,952,916</u>	<u>14,285,794</u>	<u>13,915,812</u>	<u>14,282,236</u>
Pension reserve	21	<u>(2,249,000)</u>	<u>(2,134,000)</u>	<u>(2,249,000)</u>	<u>(2,134,000)</u>
<b>Total funds</b>		<u><u>11,703,916</u></u>	<u><u>12,151,794</u></u>	<u><u>11,666,812</u></u>	<u><u>12,148,236</u></u>

The financial statements were approved by the Board on 3rd September 2018 and agreed on their behalf by:

Mr D Platt - Chairman

Company Registration No. 03615904 (England & Wales)

The notes on pages 13 to 29 form an integral part of these financial statements.

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2018**

		<b>Group</b>		<b>Charity</b>	
	<b>Notes</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Net cash provided by operating activities</b>	28	356,180	(555,188)	376,916	(239,370)
<b>Cash flows from investing activities:</b>					
Dividends, interest and rents from investments		256,945	246,267	256,945	246,267
Purchase of property, plant and equipment		(600,675)	(254,049)	(600,675)	(316,039)
Proceeds from sale of property, plant and equipment		30,840		30,840	
Proceeds from sale of investments		-	500,000	-	500,000
Purchase of investments		(300,000)		(300,000)	-
<b>Net cash used in investing activities</b>		<b>(612,890)</b>	<b>492,218</b>	<b>(612,890)</b>	<b>430,228</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(256,710)</b>	<b>(62,970)</b>	<b>(235,974)</b>	<b>190,858</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>1,229,014</b>	<b>1,291,984</b>	<b>1,070,627</b>	<b>879,769</b>
<b>Cash and cash equivalents at the end of the reporting period</b>		<b>972,304</b>	<b>1,229,014</b>	<b>834,653</b>	<b>1,070,627</b>

The notes on pages 13 to 29 form an integral part of these financial statements.

# DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

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### 1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### 1a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

These group financial statements consolidate the results of the charity and its wholly owned subsidiary undertakings for the year ended 31 March 2018 on a line by line basis. The trading results of the subsidiary undertakings are shown in note 12.

A separate Statement of Financial Activities and Income and Expenditure Account for the charity has not been presented because the Charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

#### 1b) Fund accounting

Unrestricted funds are available for use, at the discretion of the trustees, in furtherance of the general objectives of the charity and which have been designated for other purposes:

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors, or which have been raised by the charity for particular purposes.

#### 1c) Income recognition

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

Fixed asset gifts in kind are recognised in full when receivable and are included at fair value.

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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**1 Accounting policies (continued)**

**1c) Income recognition (Continued)**

Legacies are recognised when both entitlement to receive the income has been established and when it is probable that the income will be received. Receipt is assessed to be probable when: there has been grant of probate; and the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay the legacy. Legacies are measured at the fair value of income receivable based on available information.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

**1d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the expenditure incurred related to fundraising activities and the costs relating to the trading subsidiaries;
- Expenditure on charitable activities includes the expenditure incurred relating to the Inpatient unit, the Medical unit, the Day Hospice, the Community project, the CICU project, the Hospice at Home project, the Social work project, the Education project and the carers support project; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**1e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include finance costs, governance costs, information technology costs, corporate services, facilities costs, non-attributable depreciation, and general overheads. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities on an apportioned basis related to the expenditure as a percentage of total expenditure.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 8.

**1f) Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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**1 Accounting policies (continued)**

**1f) Tangible fixed assets and depreciation (continued)**

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Freehold land is not depreciated	
Freehold buildings	3% p.a. straight line
Fixtures, fittings & equipment	25% p.a. straight line and reducing balance
Motor vehicles	25% p.a. reducing balance

**1g) Stock**

Stock is stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition. Cost is calculated using the first-in, first-out formula. Provision is made for damaged, obsolete and slow-moving stock where appropriate.

Donated stocks are fair valued as described in section 1c) above.

**1h) Financial instruments**

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**i) Financial assets**

Basic financial assets, which include debtors, and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Other financial assets, including short term highly liquid investments are initially measured at fair value, with subsequent changes in fair value recognised in the Statement of Financial Activities. These include cash on deposit and cash equivalents with a maturity of less than one year.

Investments in subsidiaries and joint ventures are measured at cost less impairment.

Financial assets measured at amortised cost are assessed for indicators of impairment at each reporting end date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in the Statement of Financial Activities.

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charitable company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

**ii) Financial liabilities**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

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**1 Accounting policies (continued)**

**1h) Financial instruments (continued)**

Basic financial liabilities, including creditors, bank loans and loans from fellow group companies that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

**1i) Provisions**

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

**1j) Leases**

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SOFA on a straight line basis over the period of the lease.

**1k) Pensions**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

The charity also operates a defined benefit scheme which is closed to new members. The contributions made to the scheme are as recommended by the Scheme Trustees and the independent actuary. The regular cost of providing retirement pensions and related benefits is charged to the statement of financial activities over the employees' service lives on the basis of a constant percentage of earnings.

**1l) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**1m) Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2018

**2 Donations and legacies**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Donations and gifts	1,403,831	-	18,839	1,422,670	1,762,439
Legacies	-	1,479,205	30,000	1,509,205	1,196,591
Department of Health	53,688	-	-	53,688	53,688
	<u>1,457,519</u>	<u>1,479,205</u>	<u>48,839</u>	<u>2,985,563</u>	<u>3,012,718</u>

**For the year ended 31 March 2017**

Unrestricted funds	1,791,198
Designated funds	1,077,824
Restricted funds	143,696
	<u>3,012,718</u>

**3 Income from charitable activities**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Charitable activities	2,584,475	-	-	2,584,475	2,811,708

Included within income relating to charitable activities are: Clinical Commissioning Group	2,379,886	2,492,354
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**For the year ended 31 March 2017**

Unrestricted funds	2,811,708
Designated funds	-
Restricted funds	-
	<u>2,811,708</u>

**4 Income from other trading activities**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
Fundraising events	1,238,007	-	-	1,238,007	1,120,585
Income from commercial activities:					
- Charity shops	2,718,816	-	-	2,718,816	1,943,608
- Lottery	1,477,510	-	-	1,477,510	1,478,748
	<u>5,434,333</u>	<u>-</u>	<u>-</u>	<u>5,434,333</u>	<u>4,542,941</u>

**For the year ended 31 March 2017**

Unrestricted funds	4,542,941
Designated funds	-
Restricted funds	-
	<u>4,542,941</u>

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2018

5	Investment income	2018 £	2017 £
	Income from listed investments	255,543	241,724
	Interest receivable	1,402	4,543
		<u>256,945</u>	<u>246,267</u>

**For the year ended 31 March 2017**

Unrestricted funds	246,267
Designated funds	-
Restricted funds	-
	<u>246,267</u>

## 6 Analysis of costs of raising funds

	Direct costs £	Support costs £	Total 2018 £	Total 2017 £
Fundraising Costs	616,015	-	616,015	667,984
Costs of commercial activities:				
- Charity shops	1,627,157	-	1,627,157	1,381,973
- Lottery	652,029	-	652,029	664,870
	<u>2,895,201</u>	<u>-</u>	<u>2,895,201</u>	<u>2,714,827</u>

**For the year ended 31 March 2017**

Unrestricted funds	2,714,827
Designated funds	-
Restricted funds	-
	<u>2,714,827</u>

## 7 Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Total 2018 £	Total 2017 £
Inpatient	2,208,178	1,102,610	3,310,788	3,378,074
Medical	605,938	314,933	920,871	838,564
Day hospice	490,604	242,884	733,488	575,788
Community	1,352,578	684,574	2,037,152	2,013,370
Hospice at home	549,350	272,663	822,013	632,897
Social work	331,260	168,337	499,597	554,468
Education	188,181	96,814	284,995	423,857
	<u>5,726,089</u>	<u>2,882,815</u>	<u>8,608,904</u>	<u>8,417,018</u>

**For the year ended 31 March 2017**

Unrestricted funds	8,028,577
Designated funds	332,180
Restricted funds	56,261
	<u>8,417,018</u>



**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**8 Allocation of support costs**

	Inpatient £	Medical £	Day Hospice £	Community £
Governance	38,511	10,862	8,507	23,806
Finance	141,916	40,704	31,234	88,224
Information technology	106,840	30,281	23,575	66,202
Corporate services	207,439	58,865	45,761	128,493
Facilities	231,165	66,412	50,858	48,332
Depreciation	149,490	41,582	33,119	91,980
General overheads	173,567	50,551	38,062	203,960
Defined benefit pension shortfall contributions	53,682	15,676	11,768	33,577
	<u>1,102,610</u>	<u>314,933</u>	<u>242,884</u>	<u>684,574</u>

**Allocation of support costs (Continued)**

	Hospice at home £	Social work £	Education £	Total 2018 £
Governance	9,542	5,847	3,350	100,425
Finance	35,073	21,705	12,498	371,354
Information technology	26,452	16,255	9,326	278,931
Corporate services	51,349	31,577	18,124	541,608
Facilities	57,115	35,380	20,383	509,645
Depreciation	37,116	22,558	12,868	388,713
General overheads	42,786	26,739	15,474	551,139
Defined benefit shortfall contributions	13,230	8,276	4,791	141,000
	<u>272,663</u>	<u>168,337</u>	<u>96,814</u>	<u>2,882,815</u>

Support costs are allocated in proportion to total expenditure. Salary, wages and related costs are allocated to the charitable activities undertaken on the basis of the direct salary, wages and related costs incurred by each charitable activities. Other non-salary support costs are allocated to the charitable activities undertaken on the basis of the total salary costs and direct costs incurred by each charitable activity.

**9 Analysis of governance costs**

		2018 £	2017 £
Salaries, wages and related costs	Allocated on time basis	28,517	24,320
Audit fees (parent company)	Cost incurred	7,500	6,750
Premises costs	1.125% of total premises costs	16,992	15,573
Overheads	10% of overheads not included above	47,416	39,746
		<u>100,425</u>	<u>86,389</u>

**10 Net income / (expenditure) for the year**

	2018 £	2017 £
Net income / (expenditure) is stated after charging:		
Depreciation	388,713	372,846
Loss on disposal of tangible fixed assets	1,286	-
Auditors' remuneration (group) - audit services	16,500	17,232
Auditors' remuneration (group) - non audit services	8,640	4,809
Operating lease charges - buildings	<u>213,077</u>	<u>196,375</u>

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

<b>11</b>	<b>Financial activities of the charity</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
	Gross income	10,525,035	10,259,142
	Total expenditure on charitable activities	(8,636,902)	(8,474,016)
	Fundraising costs	(2,192,468)	(2,023,821)
	Unrealised (losses) / gains on investment assets	(62,089)	484,902
	Net income/ (expenditure)	(366,424)	246,207
	Total funds brought forward excluding pension reserve	14,282,236	14,036,029
	Total funds carried forward excluding pension reserve	13,915,812	14,282,236
	Represented by:		
	Unrestricted income funds	3,317,341	2,641,681
	Designated income funds	9,983,315	10,836,238
	Restricted income funds	615,156	804,317
		13,915,812	14,282,236

**12 Trading subsidiaries**

The charity controls the companies listed below by virtue of holding a controlling interest in the equity share capital:-

<b>Name of subsidiary</b>	<b>Country of incorporation</b>	<b>% of equity share capital held</b>
Douglas Macmillan Hospice Staffordshire Enterprises Limited	England & Wales	100
Douglas Macmillan Hospice Staffordshire Lotteries Limited	England & Wales	100
Sunflower Home Care Limited	England & Wales	100

**Douglas Macmillan Hospice Staffordshire Enterprises Limited**

**Summary of trading results**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	87,809	29,694
Total expenditure	(50,703)	(26,136)
Other income	-	-
<b>Net profit for the year</b>	37,106	3,558
Amount gifted to charity	(37,106)	(3,558)
<b>Retained profit</b>	-	-

The turnover from this entity is consolidated within total charity shop income reported in note 4 of these accounts.

The assets and liabilities of the Douglas Macmillan Hospice Staffordshire Enterprises Limited were:

Assets	17,362	50,200
Liabilities	(17,360)	(50,198)
<b>Funds</b>	2	2

**Douglas Macmillan Hospice Staffordshire Lotteries Limited**

**Summary of trading results**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	1,477,510	1,478,748
Total expenditure	(652,030)	(664,870)
<b>Net profit for the year</b>	825,480	813,878
Amount paid to charity	(825,480)	(813,878)
<b>Retained profit</b>	-	-

The assets and liabilities of the Douglas Macmillan Hospice Staffordshire Lotteries Limited were:

Assets	233,317	228,089
Liabilities	(233,315)	(228,087)
<b>Funds</b>	2	2

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

## 12 Trading subsidiaries (continued)

**Sunflower Home Care Limited  
Summary of trading results**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	-	-
Total expenditure	-	-
Other income	-	-
Amount released from parent company loan	-	-
<b>Net Profit / (Loss) for the year</b>	<b>-</b>	<b>-</b>

The assets and liabilities of the Sunflower Home Care Limited were:

Assets	1,717	9,013
Liabilities	(1,717)	(9,013)
<b>Deficiency in funds</b>	<b>-</b>	<b>-</b>

## 13 Investment in Joint Venture

	<b>Group</b>		<b>Charity</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Investment in joint venture	7,690	7,690	7,690	7,690

The group has an investment in the following joint venture:

**Proportion of  
ordinary shares  
held  
%**

Palliative Care Solutions Limited

50%

Palliative Care Solutions Limited is a trading company incorporated in England and Wales. This company has now ceased trading and there are plans to liquidate. The company has made a loss in the year of £Nil (2017:£4,620). The investment in Palliative Care has been impaired by £Nil (2017: £2,310) so that the carrying value of £7,690 represents the Group's share of funds receivable when the company is liquidated.

## 14 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

The total staff costs and employees benefits were:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Wages and salaries	7,256,495	6,999,011
Social security costs	596,306	587,995
Pension costs	905,992	896,842
	<b>8,758,793</b>	<b>8,483,848</b>

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	<b>2018</b>	<b>2017</b>
	<b>Number</b>	<b>Number</b>
£60,001 to £70,000	1	2
£70,001 to £80,000	3	2
£80,001 to £90,000	-	-
£90,001 to £100,000	-	-
£100,001 to £110,000	1	-

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**14 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel (continued)**

The average monthly number of employees and full time equivalent (FTE) during the year was as follows:

	2018 Number	2018 FTE	2017 Number	2017 FTE
Raising funds	94	72	95	67
Charitable activities	292	212	294	204
Governance	1	1	1	1
	<u>387</u>	<u>285</u>	<u>390</u>	<u>272</u>

The key management personnel of the charity comprise the trustees, the Chief Executive Officer, the Medical Director, the Director of Care, the Director of Income Generation and the Director of Human Resources and support services. The total employee benefits of the key management personnel of the charity were £361,189 (2017: £307,254).

The trustees neither received nor waived any remuneration during the year (2017:£Nil).

The trustees did not have any expenses reimbursed during the year (2017:£Nil).

The charity has received no donations with conditions from the trustees during the year (2017:£Nil).

**15 Pension costs  
FPS defined benefit scheme**

The charity contributes to a defined benefit scheme and the details are in note 21.

Contributions are made in accordance with the annual recommendations of a qualified independent actuary.

The contributions to this scheme in the year were £79,962 (2017: £84,398). Also during the year shortfall payments in respect of a recovery plan have been paid totalling £141,000 (2017: £141,000).

Contributions are also made to a second plan (FPS Federated Flexiplan) in accordance with actuarial recommendations.

**NHS defined benefit scheme**

The charity also contributes to the NHS Pension Scheme, which is an unfunded, defined benefit scheme that covers NHS employers, General Practices and other bodies, allowed under the direction of the Secretary of State, in England and Wales. The scheme is not designed to be run in a way that would enable NHS bodies to identify their share of the underlying scheme assets and liabilities. Therefore, the scheme is accounted for as if it were a defined contribution scheme: the cost to the NHS body of participating in the scheme is taken as equal to the contributions payable to the scheme for the accounting period.

A valuation of scheme liability is carried out annually by the scheme actuary (currently the Government Actuary's Department) as at the end of the reporting period. This utilises an actuarial assessment for the previous accounting period in conjunction with updated membership and financial data for the current reporting period, and are accepted as providing suitably robust figures for financial reporting purposes. The valuation of scheme liability as at 31 March 2018, is based on valuation data as At 31 March 2017, updated to 31 March 2018 with summary global member and accounting data. In undertaking this actuarial assessment, the methodology prescribed in IAS 19, relevant FReM interpretations, and the discount rate prescribed by HM Treasury have also been used.

The contributions to this scheme in the year were £283,112 (2017: £317,916).

**Aviva/Nest defined contribution scheme**

The charity also contributes to defined contribution schemes in respect of employees who do not qualify for the FPS scheme or the NHS scheme.

The contributions to these schemes in the year were £380,303 (2017: £339,678).

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2018

16	Tangible fixed assets Group and company	Land and buildings £	Fixtures, fittings & equipment £	Total £
	<b>Cost</b>			
	At 1 April 2017	8,086,046	2,507,878	10,593,924
	Additions	292,419	308,256	600,675
	Disposals	-	(67,448)	(67,448)
	At 31 March 2018	8,378,465	2,748,686	11,127,151
	<b>Depreciation</b>			
	At 1 April 2017	2,605,433	2,232,163	4,837,596
	Charge for the year	251,390	137,323	388,713
	Disposals	-	(35,321)	(35,321)
	At 31 March 2018	2,856,823	2,334,165	5,190,988
	<b>Net book value</b>			
	At 31 March 2018	5,521,642	414,521	5,936,163
	At 31 March 2017	5,480,613	275,715	5,756,328

17	Fixed asset investments	Cash £	Listed inv. £	Unlisted inv. £	Total £	2017 £
	Market value at 1 April 2017		5,870,464	7,690	5,878,154	5,893,251
	Additions at cost	(6,217,462)	6,217,462	-	-	-
	Cash added to portfolio	300,000	-	-	300,000	-
	Disposals at carrying value	6,008,196	(6,008,196)	-	-	(500,000)
	Change in value in the year	-	(62,089)	-	(62,089)	484,903
	Market value at 31 March 2018	90,734	6,017,641	7,690	6,116,065	5,878,154
	Historical cost at 31st March 2018	90,734	6,217,462	7,690	6,315,886	4,911,005

The following investments made up more than 5% each of the total market value of listed investments or bonds at 31 March 2018:

	2018 £	2017 £
Vanguard INV UK FTSE UK All Share IDX Unit	301,003	-
Vanguard Funds PLC S&P 500	515,811	-
M & G Charibond Income share	-	510,923
M & G Charibond	-	1,680,004
CCLA COIF Charities Fixed Interest Fund	-	1,304,182
CCLA Property Fund	-	944,290
Newton Global Growth Fund	-	852,325
Blackrock Common Fund	-	578,740

**Summary of Investments**

	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Investment in subsidiary companies	-	-	5	5
Other investments	6,116,065	5,878,154	6,116,065	5,878,154
	6,116,065	5,878,154	6,116,070	5,878,159

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

18	Stock	Group		Charity	
		2018	2017	2018	2017
		£	£	£	£
	Stock in hand	8,931	9,917	-	-
		8,931	9,917	-	-

19	Debtors	Group		Charity	
		2018	2017	2018	2017
		£	£	£	£
	Trade debtors	35,274	20,796	34,318	20,796
	Amounts owed by subsidiary undertakings	-	-	-	48,786
	Other debtors	1,358,488	1,804,511	1,357,132	1,803,155
	Prepayments and accrued income	62,420	55,601	62,420	54,558
		1,456,182	1,880,908	1,453,870	1,927,295

20	Creditors: amounts falling due within one year	Group		Charity	
		2018	2017	2018	2017
		£	£	£	£
	Trade creditors	183,384	207,087	179,752	203,364
	Amounts owed to subsidiary undertakings	-	-	126,164	111,185
	Amounts owed to joint venture	10,030	10,030	10,030	10,030
	Other creditors	258,898	234,191	29,025	13,236
	Accruals and deferred income	84,417	17,219	79,973	12,358
		536,729	468,527	424,944	350,173

21	Pension and other post-retirement benefit commitments	Defined benefit pension plans	
		2018	2017
		£	£
<b>Employee benefit obligations</b>			
<b>a) The amounts recognised in the balance sheet are as follows:</b>			
Present value of funded obligations		11,149,000	11,042,000
Fair value of plan assets		(8,900,000)	(8,908,000)
Deficit		2,249,000	2,134,000
Present value of unfunded obligations		-	-
Unrecognised past service cost		-	-
Irrecoverable surplus		-	-
Net pension liability recognised before tax		2,249,000	2,134,000
<b>b) The amounts recognised in the statement of financial activities are as follows:</b>			
Current service cost included in staff costs within total resources expended		143,000	117,000
Past service cost		-	7,000
		143,000	124,000
Net pension finance costs included within total resources expended:			
Interest on obligation		271,000	311,000
Expected return on pension scheme assets		(221,000)	(260,000)
		50,000	51,000
Total		193,000	175,000
Actual return on scheme assets over the period		154,000	1,542,000

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**21 Pension and other post-retirement benefit commitments (continued)**

**c) Included with other recognised gains and losses:**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Return on assets, excluding interest income	(67,000)	1,282,000
Impact of surplus restrictions	-	-
Change in irrecoverable surplus	-	-
Actuarial gains/(losses) on liabilities	(76,000)	(1,849,000)
	<u>(143,000)</u>	<u>(567,000)</u>

**d) Changes in the present value of the scheme liabilities:**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Opening liabilities	11,042,000	9,524,000
Current service cost	143,000	117,000
Past service cost	-	7,000
Interest cost	271,000	311,000
Contribution by scheme participants	33,000	35,000
Actuarial (gains) / Losses	76,000	1,849,000
Benefits paid	(416,000)	(801,000)
	<u>11,149,000</u>	<u>11,042,000</u>

**e) Changes in fair value of the scheme assets:**

	<b>£</b>	<b>£</b>
Opening fair value of scheme assets	8,908,000	7,900,000
Expected return	221,000	260,000
Actuarial gains	(67,000)	1,282,000
Contributions by employer	221,000	232,000
Contributions from scheme participants	33,000	35,000
Benefits paid	(416,000)	(801,000)
	<u>8,900,000</u>	<u>8,908,000</u>

**f) The major categories of scheme assets are as follows:**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Equity	3,118,000	3,215,000
Bonds	3,760,000	3,717,000
Diversified funds	1,955,000	1,908,000
Cash	47,000	45,000
Annuity contracts	20,000	23,000
	<u>8,900,000</u>	<u>8,908,000</u>

**g) Principal actuarial assumptions used by the actuary the balance sheet date**

	<b>2018</b>	<b>2017</b>
	<b>%</b>	<b>%</b>
Discount rate at 31 March	2.50	2.50
Rate of inflation (RPI)	3.10	3.20
Rate of inflation (CPI)	2.30	2.40
Rate of salary increase	2.50	2.50
Rate of increase to pensions in payment		
- Pre 1997 (Discretionary)	0.00	0.00
- 1997 - 2009 (RPI max 5%)	3.00	3.10
- Post 2009 (RPI max 2.5%)	2.10	2.10

## DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2018

## 21 Pension and other post-retirement benefit commitments (continued)

## g) Principal actuarial assumptions used by the actuary the balance sheet date (continued)

Expected life expectancies on retirement at age 65 are:	2018 Years	2017 Years
Males retiring immediately	20.20	20.40
Females retiring immediately	23.40	23.50
Males retiring in 20 years time	22.10	22.20
Females retiring in 20 years time	25.30	25.40

## 22 Financial commitments

## Commitments under operating leases

As at 31 March 2018 the group was committed to making the following payments under non-cancellable operating leases as set out below:

	2018 Land & buildings £	2018 Other £	2017 Land & buildings £	2017 Other £
<b>Group:</b>				
Operating leases which expire:				
Within one year	9,601		4,375	1,399
Between two and five years	498,561	26,467	334,675	2,953
After five years	330,833	-	369,250	-
	<u>838,995</u>	<u>26,467</u>	<u>708,300</u>	<u>4,352</u>
	2018 Land & buildings £	2018 Other £	2017 Land & buildings £	2017 Other £
<b>Company:</b>				
Operating leases which expire:				
Within one year	1,875		-	1,399
Between two and five years	373,561	26,467	188,959	2,953
After five years	176,667	-	196,667	-
	<u>552,103</u>	<u>26,467</u>	<u>385,626</u>	<u>4,352</u>

## 23 Capital commitments

	Group and Company 2018 £	Group and Company 2017 £
Contracted, not provided for	-	-
	<u>-</u>	<u>-</u>

## 24 Company limited by guarantee

Douglas Macmillan Hospice is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.



**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**25 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held for specific purposes:

	Movement in funds				
	Balances at 1 April 2017	Incoming resources	Resources expended	Transfers	Balances at 31 March 2018
	£	£	£	£	£
Specific purposes	804,317	48,839	(20,632)	(217,368)	615,156

**Purposes of the funds**

Specific purposes represents various donations made where the donors have asked that the monies be utilised to fund a specific aspect of the hospice's activities or to purchase particular items of equipment.

**26 Designated funds**

The income funds of the charity includes the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balances at 1 April 2017	Incoming resources	Resources expended	Transfers	Balances at 31 March 2018
	£	£	£	£	£
Fixed assets fund	5,756,328	-	(388,713)	568,548	5,936,163
Legacy equalisation fund	4,287,555	1,479,205	-	(1,719,608)	4,047,152
Hospice at Home fund	795,913	-	-	(795,913)	-
	10,839,796	1,479,205	(388,713)	(1,946,973)	9,983,315

The fixed assets fund has been set up to assist in identifying those funds that are not free funds and it represents the net book value of all assets.

The legacy equalisation fund has been designated by the trustees to provide for expenditure in future years. The trustees recognise the unpredictable nature of this source of income and have set aside funds to provide for expenditure not covered by income from other sources.

The Hospice at Home fund was established to provide finance for the continued provision of the hospice at home service. The transfer from this fund represents the cost incurred operating this service during the year.

The transfer to the fixed asset fund is in respect of fixed asset additions in the year now designated by the trustees as part of the fixed asset fund and also fixed assets transferred from restricted funds.

The transfer from the legacy fund is to reflect the amount transferred to unrestricted income previously designated by the trustees. The amount is calculated on the multi year average of legacy income.

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**27 Analysis of group net assets between funds**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2018 are represented by:				
Tangible fixed assets	-	5,936,163	-	5,936,163
Investments	3,305,129	2,810,936	-	6,116,065
Current assets	586,045	1,236,216	615,156	2,437,417
Current liabilities	(536,729)	-	-	(536,729)
	3,354,445	9,983,315	615,156	13,952,916
Pension reserve	(2,249,000)	-	-	(2,249,000)
Group net assets	1,105,445	9,983,315	615,156	11,703,916

**28 Reconciliation of net movement in funds to net cash flow from operating activities**

	Group 2018 £	2017 £	Charity 2018 £	2017 £
Net income for the reporting period	(447,878)	(600,308)	(481,426)	(263,791)
<b>Adjustments for:</b>				
Depreciation charges	388,713	372,846	388,713	372,846
Loss on disposal of tangible fixed assets	1,288	-	1,288	-
(Gains)/ losses on investments	62,089	(484,903)	62,089	(484,903)
Actuarial losses/ (gain)	143,000	567,000	143,000	567,000
Dividends, interest and rents from investments	(256,945)	(246,267)	(256,945)	(246,267)
Difference between pension charge and cash contributions	(28,000)	(57,000)	(28,000)	(57,000)
Decrease/ (Increase) in stocks	986	26,534	-	20,303
Decrease/ (increase) in debtors	424,727	131,607	473,426	92,314
(Decrease)/ increase in creditors	68,200	(264,697)	74,771	(239,872)
<b>Net cash provided by operating activities</b>	<b>356,180</b>	<b>(555,188)</b>	<b>376,916</b>	<b>(239,370)</b>

**29 Analysis of net cash balances**

	1 April 2017 £	Cash flow £	Non-cash changes £	31 March 2018 £
Cash at bank and in hand	1,229,014	(256,710)	-	972,304
Fixed asset investments	5,878,154	300,000	(62,089)	6,116,065
	7,107,168	43,290	(62,089)	7,088,369

**DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2018**

**30 Financial instruments**

The carrying amounts of the charity's financial instruments are as follows:

	Notes	Group 2018 £	2017 £	Charity 2018 £	2017 £
<b>Financial assets</b>					
Measured at fair value through net income / expenditure:					
Fixed asset listed investments	17	6,116,065	5,878,154	6,116,070	5,878,159
Debt instruments measured at amortised cost:					
Trade debtors	19	35,274	20,796	34,318	20,796
Amounts owed by subsidiary undertakings	19	-	-	-	48,786
Amounts owed by joint venture	19	-	-	-	-
Other debtors	19	1,358,488	1,804,511	1,357,132	1,803,155
		<u>1,393,762</u>	<u>1,825,307</u>	<u>1,391,450</u>	<u>1,872,737</u>
<b>Financial liabilities</b>					
Measured at amortised cost					
Trade creditors	20	183,384	207,087	179,752	203,364
Amounts owed to subsidiary undertakings	20	-	-	126,164	111,185
Amounts owed to joint venture	20	10,030	10,030	10,030	10,030
Other creditors	20	258,898	234,191	29,025	13,235
Taxes and Social security	20	-	-	-	-
Accruals and deferred income	20	84,417	17,219	79,973	12,358
		<u>536,729</u>	<u>468,527</u>	<u>424,944</u>	<u>350,172</u>

The income, expenses, net gains and net losses attributable to the charity's financial instruments are summarised as follows:

	Notes	Group 2018 £	2017 £	Charity 2018 £	2017 £
Financial assets measured at fair value through net income / expenditure	17	(62,089)	484,903	(62,089)	484,903
Financial assets (debt instruments) measured at amortised cost:	12	-	-	-	-

**31 Funds held on behalf of third Parties**

Douglas Macmillan Hospice is providing administrative services to Symptom Control in Palliative Care. As part of this service Douglas Macmillan Hospice receives an administration fee.

Neither income nor the expenditure (with the exception of the administrative fee income) has been accounted for in the Statement of Financial Activities. Balances held in these bank accounts at the year end do not form part of the charity's assets and are not included in the balance sheet.

**32 Related party transactions**

There were no related party transactions during the year (2017: £Nil).

# Application for Grant Aid



Name of organisation:

Stone and District Swimming Club (SADSC)

Purpose of organisation:

SADSC is Stone's not for profit, volunteer run Swimming Club. We offer Learn to Swim Levels 7 to 10 and Swim England (SE) clubs levels. We aim to give our children the very best swimming experience and tuition whilst having fun throughout the process. All of our teachers are qualified to SE level 2 / level 1, with many years of experience. This year we introduced new SE Challenge and Distance Awards to our swimmers. In 2020 we enter our 50th year and have taught 1000's of local adults and children to be confident, strong and enthusiastic swimmers.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£1200

Reason for grant request:

This year (2020) we hope to assist 3 of our volunteer teachers to gain their Swim England Level 2 qualifications. All of our teachers, coaches and administration volunteers, give their time freely and generously, to help the youth of Stone to be fitter and more active, and for them to nurture a healthy and positive lifestyle.

At almost £400 per course this is a major commitment for a not for profit club.

A swimming club can only thrive enthusiastically into the future, by nurturing the people who are there teaching on the poolside, and as a local community organisation, we are very aware of the importance of investing in skill and knowledge development in our teachers.

The Stone Town Fund, would help us on the way to achieve these goals as we enter our 50th year.

To think that last year SADSC almost closed due to lack of teachers, only to rise from the ashes again to become a proactive, flourishing local club.

We hope with your support we can thrive and grow into the future.

Benefits to Stone residents:

In England, an estimated 16% of children aged 2-15 were obese in 2016, and a further 12% were overweight (but not obese). Many studies clearly state that our children need to be more active. Swimming is a great way of exercising.

Being a member of SADSC can provide a sense of belonging, and within that safe and friendly atmosphere, children are more inclined to exercise regularly amongst their peers. This can only benefit the wellbeing and health of our town's young people, and their understanding of the importance of community.

SADSC, draws its members mainly from Stone town, but also from further afield, including Tittensor, Eccleshall and Trentham. Stone has always been a friendly and welcoming place, and we try to encourage in our children, an open and welcoming attitude to others.

Other sources of funding secured or being explored (with amounts where known):

We have some local sponsorship from TriBand Care Services Ltd, which help aid our survival and continuation last year. They donate £150 per month (ending this year) which helps cover the Freedom Leisure pool hire fees and equipment costs.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

We as a club, would consider this to be of exceptional importance for our future. Last year we lost 4 of our long term teachers/coaches, without teachers we would have had to close the club after 49 years.

Grants awarded by the Council in the last two years, and the uses made of the funding:

We received £500 from the Stone Town Fund last year (2019). With the generous support of Stone Town Council, we were able to pay the IOS (Institute of Swimming) costs, to train 2 Level 1 Teaching Assistants. This took us from the brink of closure and allowed us to build up momentum to be able to continue as a club.

Statement of support from Council appointed representative (if applicable):

Not Applicable

Stone District Swimming  
Club

2018-2019

Date	Particulars	Entrance Fees	Subs	Badge Sales	Galas Discos	Donations	Raffles	Merchandise	Interest	Other	Total	Chq No	Medals Eng etc	Galas discos Coaches	Pool Hire	Equip not for Resale	Affil Fees	Insur	Merchan	Print Tele Stationary	Other	Paid to Bank	Comm Account
01.10.18	Forward										0.00												6035.15
01.10.18	Subs		532.00								532.00												6567.15
24.09.18	Door money	14.50									14.50												6581.65
04.10.18	Paid to bank										0.00											546.50	6581.65
09.10.18											0.00	100801				234.40							6347.25
15.10.18											0.00	100802								6.96			6340.29
	ASA										0.00	100803					261.95						6078.34
16.10.18											0.00	100804									395.00		5683.34
08.10.18	Subs		389.00								389.00												6072.34
01.10.18	Door money	7.00									7.00												6079.34
15.10.18	Paid to bank										0.00											396.00	6079.34
19.10.18	Freedom Leisure										0.00	100805			1819.00								4260.34
23.10.18	ASA										0.00	100806					47.75						4212.59
15.10.18	Subs		237.00								237.00												4449.59
22.10.18	Subs		434.00								434.00												4883.59
08.10.18	Door money	17.00									17.00												4900.59
15.10.18	Door money	5.00									5.00												4905.59
23.10.18	Paid to bank										0.00											693.00	4905.59
05.11.18	Subs		61.00								61.00												4966.59
22.10.18	Door money	7.00									7.00												4973.59
12.11.18	Paid to bank										0.00											68.00	4973.59
19.11.18											0.00	100807									395.00		4578.59
28.11.18	Freedom Leisure										0.00	100808			565.02								4013.57
12.11.18	Subs		39.50								39.50												4053.07
05.11.18	Door money	12.00									12.00												4065.07
12.11.18	Door money	9.00									9.00												4074.07
30.11.18	Paid to bank										0.00											60.50	4074.07
03.12.18	Interest								0.66		0.66												4074.07
19.11.18	Subs		80.00								80.00												4154.07
19.11.18	Door money	5.00									5.00												4159.07
26.11.18	Raffle						70.40				70.40												4229.47
13.12.18	Paid to bank										0.00											155.40	4229.47
C/fwd		76.50	1772.50	0.00	0.00	0.00	70.40	0.00	0.66	0.00	1920.06		0.00	0.00	2384.02	234.40	309.70	0.00	0.00	6.96	790.00	1919.40	4229.47
Date	Particulars	Entrance Fees	Subs	Badge Sales	Galas Discos	Donations	Raffles	Merchandise	Interest	Other	Total		Medals Eng etc	Galas discos Coaches	Pool Hire	Equip not for Resale	Affil Fees	Insur	Merchan	Print Tele Stationary	Other	Paid to Bank	Comm Account
B/fwd		76.50	1772.50	0.00	0.00	0.00	70.40	0.00	0.66	0.00	1920.06		0.00	0.00	2384.02	234.40	309.70	0.00	0.00	6.96	790.00	1919.40	4229.47

Stone District Swimming  
Club

2018-2019

23.12.18	ASA											100809					8.45					4221.02	
16.01.19	Freedom Leisure										0.00	100810			1249.89							2971.13	
29.01.19	Freedom Leisure										0.00	100811			1078.34							1892.79	
	D P Sportswear										0.00	100812							64.24			1828.55	
03.12.18	Door money	5.00									5.00											1833.55	
14.01.19	Door money	10.00									10.00											1843.55	
21.01.19	Door money	5.00									5.00											1848.55	
14.01.19	Merchandise						53.00				53.00											1901.55	
01.02.19	Paid to bank										0.00										73.00	1901.55	
04.03.19	Howden										0.00	100813					474.00					1427.55	
25.03.19	Stone Town Council				500.00						500.00											1927.55	
26.03.19	Paid to Bank										0.00										500.00	1927.55	
04.03.19	Interest							0.66			0.66	*	Corrected 10.07.19									1927.55	
14.04.19	Swim England										0.00	100815					1352.50					575.05	
14.04.19	██████										0.00	100816								71.86		575.05	
02.02.19	Subs		884.00								884.00											1387.85	
13.04.19	Subs		236.00								236.00											1623.85	
13.04.19	Badge Sales			95.00							95.00											1718.85	
28.01.19	Door money	10.00									10.00											1728.85	
25.04.19	Paid to bank										0.00										1225.00	1728.85	
10.05.19	Staffordshire Cobblers Ltd										0.00	100818	204.00									1524.85	
12.05.19	Presentation evening				360.00						360.00											1524.85	
12.05.19	Blarney Stone Expenses										0.00			200.00								1524.85	
	██████										0.00			100.00								1524.85	
	██████										0.00			60.00								1524.85	
08.05.19	Subs		512.50								512.50											2037.35	
13.05.19	Subs		520.00								520.00											2557.35	
13.05.19	Subs		843.00								843.00											3400.35	
11.05.19	Presentation evening				14.00						14.00											3414.35	
15.05.19	Paid to bank										0.00										1889.50	3414.35	
21.05.19	Staffordshire Cobblers Ltd										0.00	100819	90.00									3324.35	
C/fwd		106.50	4768.00	95.00	374.00	500.00	70.40	53.00	1.32	0.00	5968.22		294.00	360.00	4712.25	234.40	1670.65	474.00	64.24	6.96	861.86	5606.90	3324.35
Date	Particulars	Entrance Fees	Subs	Badge Sales	Galas Discos	Donations	Raffles	Merchandise	Interest	Other	Total		Medals Eng etc	Galas discos Coaches	Pool Hire	Equip not for resale	Affil Fees	Insur	Merchan Stationary	Print Tele	Other	Paid to Bank	Comm Account
fwd		106.50	4768.00	95.00	374.00	500.00	70.40	53.00	1.32	0.00	5968.22		294.00	360.00	4712.25	234.40	1670.65	474.00	64.24	6.96	861.86	5606.90	3324.35
21.05.19	██████										0.00	100820		19.90									3304.45
21.05.19	██████										0.00	100821		29.27									3275.18
21.05.19	Subs		988.00								988.00												4263.18
22.05.19	Paid to bank										0.00											988.00	4263.18
24.05.19	Swim England										0.00	100822					350.00						3913.18
10.06.19	Freedom Leisure										0.00	100823			2035.24								1877.94
14.05.19	Freedom Leisure		173.82								173.82												2051.76
14.05.19	Paid to bank										0.00											173.82	2051.76
21.05.19	Subs				46.66						46.66												2098.42
21.05.19	Paid to bank										0.00											46.66	2098.42
16.04.19	Paypal									0.01	0.01												2098.43
	Paid to bank										0.00											0.01	2098.43
											0.00	correction from 04.03.19											2097.77

## 2018-2019

Page 3



**From:** [Neil Holly](#)  
**Subject:** Stafford Borough Local Plan 2020-2040, Issues and Options consultation, Parish Councils Forum 18:30-20:00 Monday 10 February 2020, Craddock Room, Civic Centre, Riverside, Stafford, ST16 3AQ  
**Date:** 20 January 2020 10:53:32

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Dear Sir/Madam

You are invited to a Stafford Borough Parish Councils forum to be held on **Monday 10 February 2020 at 18:30 to 20:00 in the Craddock Room, Civic Centre, Riverside, Stafford, ST16 3AQ.**

The purpose of the forum is to introduce and outline the Stafford Borough Local Plan 2020 to 2040 issues and options consultation, which will be taking place in February and March. There will also be a questions and answers session.

In view of room capacity, we would ask that the number of attendees from each parish council is limited to two.

I'd be grateful if you could confirm whether or not your parish will be attending and, if so, the name of those who will be attending.

I look forward to hearing from you.

Regards

Neil Holly

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**From:** [Ella Smith](#)  
**Subject:** Public Space Protection Order - Consultation  
**Date:** 21 January 2020 16:23:23  
**Attachments:** [image729004.png](#)

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The consultation period for the Public Space Protection Order (PSPO) proposals has now begun.

The Borough Council is asking residents and businesses for their views on using PSPOs to tackle issues in the county town including 'chuggers,' anti-social behaviour, and cyclists riding on the pedestrianised high street.

Existing PSPOs in place across the borough come to an end shortly – which is why the council is now taking steps to ensure they continue.

PSPOs are aimed at dealing with problems in a specific area that are detrimental to the quality of life for the local community. The orders can ban or restrict certain behaviours and anyone not complying is given a warning - and can be fined for breaching it.

Full details, along with the consultation questionnaire/ feedback form can be found by following this link: <https://www.staffordbc.gov.uk/surveys>

Please forward on as appropriate.

The consultation period will last for 6 weeks, and will close on Monday 2<sup>nd</sup> March 2020.

Corporate Business and Partnerships



Ella Smith | Business Support Assistant  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
01785 619595 | [ESmith@staffordbc.gov.uk](mailto:ESmith@staffordbc.gov.uk) | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

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**ITEM NO 4(d)(i)****ITEM NO 4(d)(i)**

<b>Contact Officers:</b>	<b>Amanda Knight</b>
<b>Telephone No:</b>	<b>01785 619417/605</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 07/11/19 (Only)</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR J M PERT  
COMMUNITY PORTFOLIO**

**CABINET****7 NOVEMBER 2019****Public Spaces Protection Orders****1 Purpose of Report**

- 1.1 To seek approval to pursue (an) application(s) for Public Spaces Protection Orders (PSPO's) under the Anti-Social Behaviour, Crime and Policing Act 2014 in Stafford Borough.

**2 Proposal of Cabinet Member**

- 2.1 That the report be noted, and approval sought to conduct the formal consultation exercise to implement Public Space Protection Orders in Stafford Borough.

**3 Key Issues and Reasons for Recommendation**

- 3.1 In October 2017 the current Designated Public Place Orders (Alcohol Restriction Zones), Dog Control Orders and Gating Orders in Stafford Borough were superseded by Public Spaces Protection Orders (PSPOs) under the Anti-Social Behaviour, Crime and Policing Act 2014. A PSPO can make requirements, prohibitions or both within a specified area and can be implemented for a maximum of a three-year period. The existing PSPOs expire on 30 November 2020. This proposal aims to add a new PSPO within the area of Stowe-by-Chartley, a play area on Charnley Road, renew the existing PSPOs, extending them for a further 3 years, extend the areas covered by a PSPO (based on the level of need) and increase the requirements and restrictions within them. The new proposed requirements and restrictions will also be based upon a level of need which will be evidenced.

- 3.2 Following consultation with internal service areas and Staffordshire Police it is recommended that agreement is sought to conduct the formal consultation exercise to implement a PSPO for both Stafford and Stone Town Centres that includes provision for alcohol restriction, requirements for the control of dogs and the introduction of the following restrictions: no pedal cycles/ scooters/ skateboards/ roller skates- **Pedestrianised area only**, no motor vehicles (except for emergency vehicles, cash collectors, Royal Mail and disabled access) **Pedestrianised area only**, no groups of 5 or more gathering/ loitering resulting in intimidation to other members of the public, no tents and no organisations canvassing for bank details or sale of services by direct debit or face to face fund raisers.
- 3.3 It is recommended that the existing PSPO provision for dog controls continue in all of the parks and open spaces as well as in cemeteries and church yards, be extended for an additional three years. Dog Exclusions and Dogs on Lead Zones will still be required for certain areas along with some new recommended restrictions. Agreement is also sought to conduct formal consultation to implement a PSPO on a children's play area within Stowe-by-Chartley (dog exclusion) and on Charnley Road, Stafford (dog exclusion and dogs on lead restrictions).

#### 4 Relationship to Corporate Priorities

- 4.1 This sits with the Corporate Priority: To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.

#### 5 Report Detail

- 5.1 PSPOs are intended to deal with a particular nuisance or problem in an area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. A PSPO can make requirements, prohibitions or both within a specified area. They can also restrict access in place of the previous Gating Orders, however, consideration would need to be made in terms of the impact of such a restriction and if there are any alternatives.

It is proposed that the Council enhances the current PSPOs for both Stafford and Stone Town Centres in terms of geographical locations and also the restrictions contained within them. The PSPO proposal contains provision for alcohol restriction, restrictions on motor vehicles, bikes, scooters, skateboards/ roller skates, groups of 5 or more loitering causing intimidation, tents and organisations canvassing for bank details or sale of services by direct debit or face to face fund raisers. There are also requirements for the control of dogs in other locations across the Borough. Although the PSPO request predominantly covers Stafford and Stone Town Centres, in October 2017 the current four dog control orders in place, consisting of dog fouling, dog exclusion, dogs on leads and dogs on leads by direction, were superseded by PSPOs under the Anti-Social Behaviour, Crime and Policing

Act 2014 along with current Designated Public Place Orders (Alcohol Restriction Zones) and Gating Orders in Stafford Borough. It is proposed to extend the current PSPOs relating to dog exclusions, dog fouling and dog control for a further 3-year period and also include children's play areas within Stowe-by-Chartley and on Charnley Road.

- 5.2 The maximum duration of a PSPO is three years but they can last for shorter periods of time where appropriate and at any point before expiry, the Local Authority can extend or vary a PSPO by up to three years if they consider that it is necessary to prevent the original behaviour from occurring or recurring or if there is a need to alter/remove an existing prohibition or requirement, or to introduce a new one. After an increase in anti social behaviour within Stafford Town Centre in early 2019, the increased restrictions are geographical areas covered, will provide enforcement officers with additional tools in order to deal with the anti social behaviours in question.
- 5.3 The validity of a PSPO may be challenged by way of application to the High Court within six weeks of the order being made. Only those who are directly affected by the restrictions (ie persons who live in the restricted area or regularly work or live there) can challenge the PSPO. Failure to comply with a prohibition or requirement as stated within the order is a criminal offence. Officers authorised by the Local Authority (including the police) can issue a fixed penalty notice of up to £100 for breaches of an order if appropriate. A fine of up to £1000 can be imposed upon conviction in the Magistrates' Court.
- 5.4 Only local authorities can apply for a Public Spaces Protection Order, but enforcement powers are much broader. The test is designed to be broad and focus on the impact the anti social behaviour is having on victims and communities. A PSPO can be made by the council if they are satisfied on reasonable grounds that the activities carried out or likely to be carried out, in a public space: -
- have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
  - is, or is likely to be, persistent and continuing in nature;
  - is, or is likely to be unreasonable;
  - justifies the restrictions imposed.

In order to meet the test requirements, evidence is necessary to justify the restrictions imposed. Consultation should take place between local authorities and partner agencies in order to compile evidence and discuss restrictions. Formal consultation must also take place as part of the process.

If agreed a copy of the order must be published and signs displayed in key areas so as to show members of the public that a PSPO is in place and what the restrictions are.

- 5.5 Currently there are two PSPOs containing restrictions around alcohol in Stafford Borough which cover both Stafford and Stone Town Centres. It is proposed that the area for the PSPO covering Stafford Town Centre be extended as anti social behaviour can also become a problem on the outskirts of town as well as at Stafford Train Station. The maps have been reviewed and updated in order to include the proposed geographical locations to be considered for a PSPO. The reviewed maps also incorporate the additional prohibitions and restrictions that are proposed. Evidence has been gathered using statistics from CCTV and the Police in terms of anti-social behaviour related incidents, as well as through consultation with key partner agencies. Street drinking incidents have been recorded by town centre CCTV based at Stafford Borough Council. The table below (5.6) details the evidence mentioned.

Stafford Borough Council Partnership Officers worked closely with Staffordshire Police in issuing Community Protection Warning letters and Notices during 2018 and 2019. Fixed Penalty Notices have also been issued following a breach of the town centre PSPO. Most of these were issued following incidents of anti social behaviour related to street drinking.

Currently there have not been any Community Protection Warning letters or fixed penalty notices issued regarding street drinking related anti social behaviour in Stone. Statistics regarding anti social behaviour and alcohol related violence are included in the table 5.6 for the Stafford and Stone areas combined.

The CCTV Control Room based at Stafford Borough Council have also provided statistics in terms of the number of incidents they have recorded in the Stafford and Stone Town Centre areas.

5.6

<b>Issue</b>	<b>Number of incidents recorded in Stafford/ Stone Town Centres 2018</b>	<b>Number of incidents recorded in 2019 to end of July 2019</b>
Town centre violence/public order	Stafford and Stone Town Centres- 399	Stafford and Stone Town Centres- 200
Anti-social behaviour	Stafford and Stone Town Centres- 579	Stafford and Stone Town Centres- 524
Street drinking/ drunkenness/ drinks prohibition breaches	Stafford and Stone Town Centres- 372	Stafford and Stone Town Centres- 208

5.7 The proposal for fines for breaching any of the prohibitions within the Public Space Protection Orders are as follows: -

Breach of Public Space Protection Order	£75	£50-if paid within 10 days
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5.8 Restrictions around dogs include:

- Dog exclusions;
- Dogs on leads (with a maximum length of 2m) in all 'Dogs on Leads' areas;
- Dog fouling (to cover any public place within Stafford Borough);
- A maximum of 4 dogs to be walked by one person at any one time (to cover any public place within Stafford Borough);
- Dogs on leads by direction (to cover any public place within Stafford Borough);

5.9 Evidence has been gathered by Environmental Health in the table below (5.10).

5.10

Fixed Penalty Notices-Dog Control	Number of tickets issued during 2018
Fixed penalty notices Dog Fouling	2
Fixed Penalty Notices Dogs off Leads	2
Fixed Penalty Notices for walking more than four dogs at any one time	2

5.11 Any breaches of the Dog Control Restrictions will be dealt with by way of a fine as follows: -

Offence	Fine	Fine if paid within 10 days
Dog Fouling	£75	£50
Dogs off a lead	£75	£50
Dogs on Lead by direction	£75	£50
Dogs Exclusion	£75	£50

5.12 The extended town centre areas proposed for the Public Spaces Protection Orders have been mapped and clearly marked and these are contained in [APPENDIX 1](#) (Stafford) and [APPENDIX 2](#) (Stone).

- 5.13 The maps for the existing PSPOs relating to dog controls are attached in [APPENDIX 3](#). Restrictions for specific areas are specified on each map. The maps for the proposed PSPOs relating to dog controls, covering a play area in Stowe-by-Chartley and a play area on Charnley Road are attached and clearly marked in [APPENDIX 4](#).
- 5.14 It is recommended that the following PSPO restrictions are upheld and extended for an additional three-year period: -
- Any person is prohibited from having an open alcohol container in their possession (see town centre maps [APPENDIX 1](#) and [APPENDIX 2](#)).
  - Any person is required to surrender any open alcohol container in their possession when required to do so by an authorised officer of the council, police and Police Community Support Officers (see town centre maps [APPENDIX 1](#) and [APPENDIX 2](#)).
  - Exclusion of dogs from designated areas eg play areas; (see maps [APPENDIX 3](#)).
  - Requirement for dogs to be kept on a lead with maximum length of 2m; in all 'dogs on leads' areas, (see maps in [APPENDIX 3](#)).
  - Maximum of 4 dogs to be walked by one person at any one time (Stafford Borough - any place within the Borough that the public have access to).
  - No dog fouling (Stafford Borough - any place within the Borough that the public have access to).
  - Dogs on lead by direction (Stafford Borough - any place within the Borough that the public have access to).
  - These restrictions would need to take into consideration anyone who is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948 or a person with a disability affecting their mobility, manual dexterity or ability to lift, carry or move everyday objects and who relies upon a dog trained by a prescribed charity for assistance.
- 5.15 It is proposed to extend the PSPOs in order to prohibit a wider range of problematic behaviours within the two town centres. The proposed restricted behaviours are outlined below:

Offence	Fine	Fine if paid within 10 days
No pedal cycles/ scooters/ skateboards/ roller skates.	£75	£50
No motor vehicles. Vehicles can load/ unload before 10:00 and after 16:00. (Does not apply to emergency, cash in transit and Royal Mail vehicles).	£75	£50
No groups of 5 or more gathering/ loitering	£75	£50
No charity/ utility canvassers or collectors.	£75	£50
No tents	£75	£50



- 5.16 Evidence has been gathered using statistics from the number of reports of anti social behaviour received by Stafford Borough Council and the Police. CCTV based at Stafford Borough Council, have also monitored the town in order to demonstrate the need for such restrictions around certain behaviours. The table below details the evidence mentioned.

Issue/ Enforcement	Number of Reported Incidents 2019 YTD
Average No of pedal cycles/ scooters/ skateboards in the town during the day (10am- 4pm)	138 (approx. 23 per hour)
Average number of motor vehicles driving through the town during the day 10am- 4pm	28
Number of complaints of anti social behaviour involving groups of 5 or more in the town centre during 2019 YTD.	87
Number of complaints involving tents erected within the proposed PSPO area during 2019 YTD	15
Number of complaints relating to charity/ utility canvassers/ collectors in 2019 YTD	7

- 5.17 The proposal for the Stowe-by-Chartley play area is supported by Stafford Borough Council's Enforcement Officers (Licensing and Environmental Crime).

Issue/ Enforcement	Evidence
New PSPO for Stowe-by-Chartley play area- Exclusion of dogs from designated area ( <a href="#">APPENDIX 4</a> )	74 residents were consulted regarding this restriction. 62 (83.8%) in favour 12 (16.2%) opposed

- 5.18 Stafford Borough Council's Development Team proposes to include dog restrictions on a play area on Charnley Road, which would be consistent with other play areas within the borough. See map **42a** in [APPENDIX 4](#). This map will be updated once the building work on the new play area and park has been completed.
- 5.19 Local Authorities implementing a PSPO need to ensure that they have consulted with relevant partners and that there is a robust evidence base to support this. To this end the following partners have been consulted with so far: -
- Staffordshire Police
  - Staffordshire Fire and Rescue Service
  - Trading Standards

- Partners Against Business Crime Groups
- Pubwatch Groups
- Relevant service areas within Stafford Borough Council eg Health and Housing, Customer Services Licensing Group, Development, Economic Development, Law and Administration and Environmental Health
- Dog walking groups (during phase 1)
- Youth Offending Teams

A wider formal consultation will commence once approved. This is likely to be in the form of an online survey via Stafford Borough Council's website.

5.20 A consultation period of at least six weeks is recommended to allow members of the public, stakeholders and interested persons to consider and make representations on any proposed orders. A draft order will then be published on the Stafford Borough Council website with an attached survey where feedback can be analysed. This will allow members of the public to provide their views and give feedback on the proposals. Some surveys could also be made available in reception and we could offer to post out to some households who may not have access to the internet. This should be organised as soon as possible if consultation is approved following this report and its submission to cabinet.

5.21 There are certain limitations of PSPO's, for example, a PSPO cannot be used to restrict the consumption of alcohol where the premises or its curtilage (a beer garden or pavement seating area) is licensed for the supply of alcohol. There are also limitations where either Part 5 of the Licensing Act 2003 or section 115E of the Highways Act 1980 applies. It is not an offence to drink alcohol in a controlled drinking zone. It is an offence to not comply with a request to cease drinking or surrender alcohol within a controlled drinking zone.

Permission may be sought by organisations to collect bank details for charitable reasons or for the sale of services/ products but only if an application is made to Stafford Borough Council first, where a designated space for hire could be considered.

5.22 We seek approval to formally consult in relation to: -

- A three-year extension of the PSPO for both Stafford and Stone Town Centres that include provision for alcohol restriction.
- A three-year extension of the PSPO for Dog Exclusions, Dog Control (Dogs on Lead, restriction of number of dogs being walked and Dogs on lead by direction) and Dog Fouling.
- A PSPO for both Stafford and Stone Town Centres that include provision for restrictions around pedal cycles, scooters and skateboards/ roller skates.
- A PSPO for both Stafford and Stone Town Centres that include provision for restrictions around motor vehicles.
- A PSPO for both Stafford and Stone Town Centres that include provision for restrictions around groups of more than five people gathering/ loitering.

- A PSPO for both Stafford and Stone Town Centres that include provision for restrictions around the erection of tents.
- A PSPO for Stafford and Stone Town Centres that includes provision for restrictions around organisations canvassing for bank details for donations or the sale of services by direct debit or face to face fund raising.
- An extension of the geographical areas covered by a PSPO for Stafford Town Centre.
- An additional PSPO for Stowe-by-Chartley play area that includes provision for dog exclusions.
- An additional PSPO for Charnley Road play area that includes provision for dog exclusions and dogs on leads.

6 Implications	
6.1 Financial	<p>Mainly existing resources will be utilised. Partnership Officers, Enforcement Officers (Licensing and Environmental Crime) and officers from Development will assist with consultation and details of the proposed order. Staffordshire Police are likely to be required to assist in the enforcement of the town centre PSPOs. Enforcement Officers (Licensing and Environmental Crime) will enforce the dog control restrictions.</p> <p>There will be some additional costs in terms of new signage and any advertising via local media.</p>
Legal	<p>Legal have been and will continue to be consulted with for advice on the wording and details of the proposed order. This will include assistance with a draft order which will need to be published as part of the legally required consultation.</p> <p>The Council constitution has been amended and approvals provided to both the Corporate Business and Partnerships Manager and the Interim Head of Operations for enforcement. In addition to this the Council are able to provide authorisation of enforcement powers to other agencies in order to effectively manage issues relating to anti social behaviour.</p>
Human Resources	Not applicable
Human Rights Act	<p>The reforms are designed to put victims at the heart of the response to ASB and hate crime and provides professionals with the flexibility to deal with any given situation.</p>
Data Protection	<p>There is a requirement in the Act to ensure that the Council have effective information sharing procedures in place. The Council are a signatory to the Staffordshire One Information Sharing Protocol.</p>

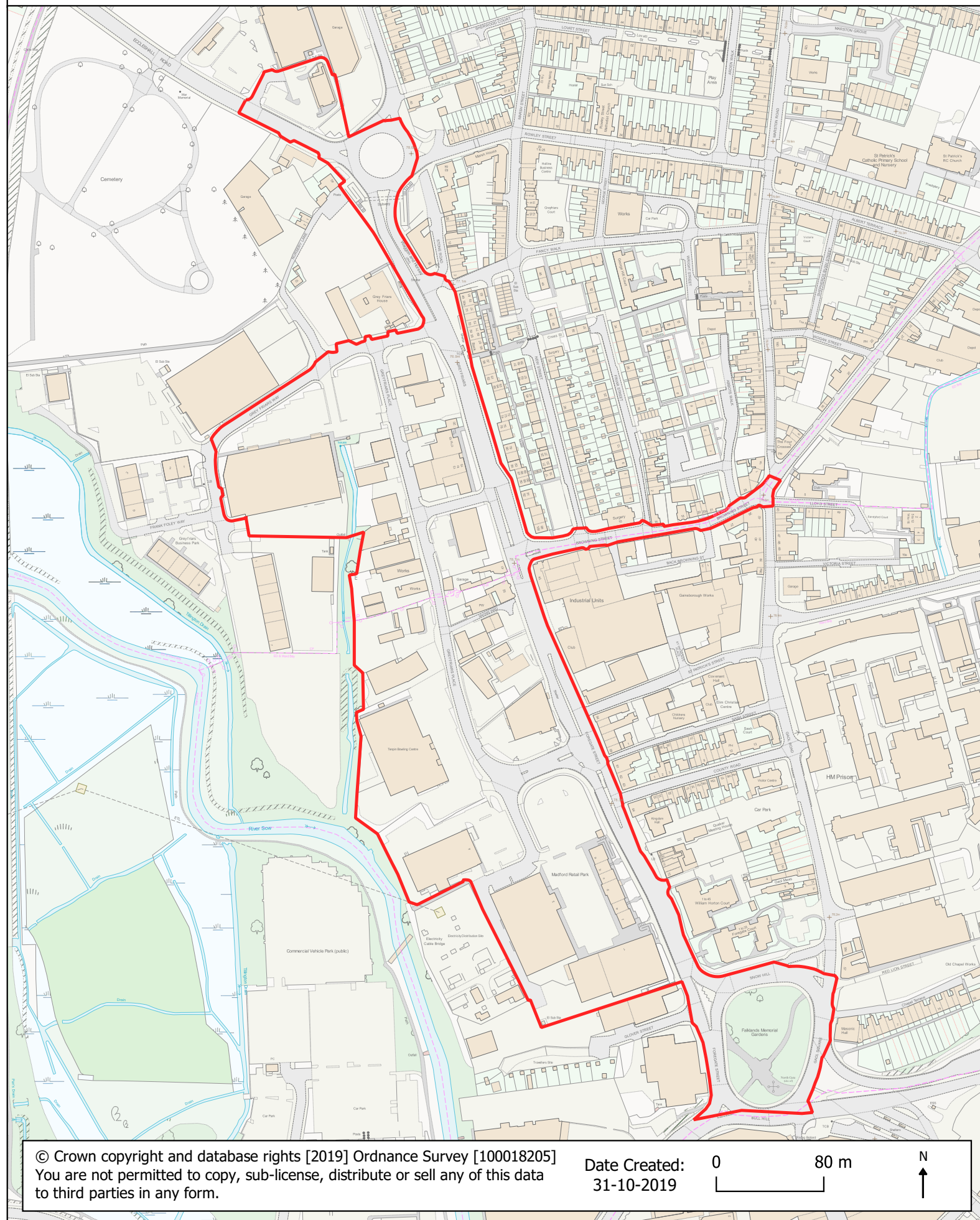
<b>Risk Management</b>	The Council have and continue to implement the requirements of the Act in order to adhere to its statutory duty.
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6.2 <b>Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate: -</p> <p>Anti social behaviour can affect anyone irrespective of gender, sexuality, age, disability, religion or ethnicity. Equal access and delivery of service is not affected by these characteristics.</p>
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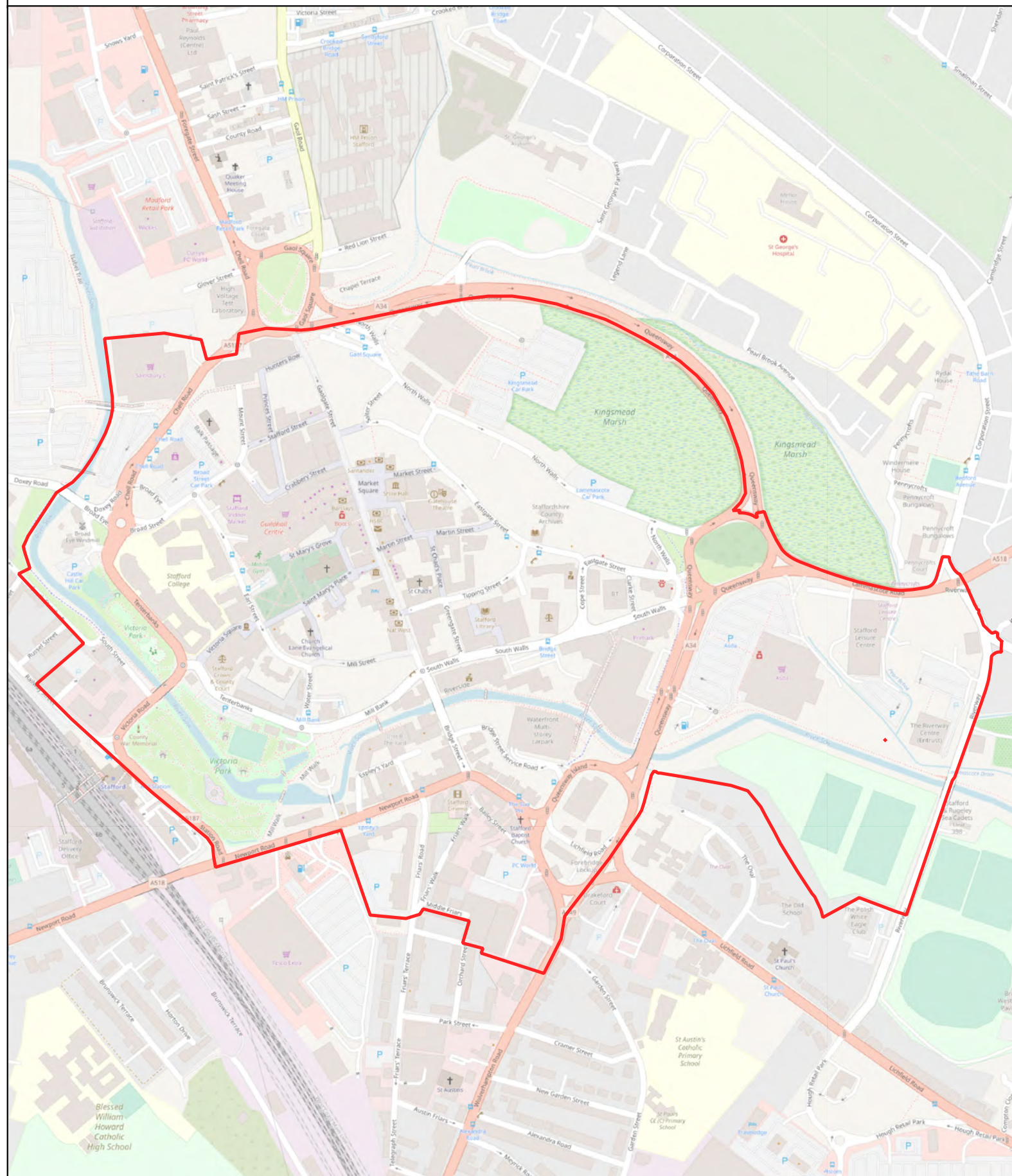
**Previous Consideration - Nil**

**Background Papers - Corporate Business and Improvement**

# Appendix 1







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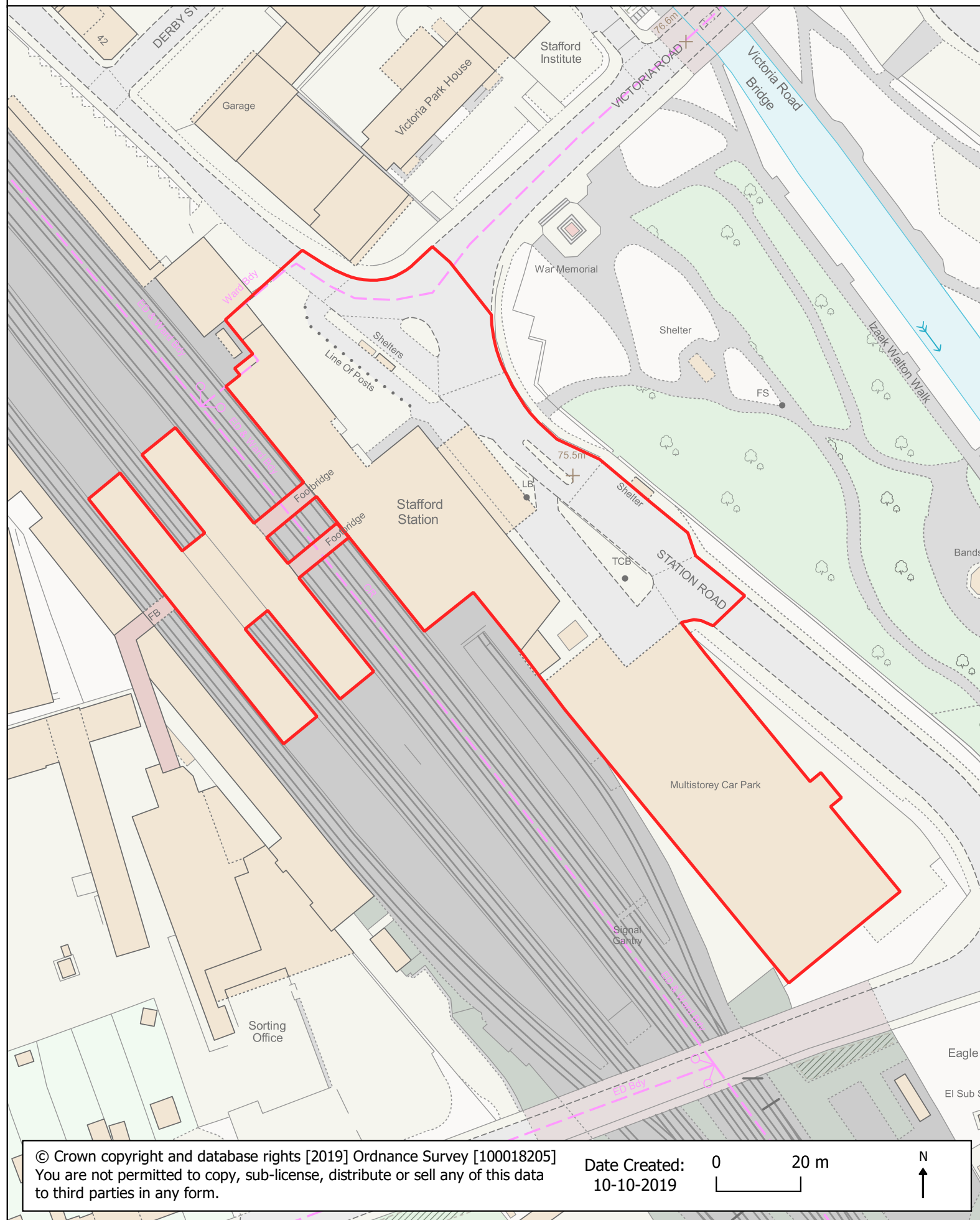
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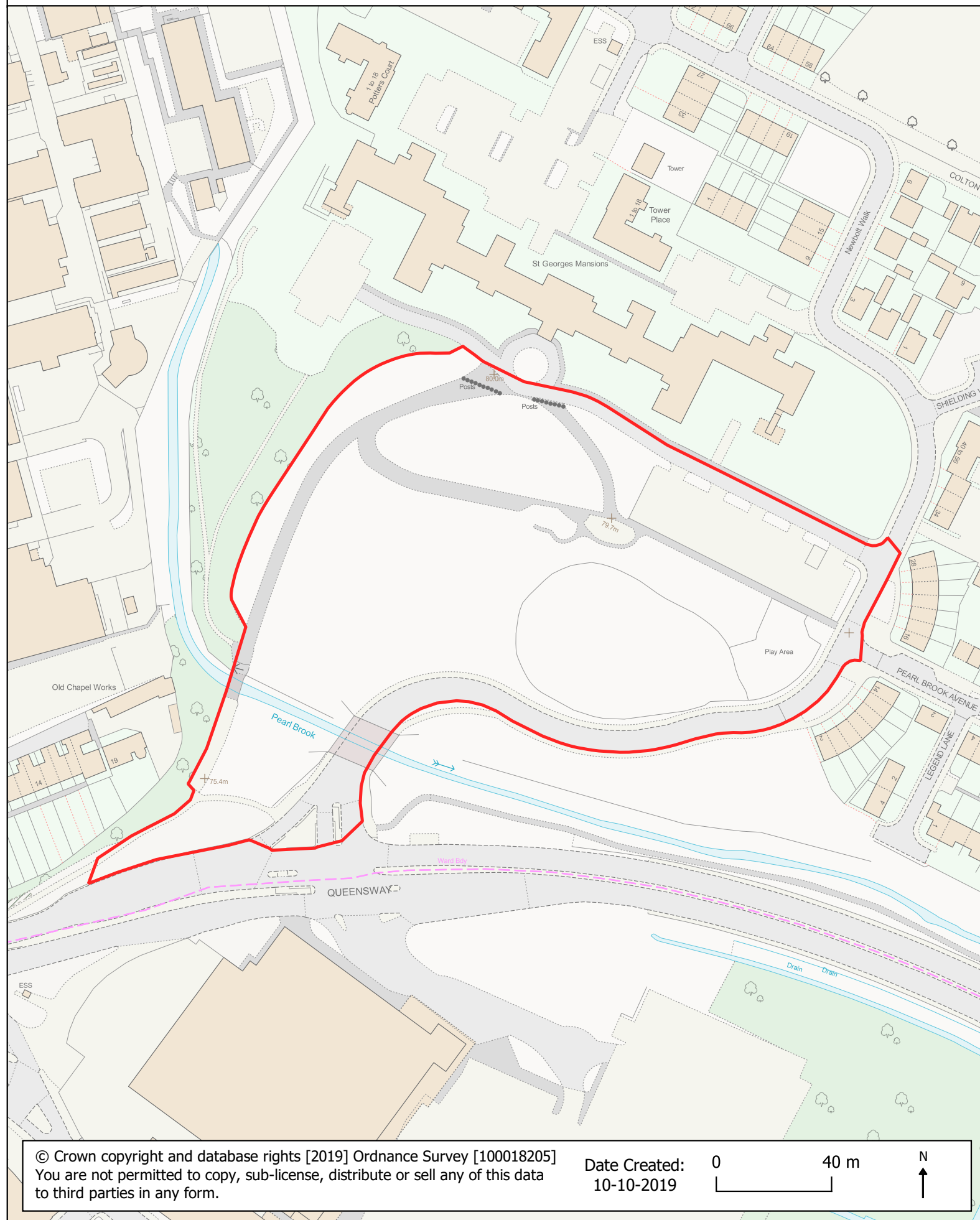


 Alcohol, Groups Loitering, Tents, Charities/ Businesses Canvassing or Collecting

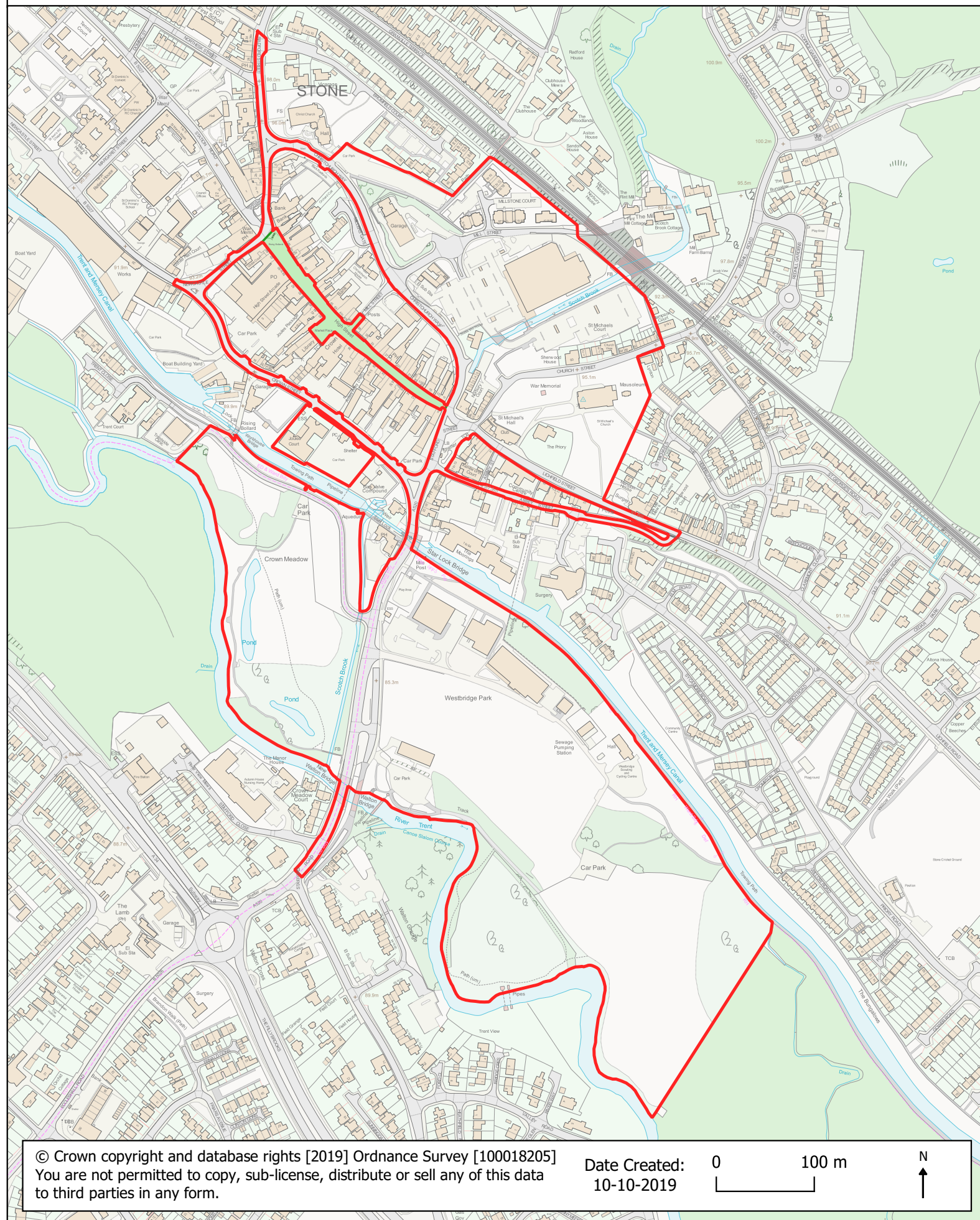










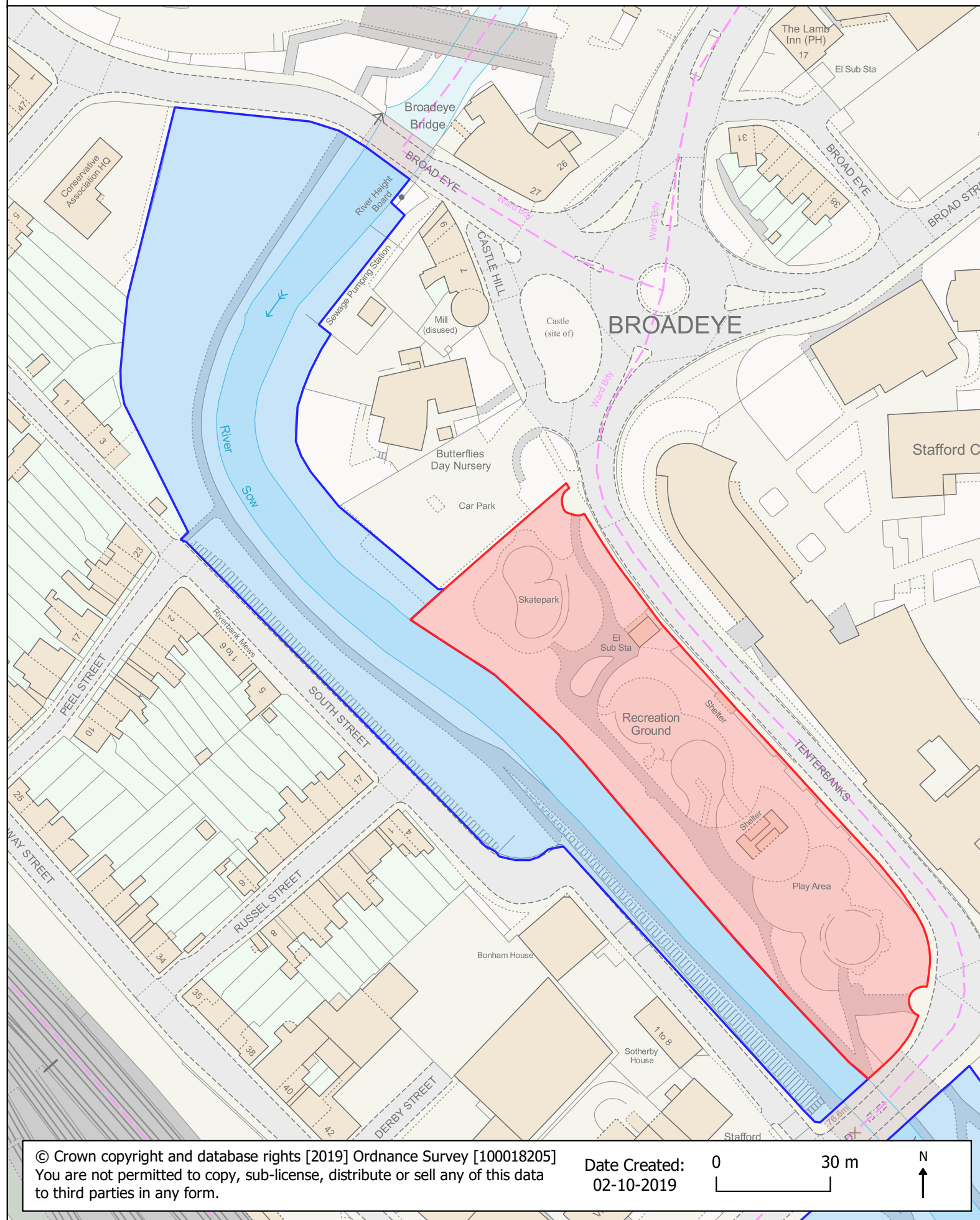
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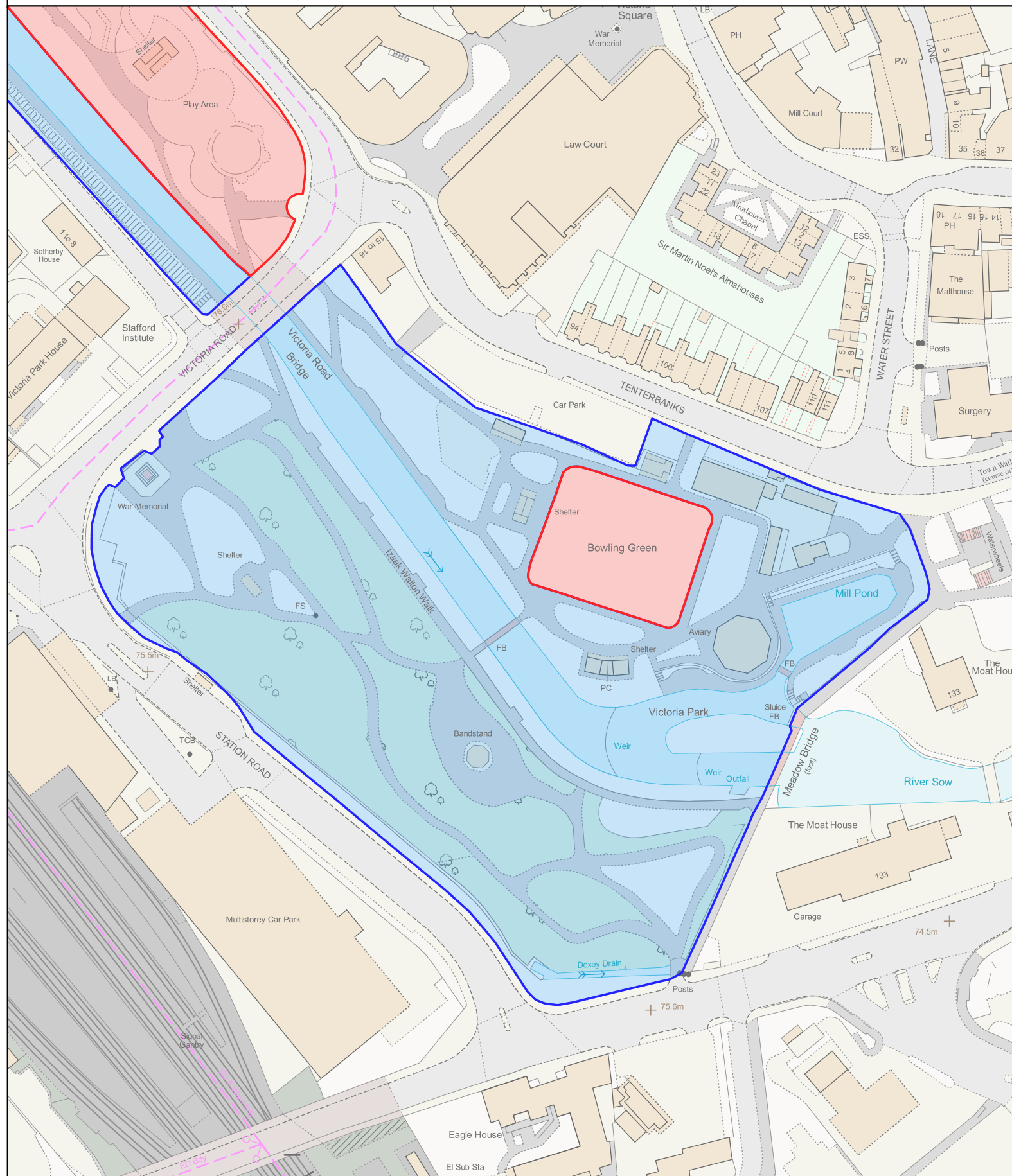


-  Alcohol, Groups Loitering, Tents, Charities/ Businesses Canvassing or Collecting
-  Cyclists and Vehicles

# **Appendix 3**





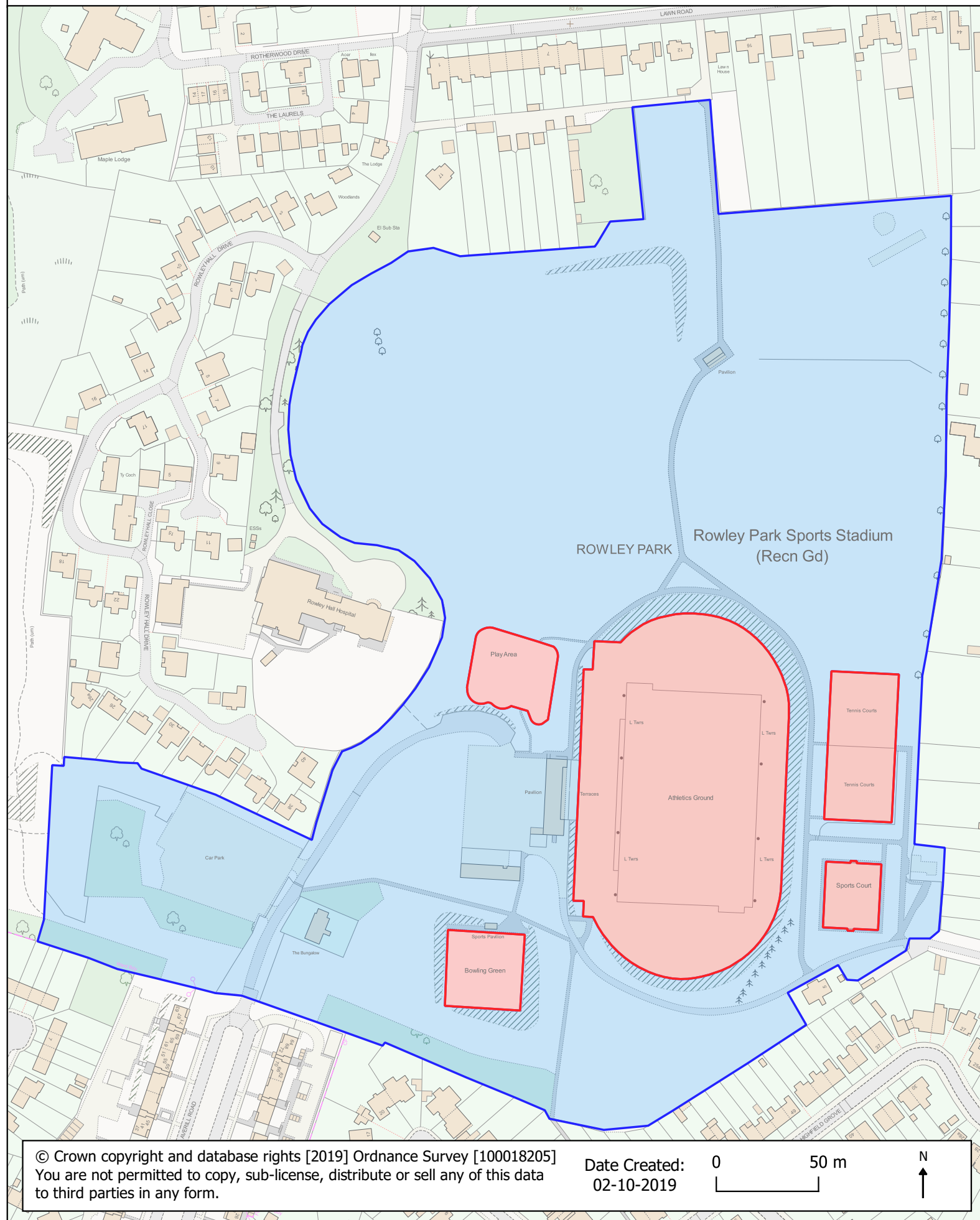


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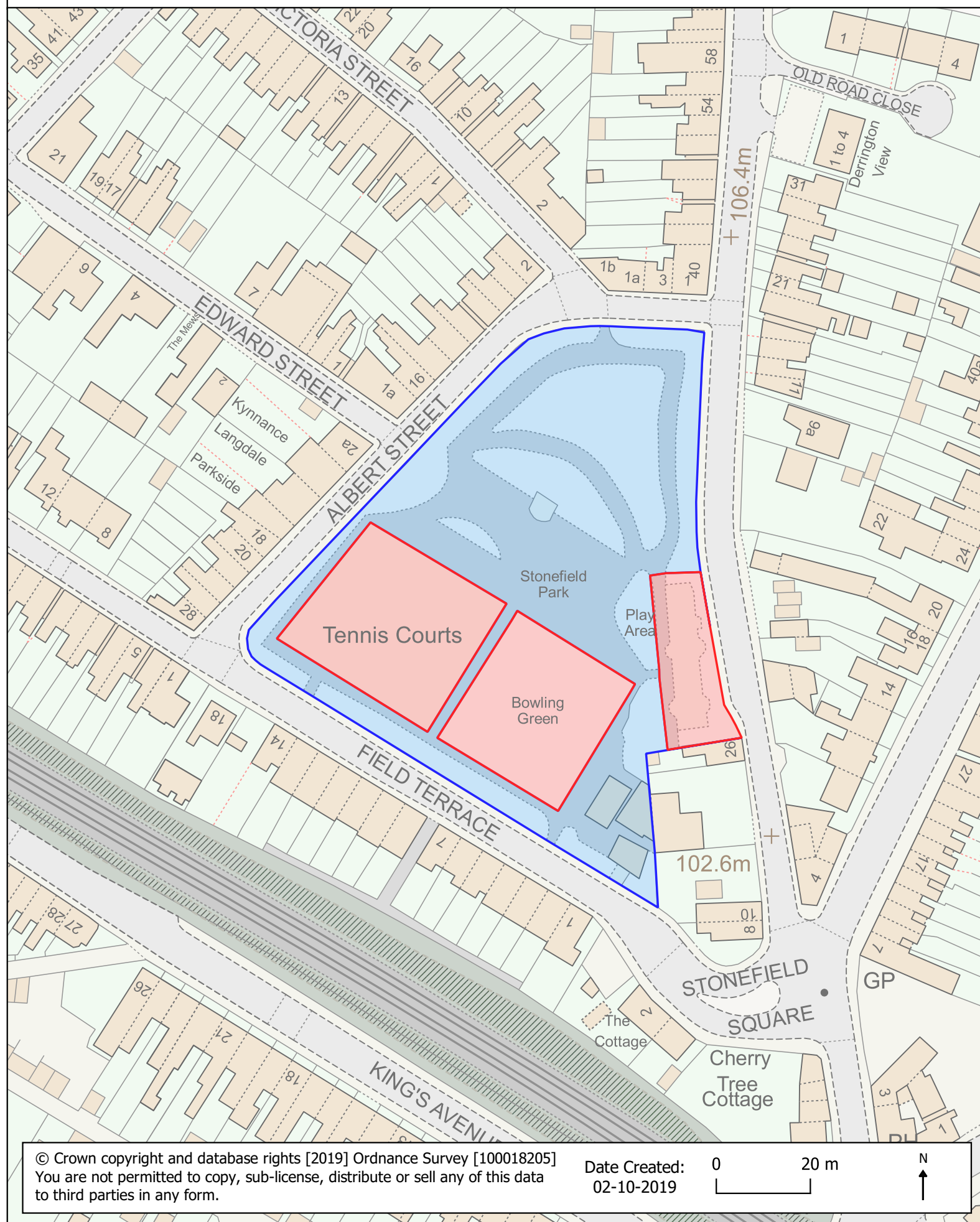
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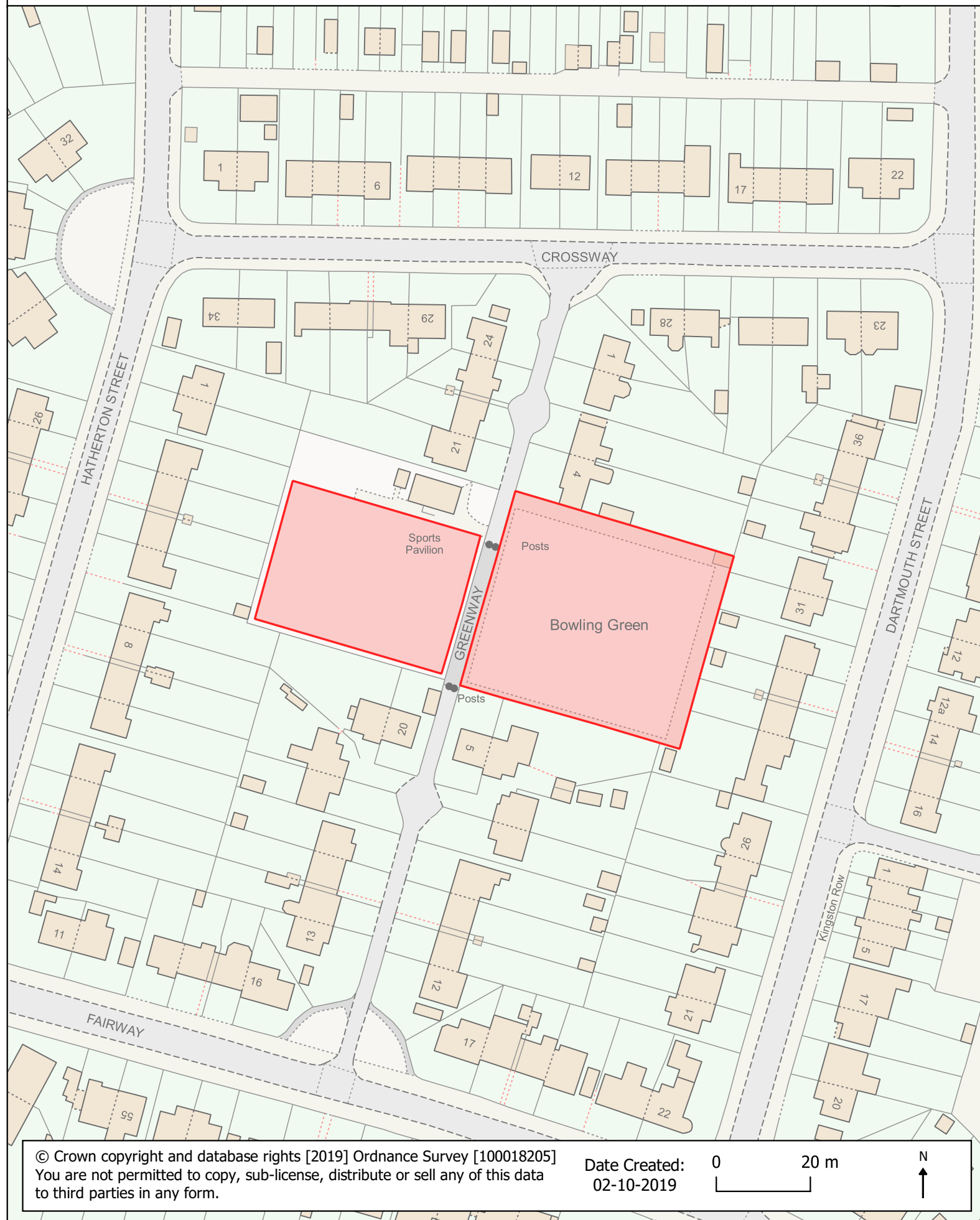


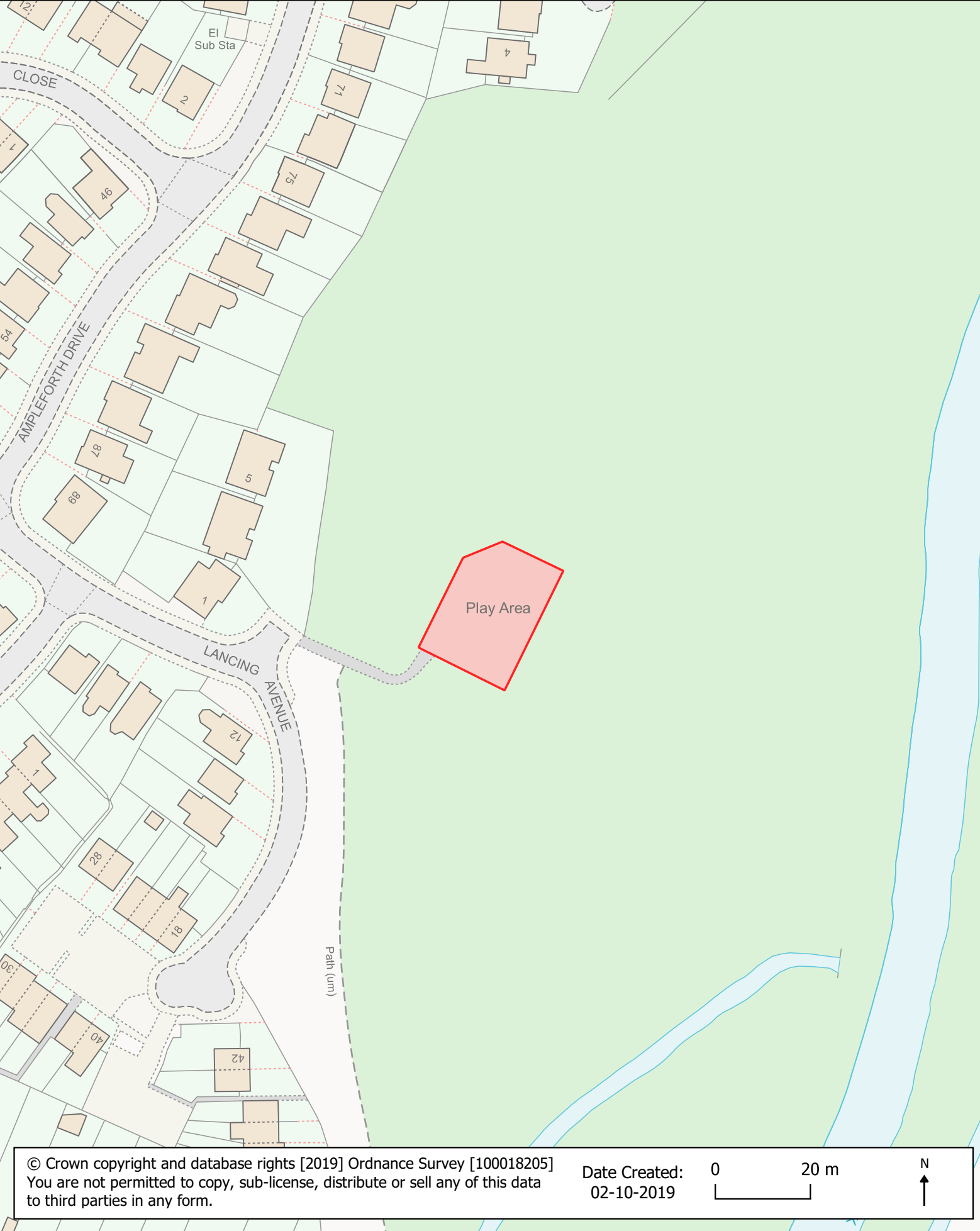












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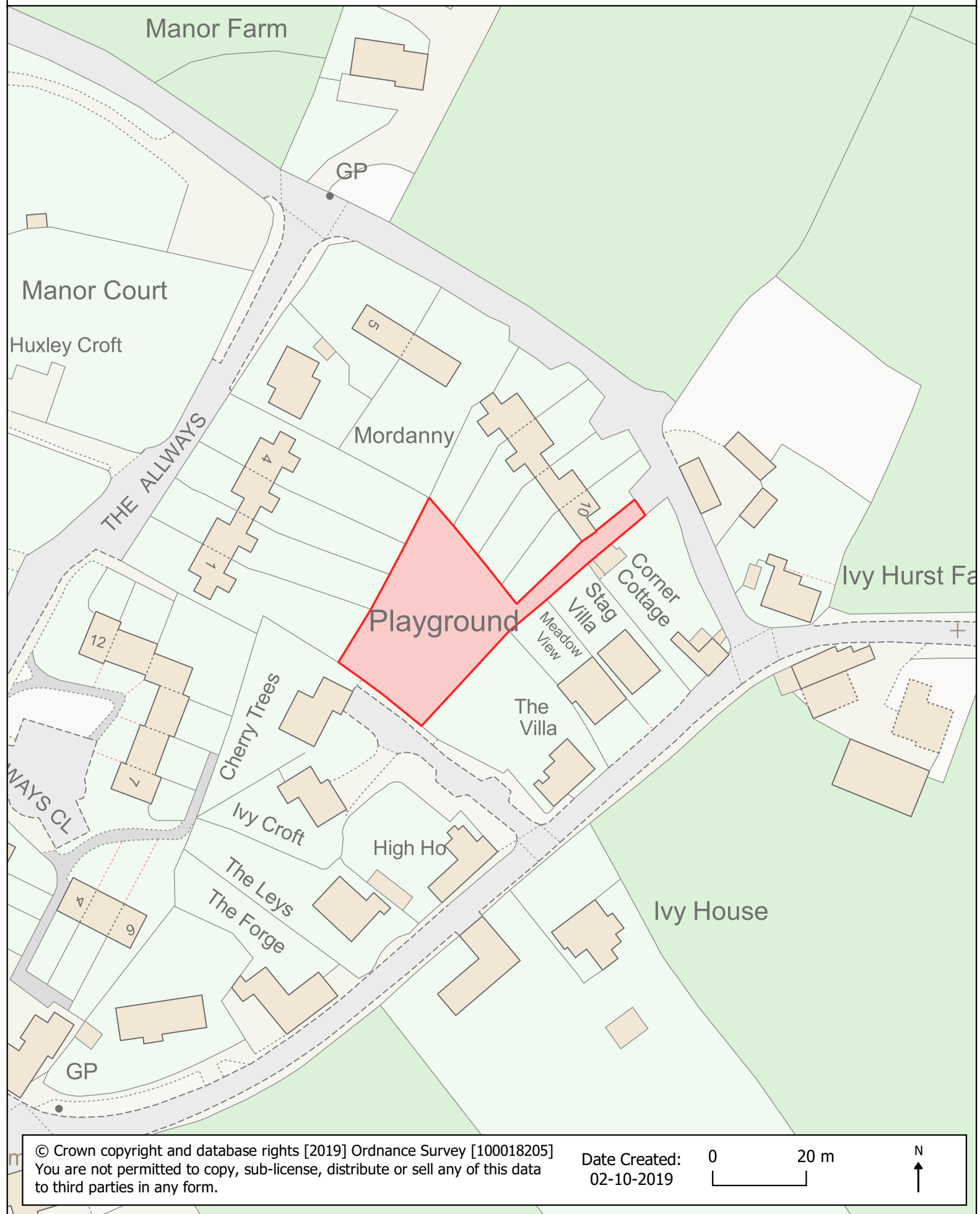
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 Dog Exclusion







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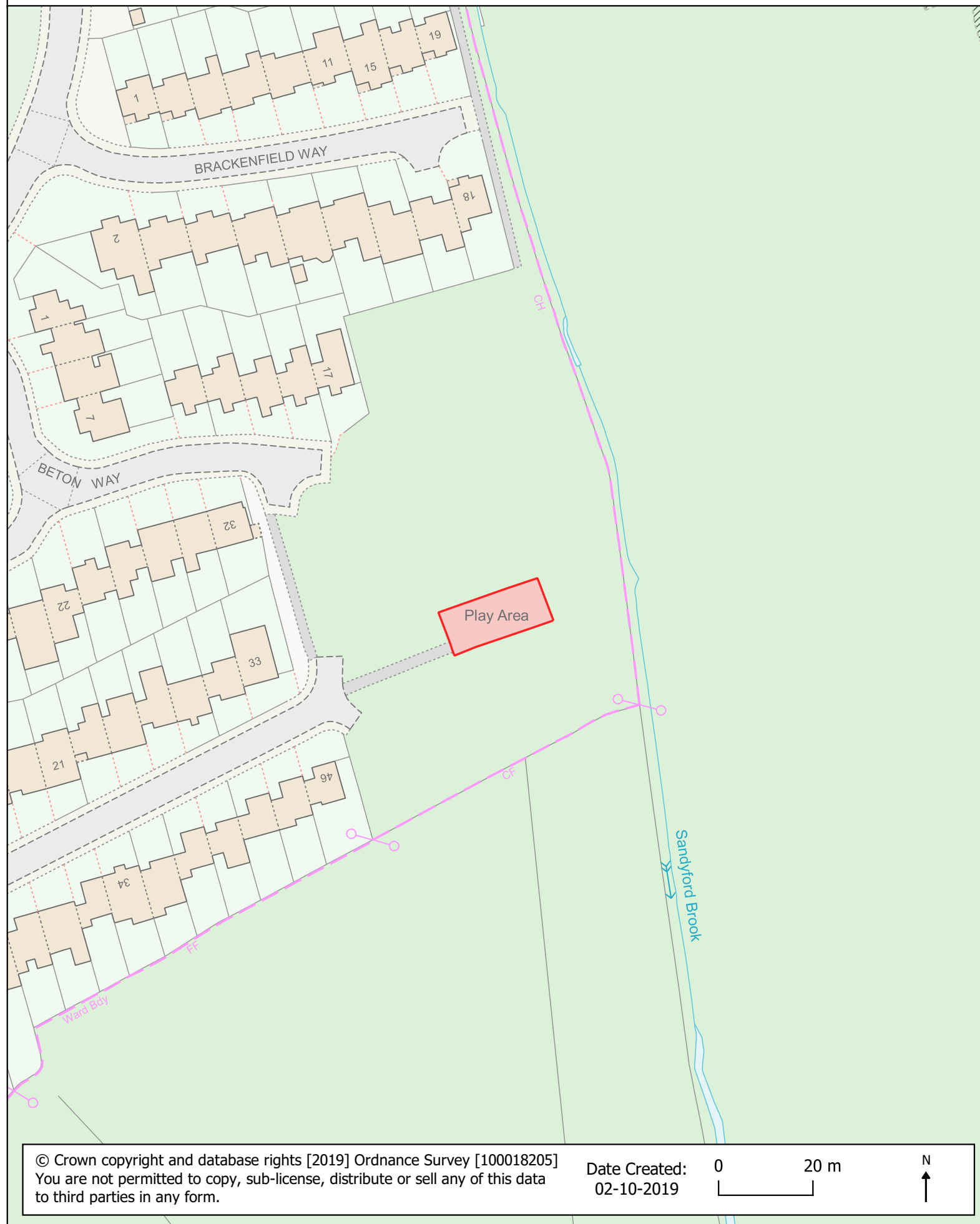
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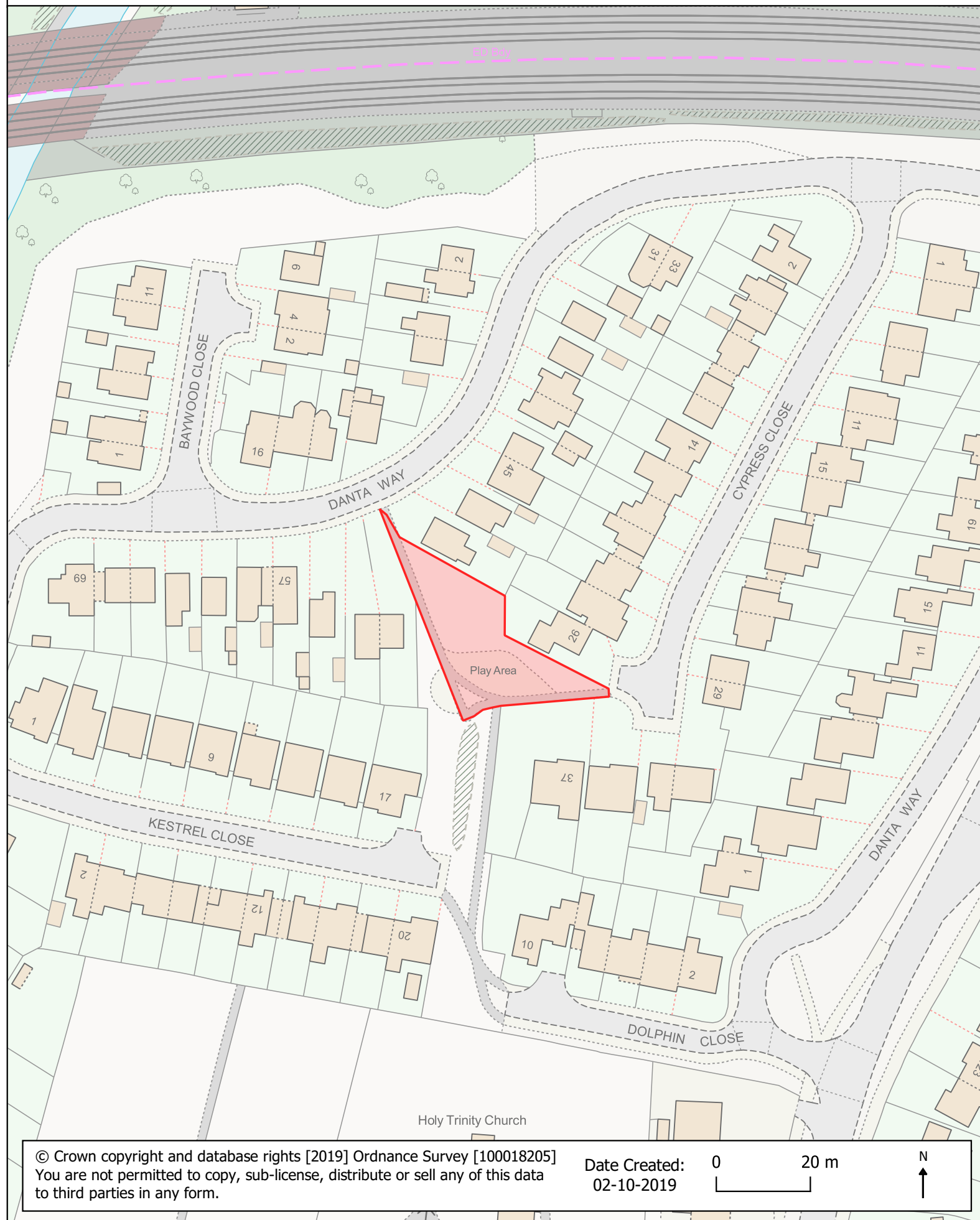
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 Dog Exclusion

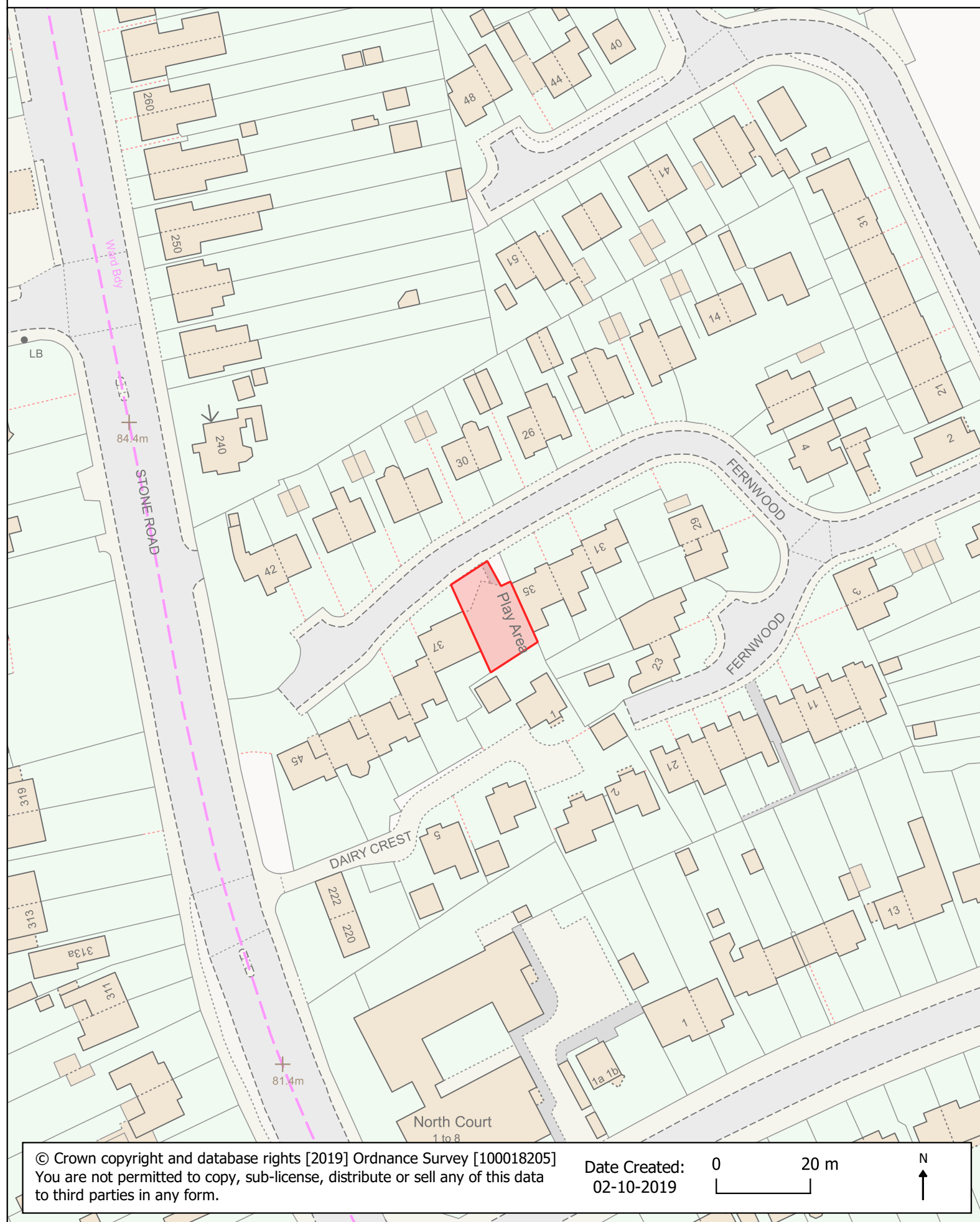












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0 20 m





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Date Created:  
02-10-2019

0 20 m



# 14a

## Holmcroft Ward(s) Holmcroft Road, Stafford

Sports Facility

Path

Tillington Hall Hotel

TILLINGTON

North  
Communi

Surgery

Library

Play Area

The Holmcroft  
(PH)

Club

232a

St Bertelin's Church

Brean

El Sub Sta

29

1

99 01 29  
1 to 12  
St Bertelin Court

BRAMALL CLOSE

Meandor

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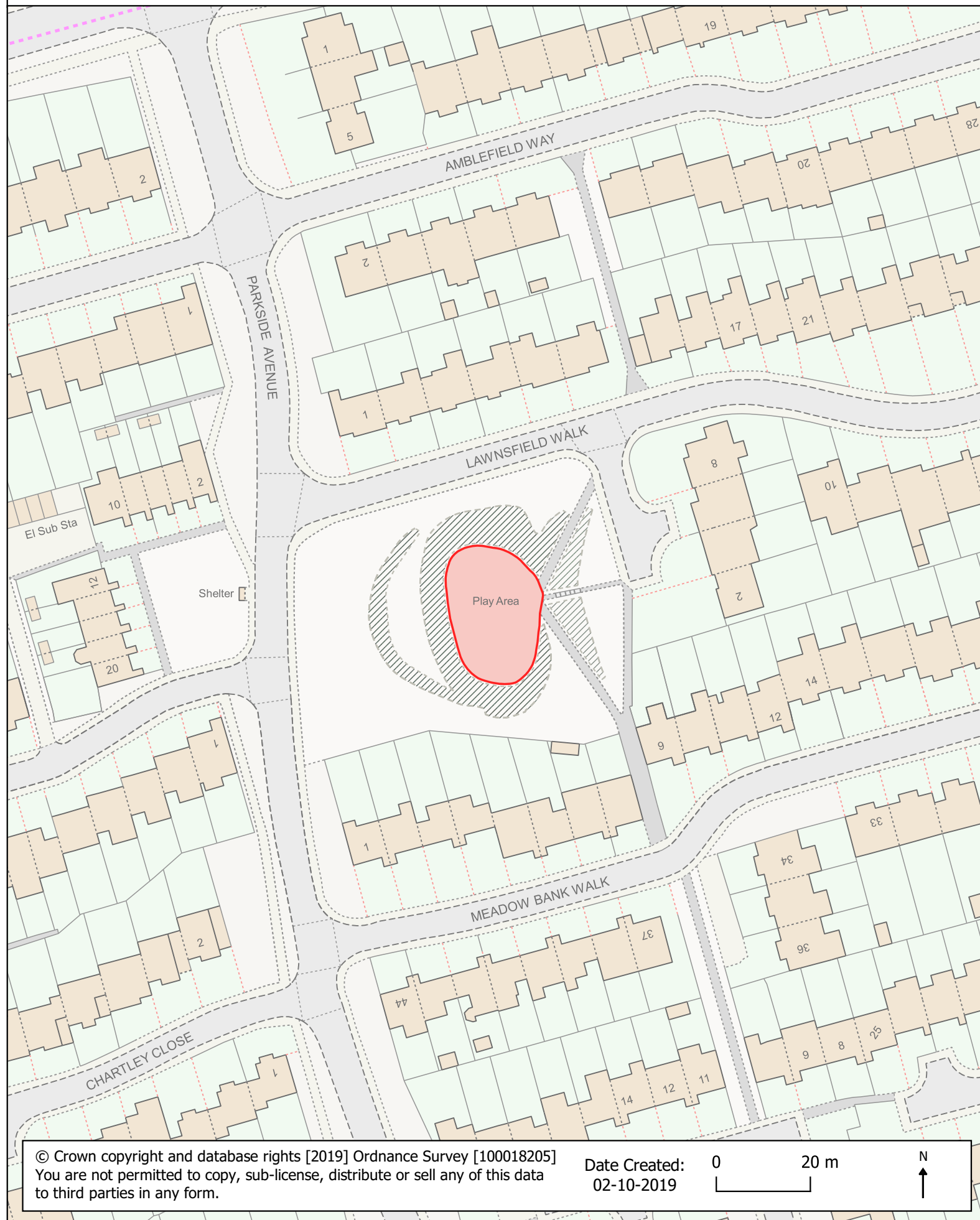
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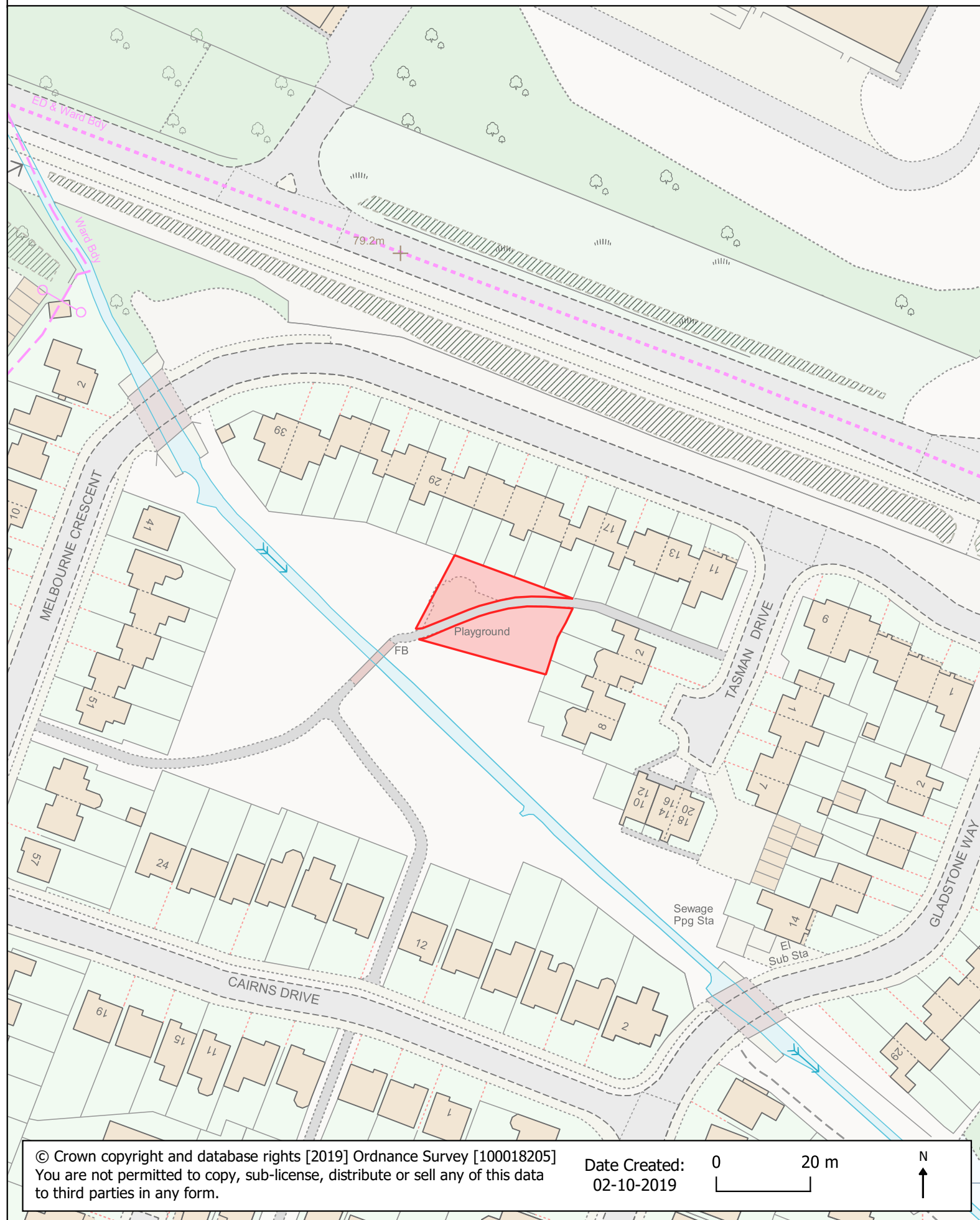
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↑

 Dog Exclusion







# Norton Bridge

Prince Albert Terrace

Railway Inn  
(PH)

Evergreen

The Finches

Play Area

NEW STREET

ESS

The Glebe

ST LUKES CLOSE

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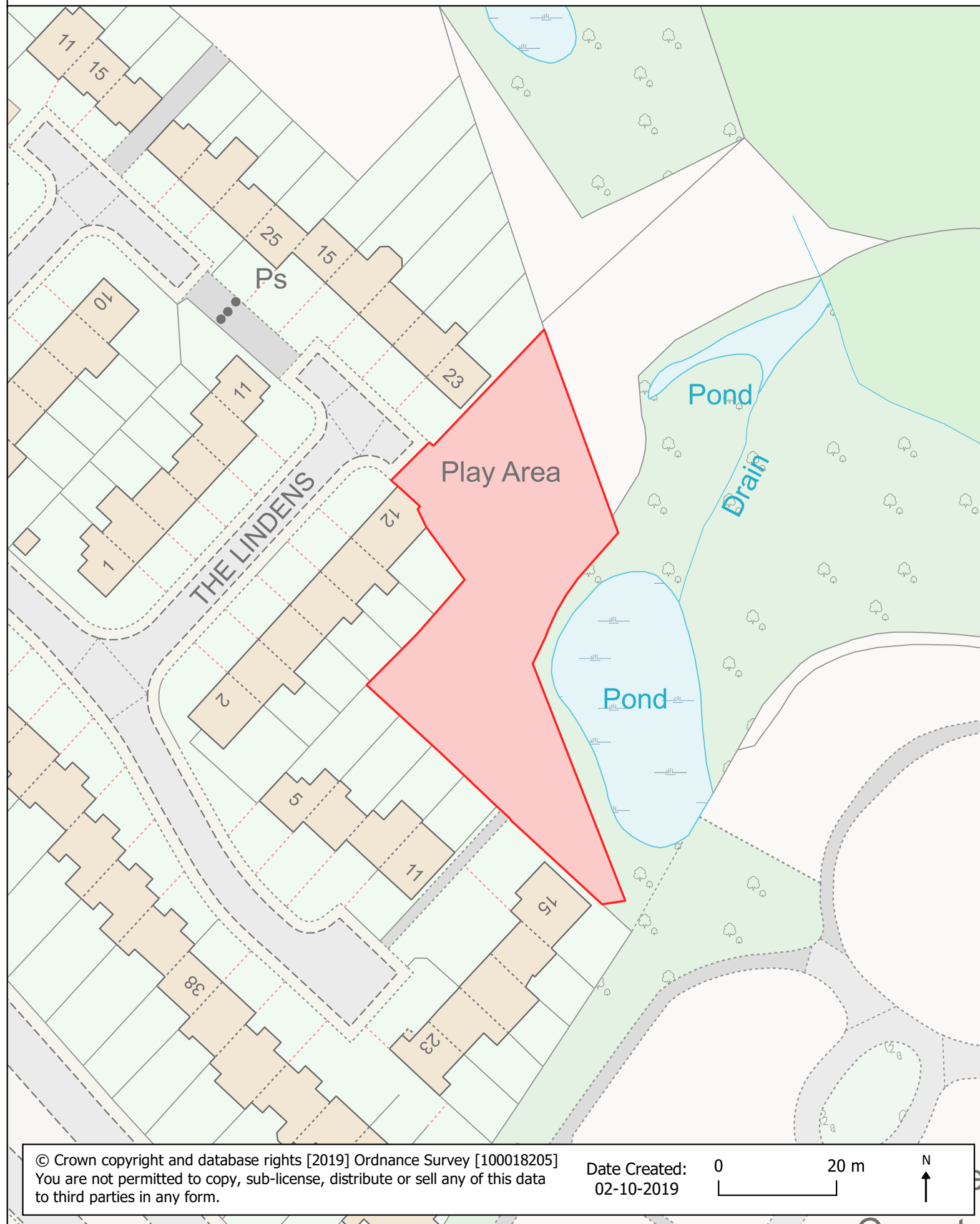
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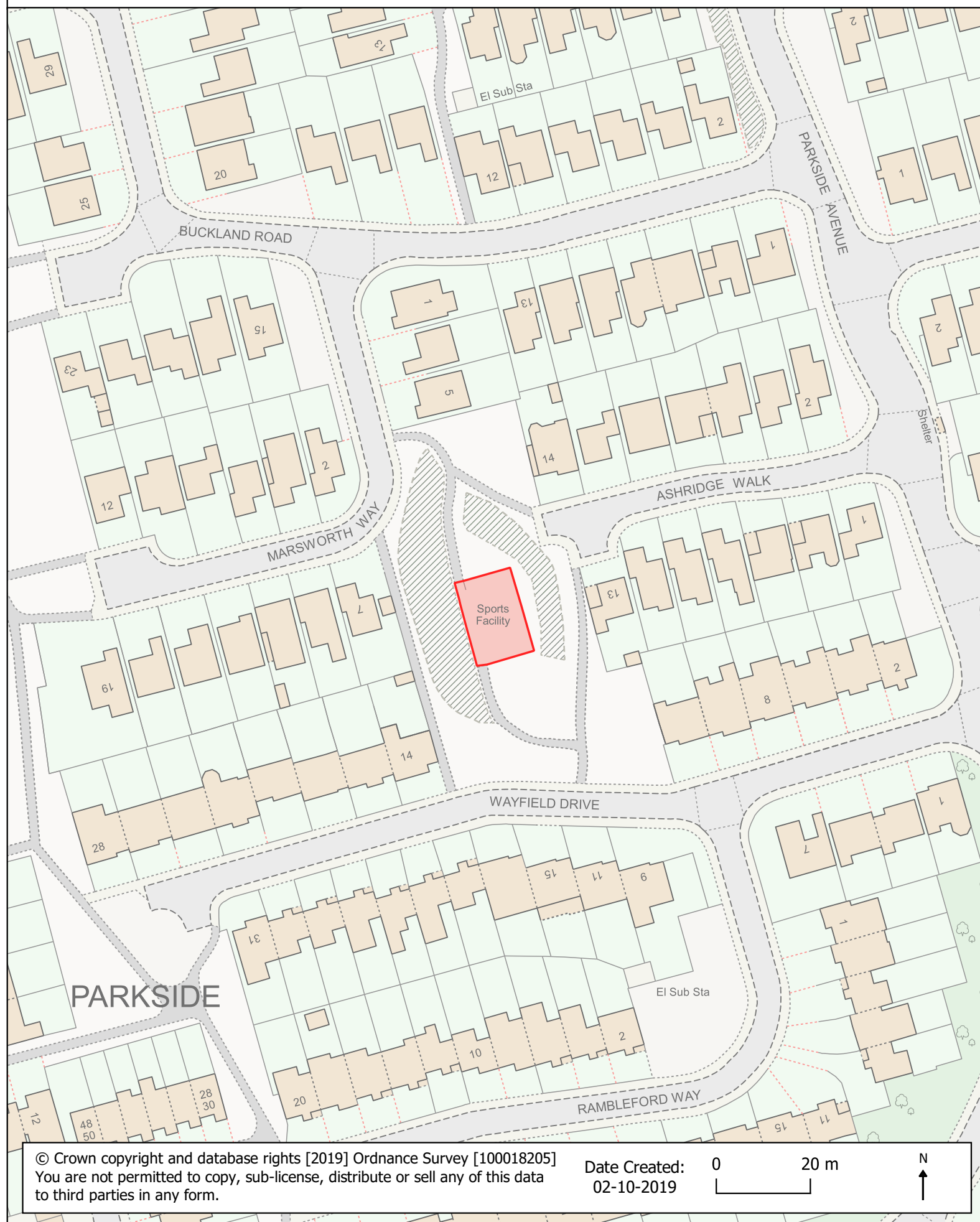


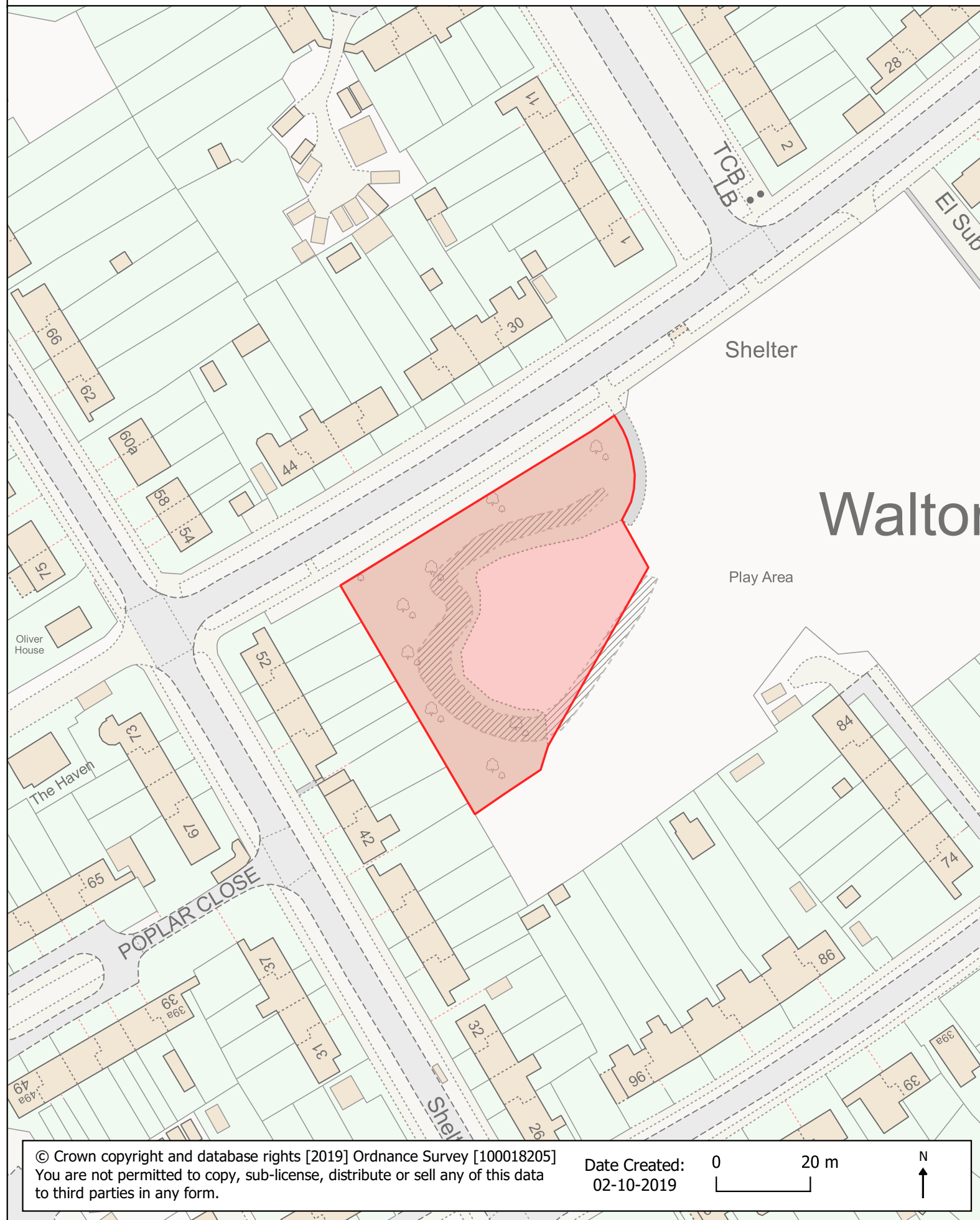












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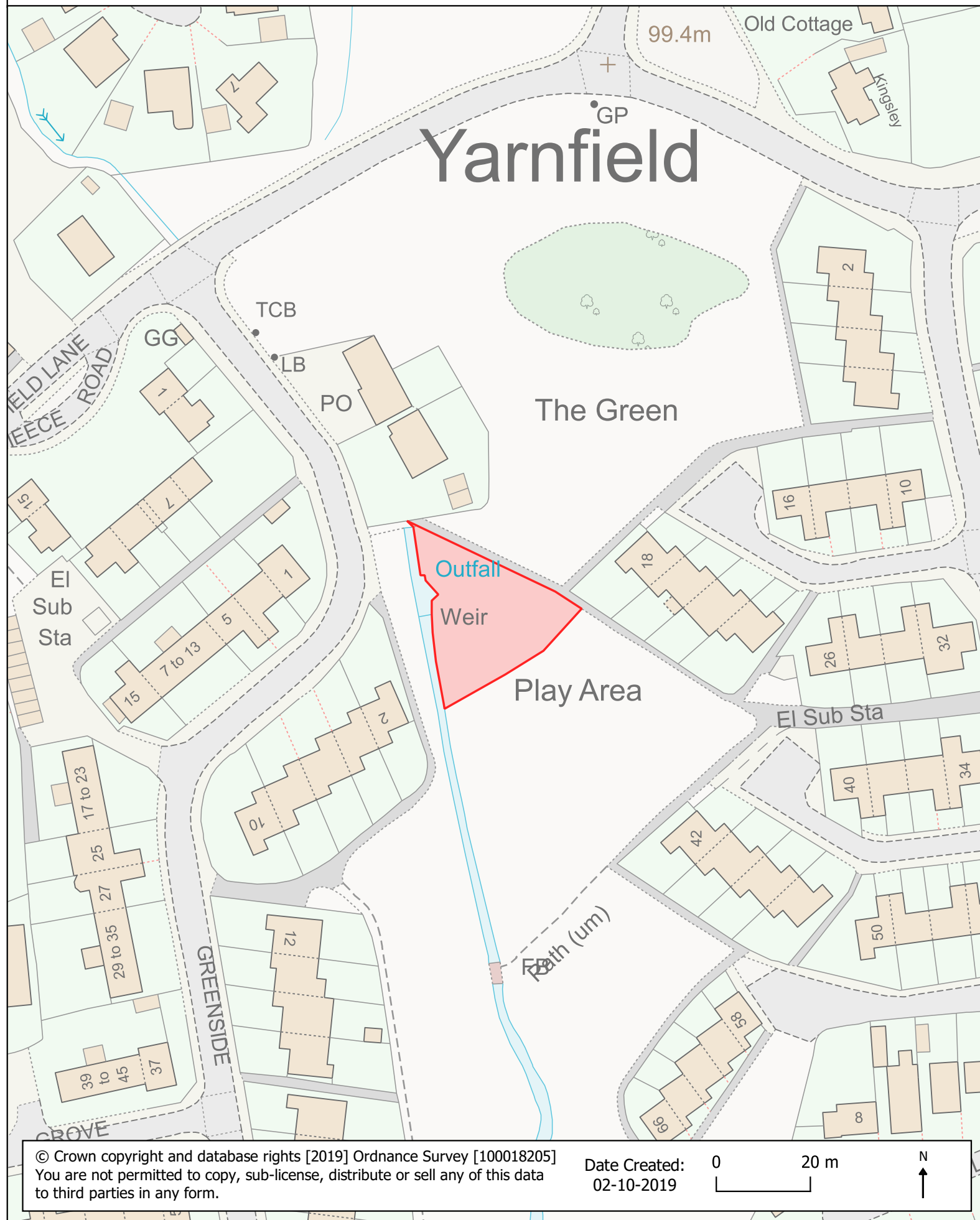
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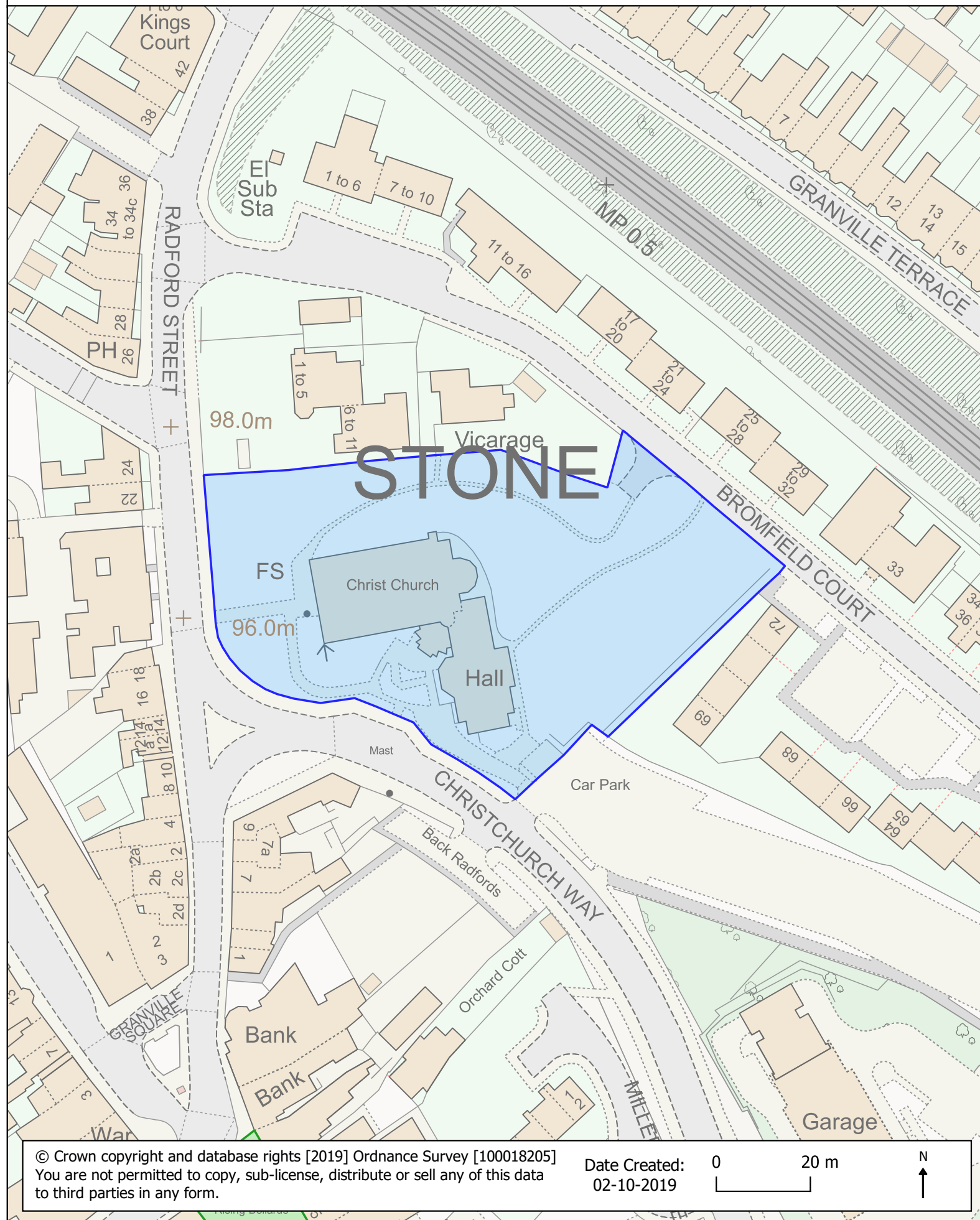
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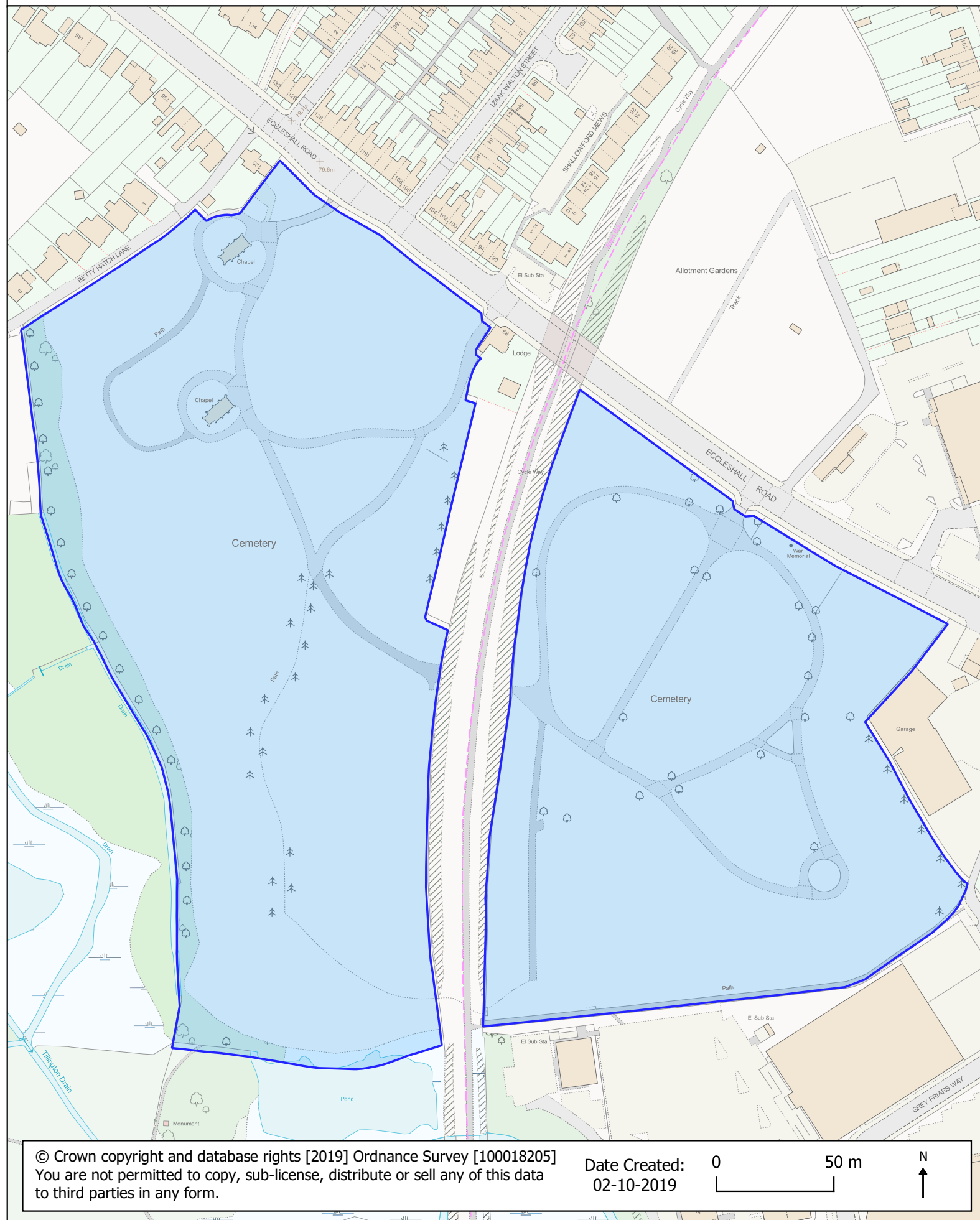
 Dog Exclusion

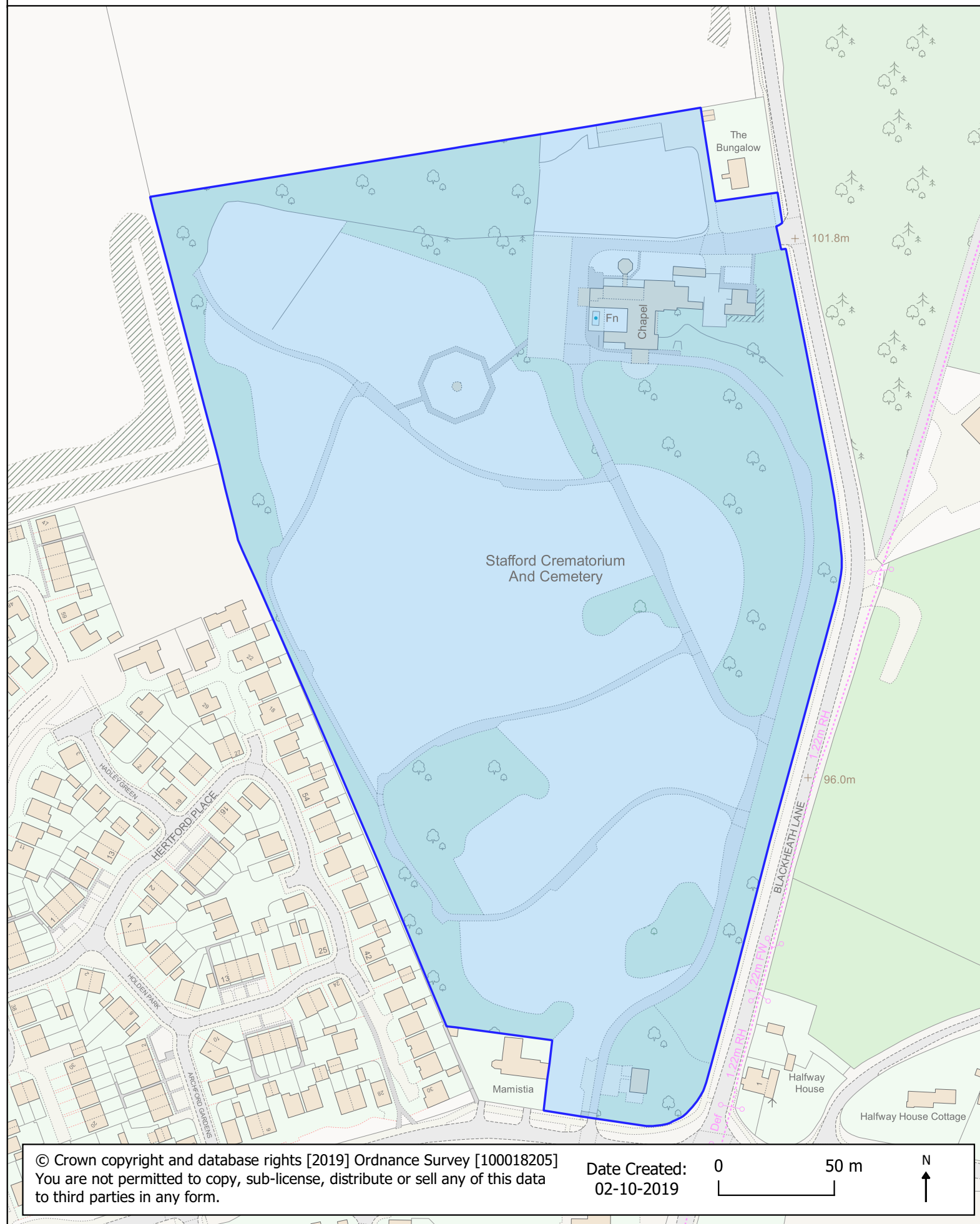










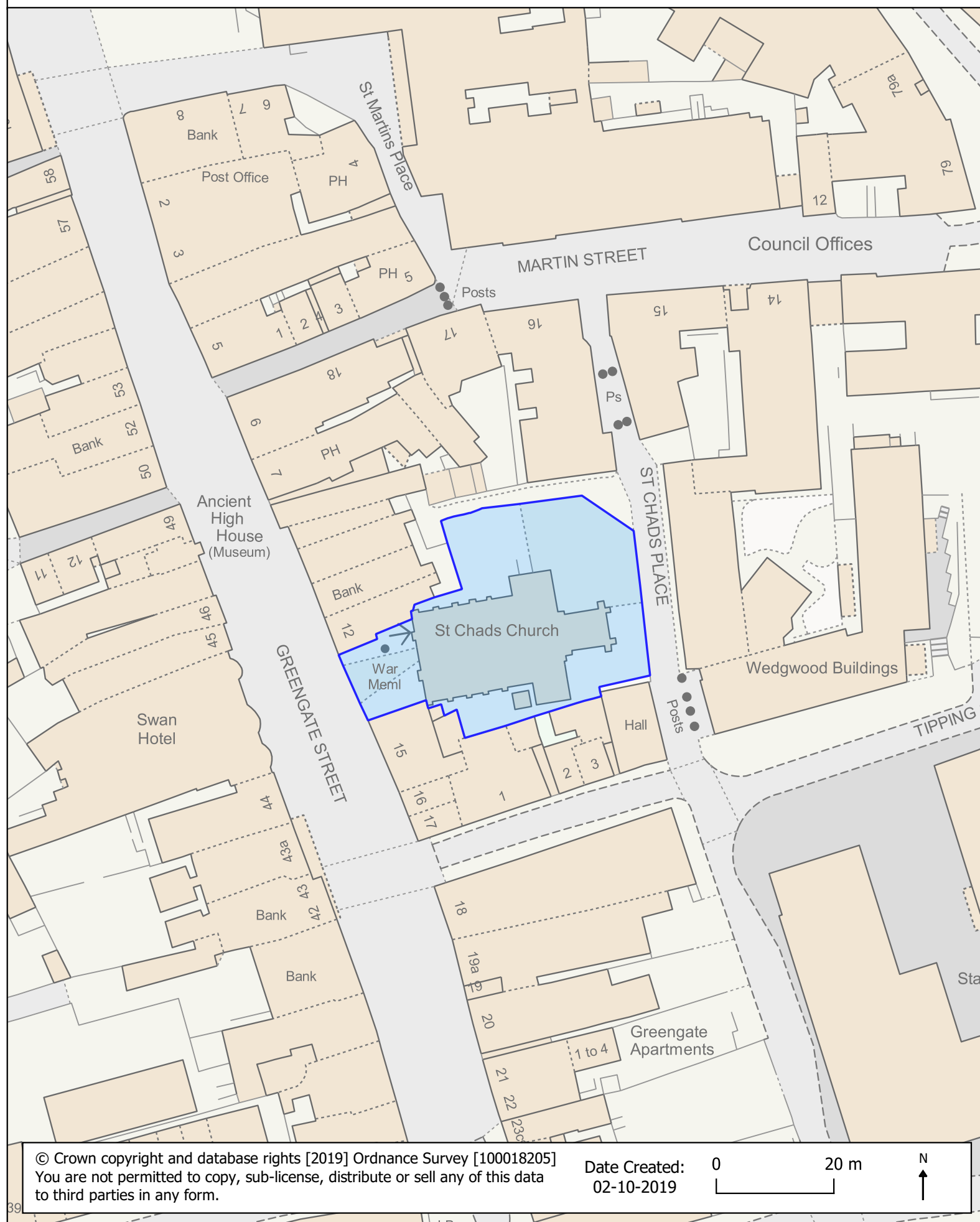




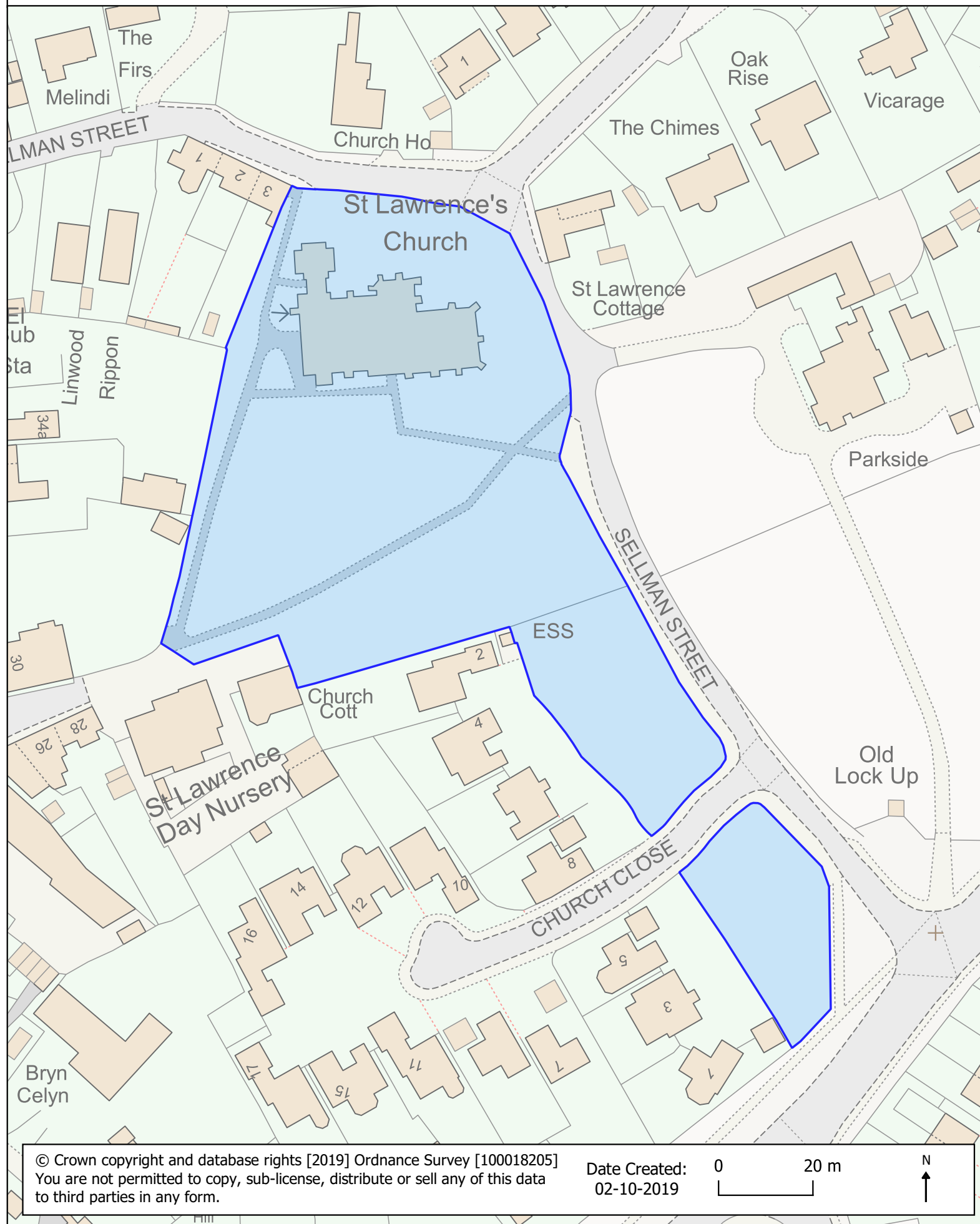
27a

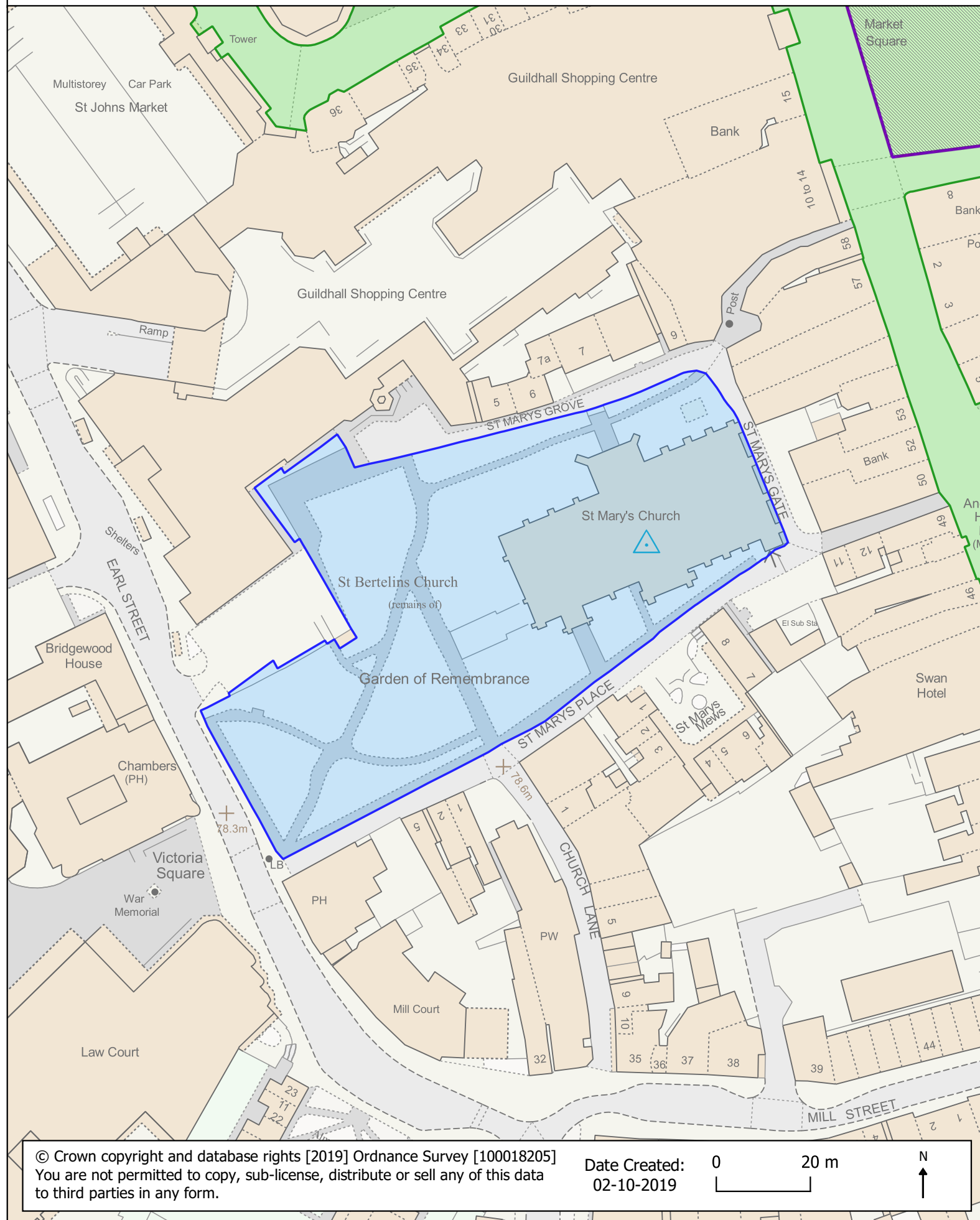
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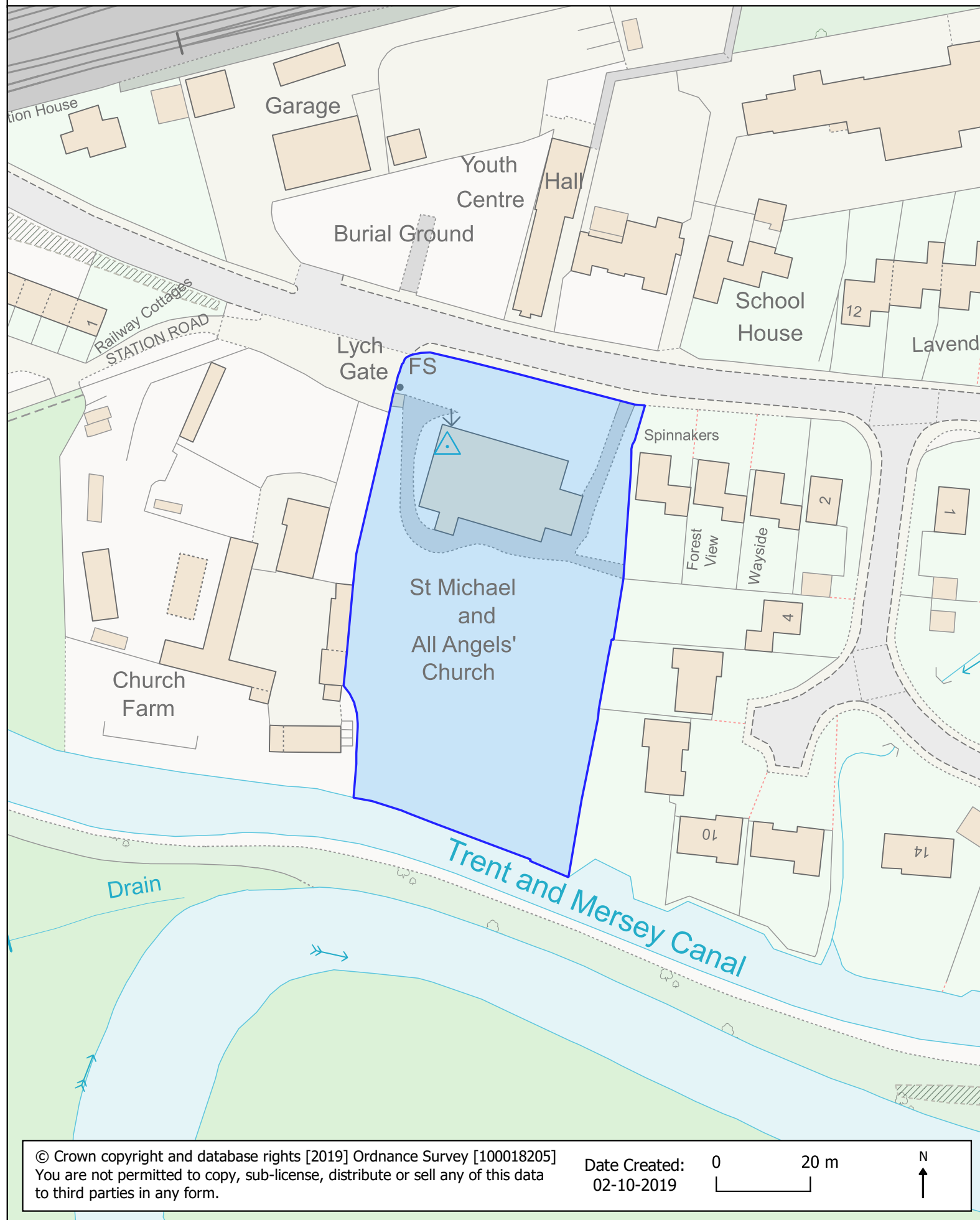
St Chads Church

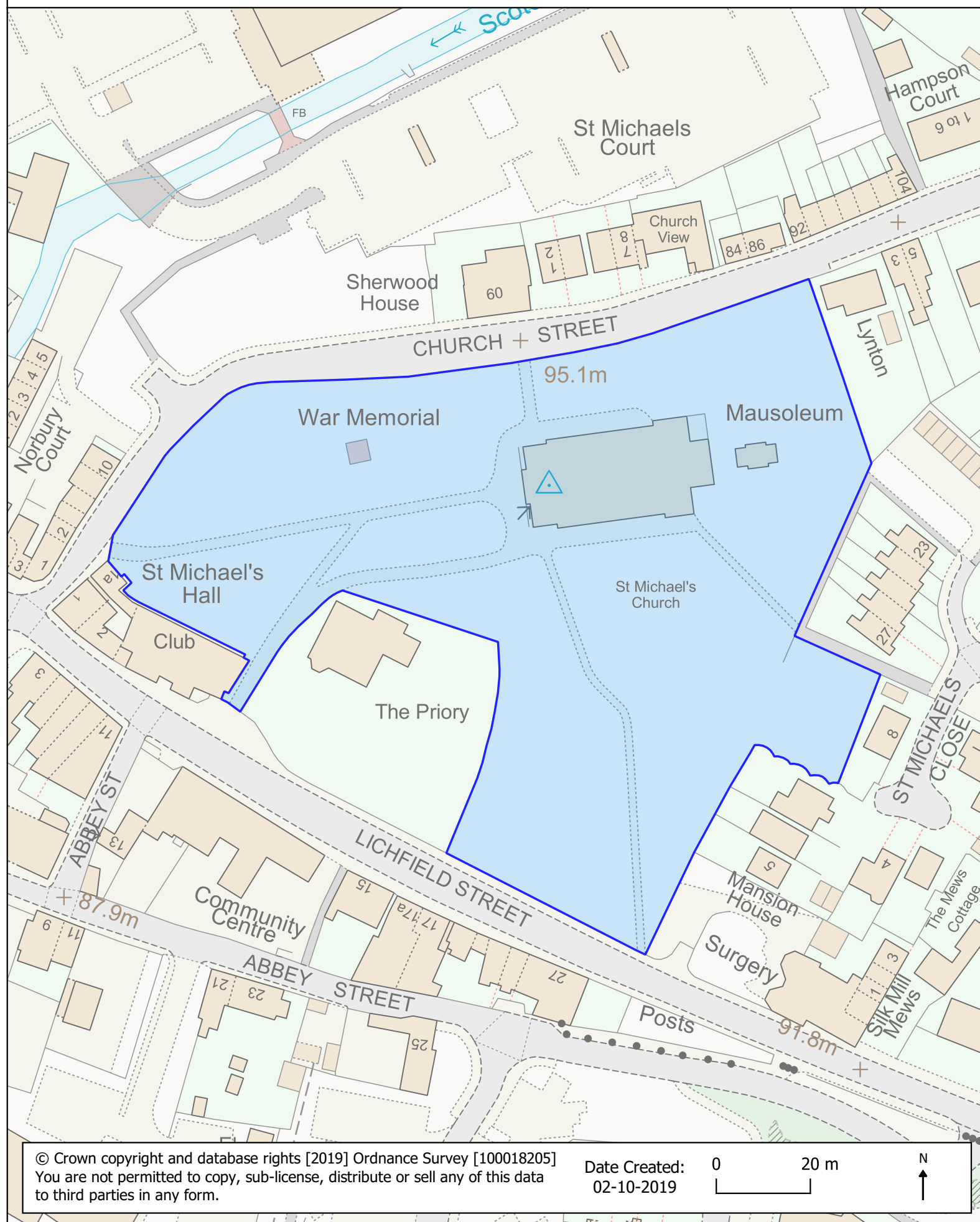




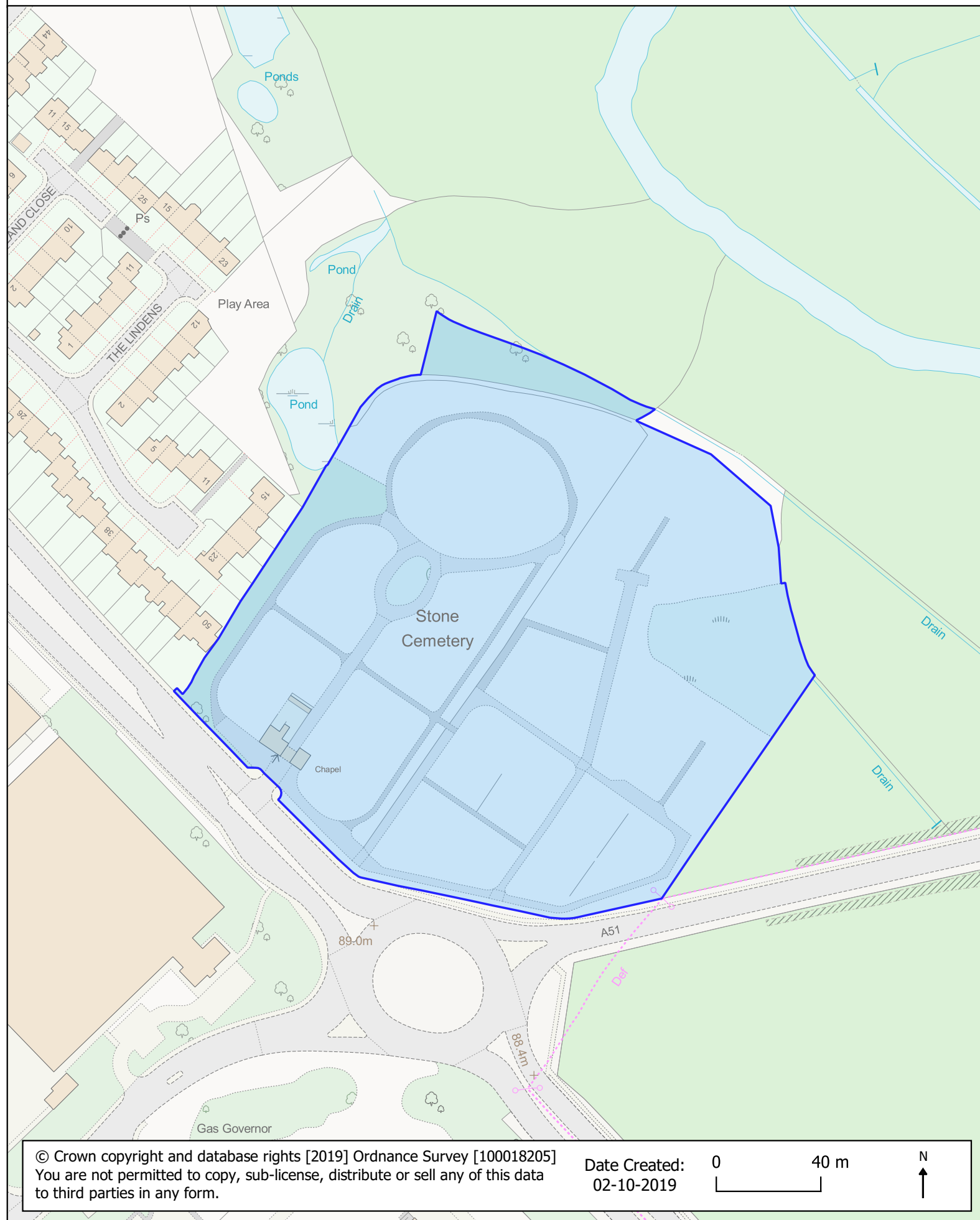


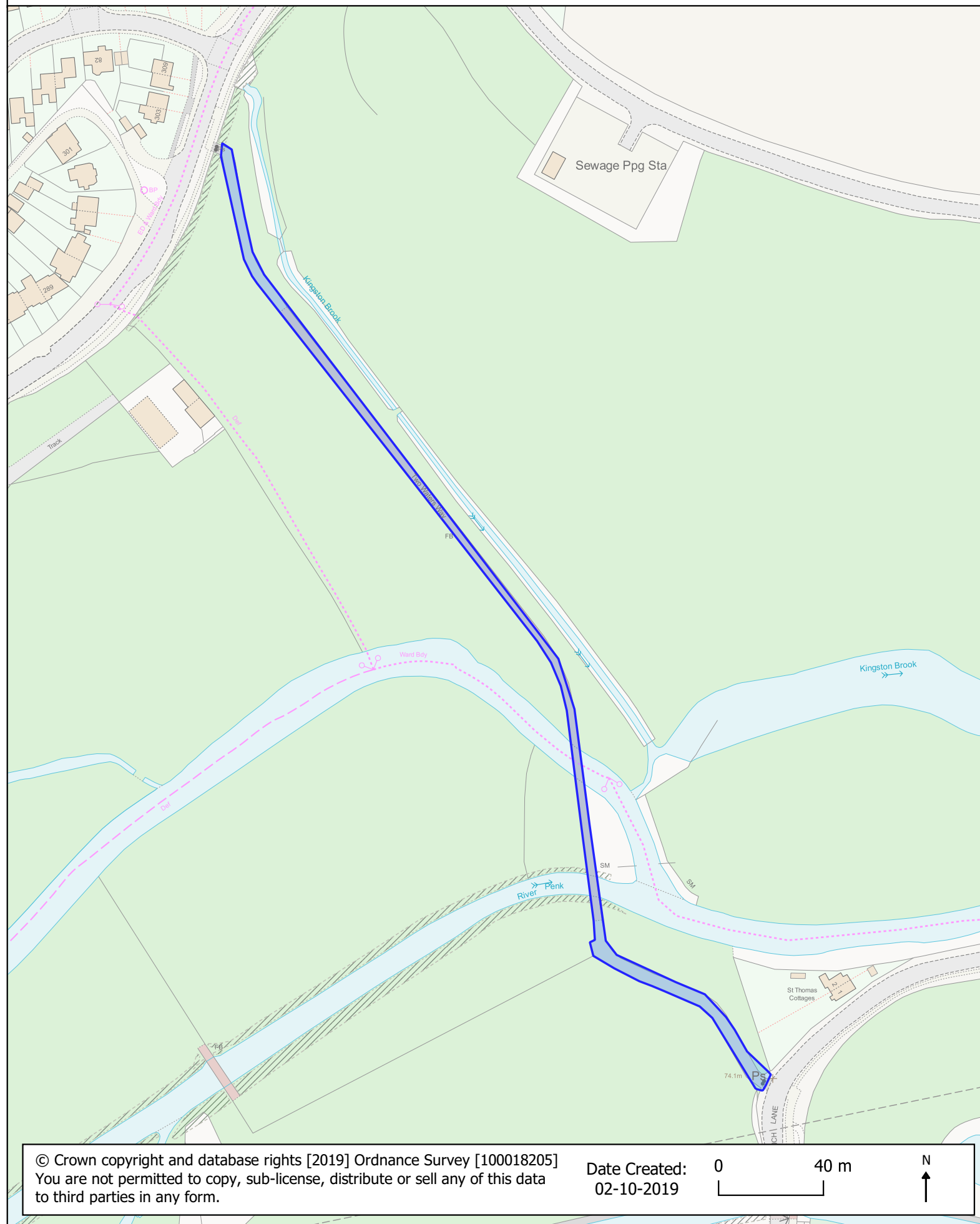












Sports Ground

Evans Park  
Stafford Town Football Club

Lighting Towers

Lighting Towers

Pavilion

Bowling Green

FB

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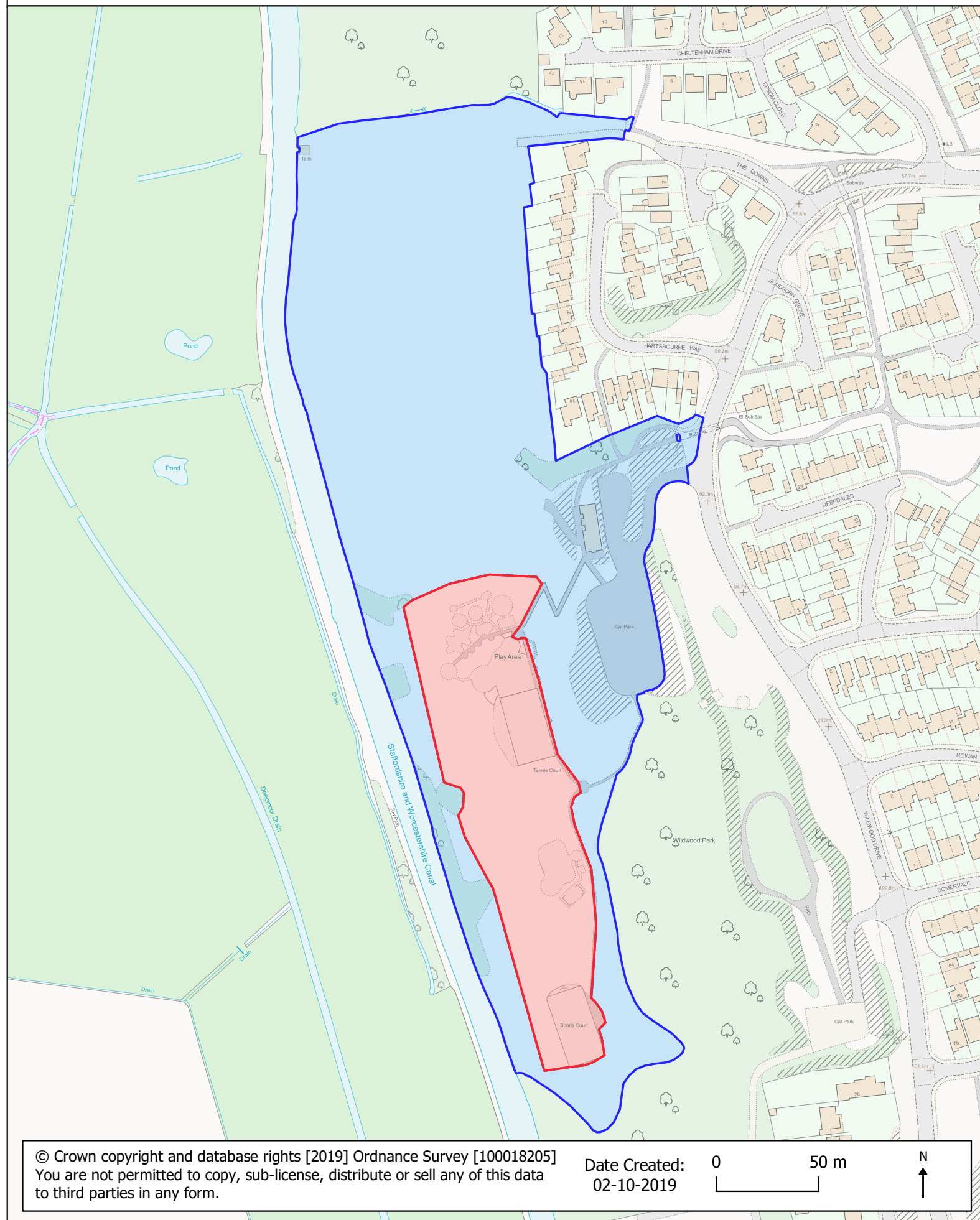
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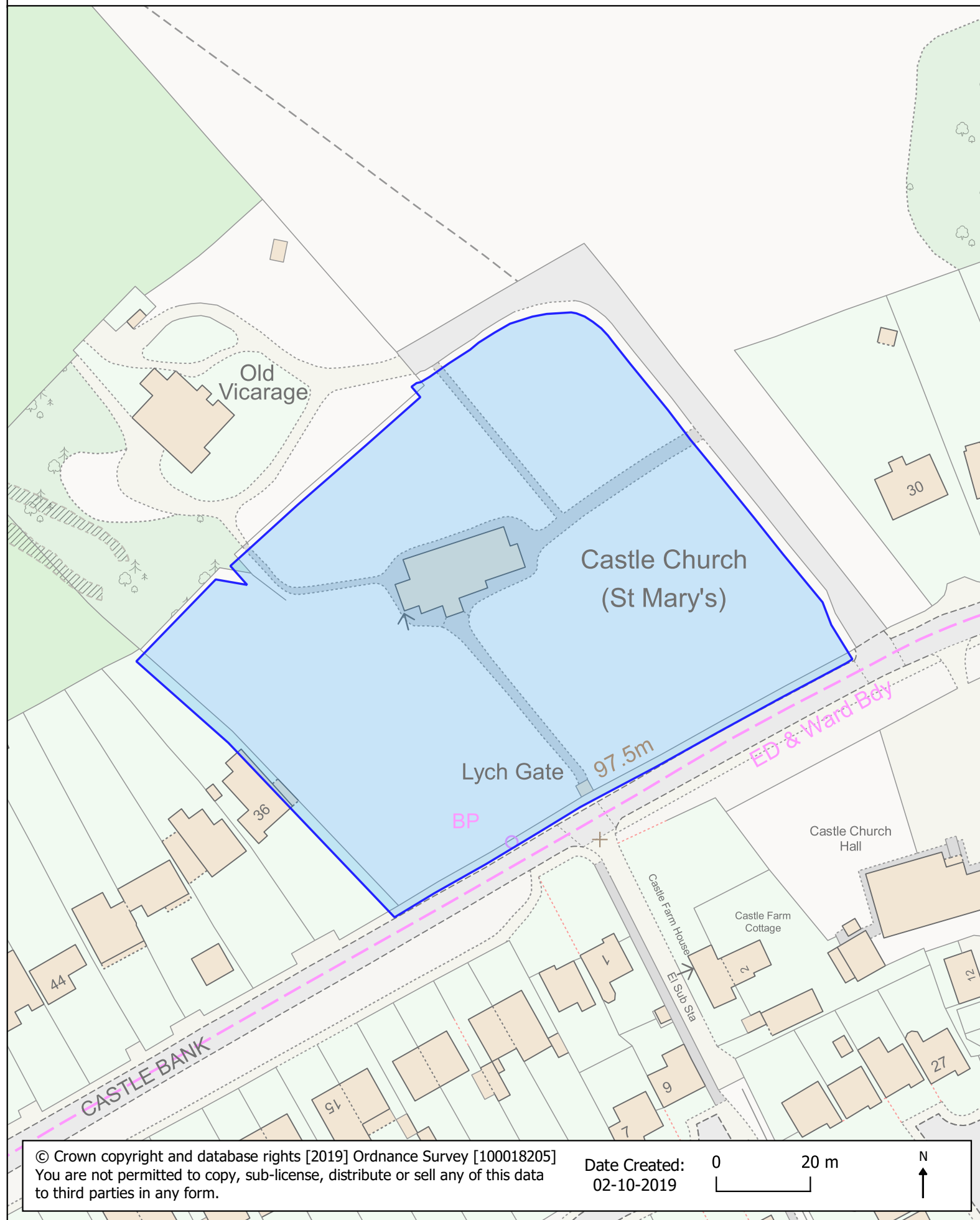
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 Dog Exclusion



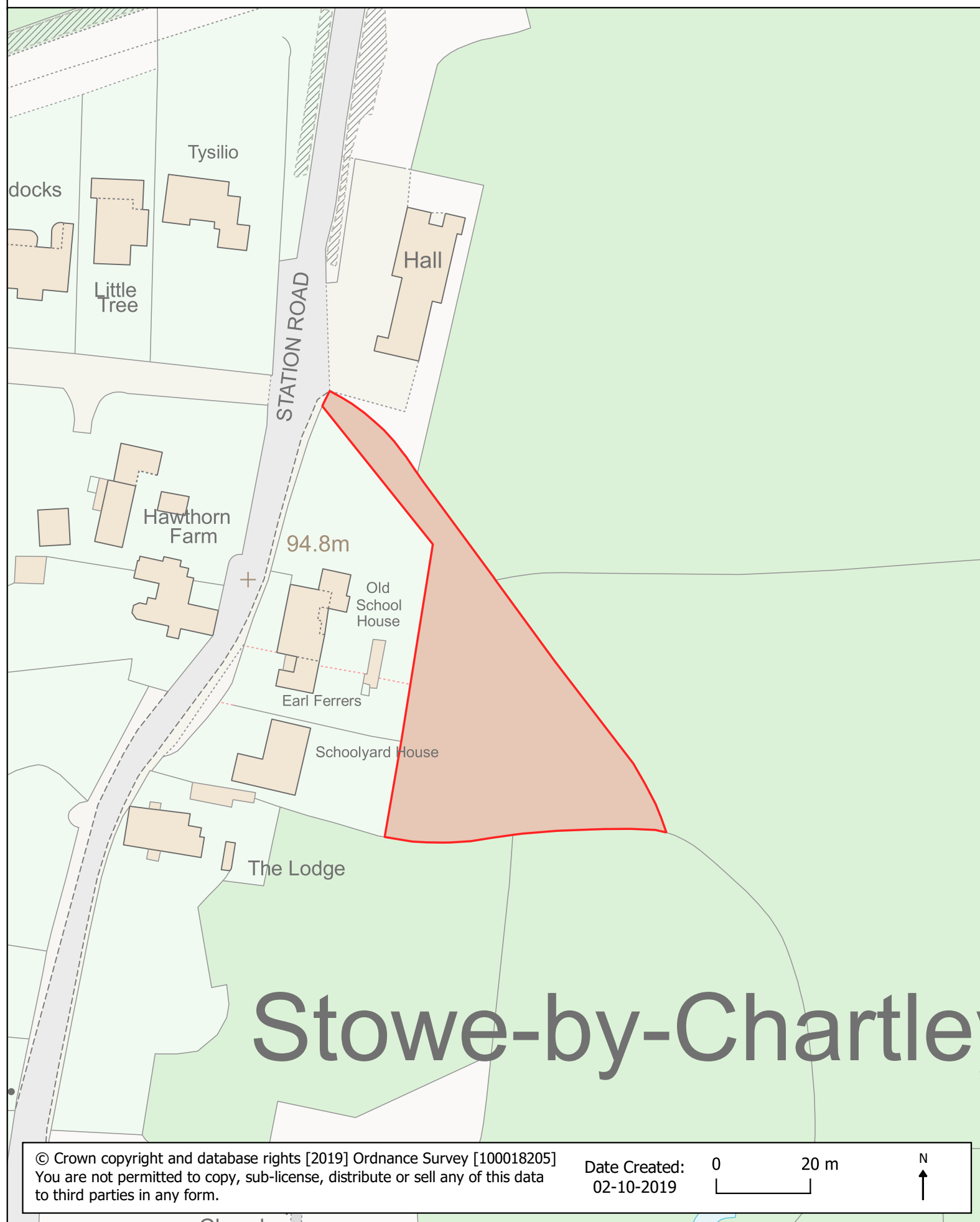




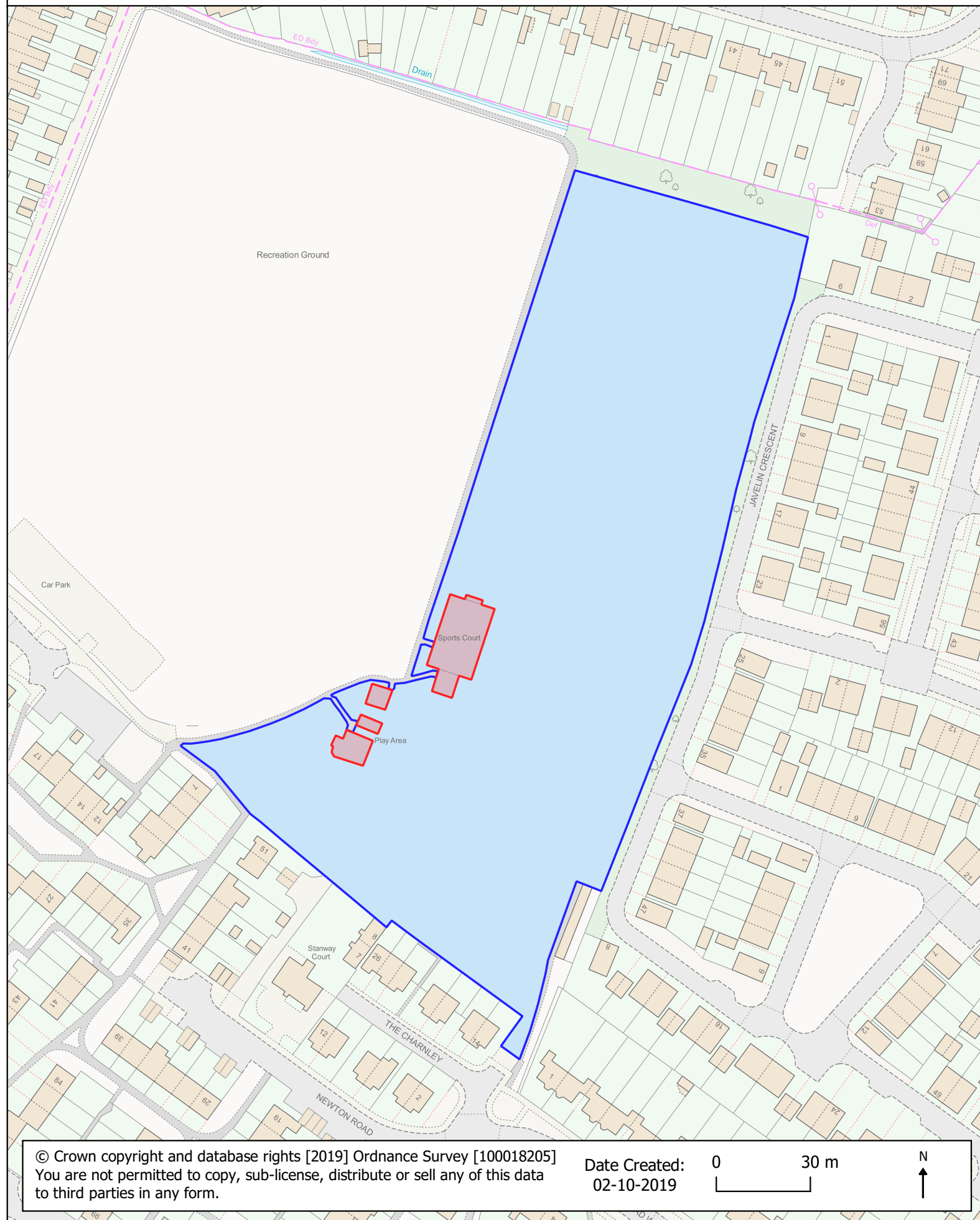
# **Appendix 4**

37a

Stowe by Chartley Ward(s)  
Stowe by Chartley Parish Playing Field



 Dog Exclusion



## Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts, which can be seen by any Member on request. All amounts exclude VAT.

Date	Reference	Supplier	Description	Amount	Month
02/12/2019	Elec 19/037	J G Fenn Ltd	Stationery	£29.55	Dec-19
02/12/2019	Elec 19/037	Siemens Ltd	Qtly rent of photocopier	£175.00	Dec-19
02/12/2019	Elec 19/037	Mark Green	Reimb Wine/ Rem Sun Recep	£88.34	Dec-19
02/12/2019	Elec 19/037	Current Electrical & Property Services	Setting up Nov 19	£810.00	Dec-19
02/12/2019	Elec 19/037	Current Electrical & Property Services	Repair to clock	£120.00	Dec-19
02/12/2019	D/Dbt 19/013	Prism Solutions	Analogue line - FJC	£46.69	Dec-19
03/12/2019	Elec 19/037	Miscellaneous	12 x xmas trees - Town Ctre	£324.00	Dec-19
03/12/2019	D/Dbt 19/013	Stafford Borough Council	Rates - STN	£221.00	Dec-19
03/12/2019	D/Dbt 19/013	Stafford Borough Council	Rates - FJC	£427.00	Dec-19
03/12/2019	D/Dbt 19/013	Stafford Borough Council	Rates - MKT	£114.00	Dec-19
04/12/2019	Elec 19/037	Veolia ES (UK) Ltd	Waste collection -STN	£107.14	Dec-19
04/12/2019	Elec 19/037	J G Fenn Ltd	Stationery	£33.65	Dec-19
04/12/2019	Elec 19/037	Veolia ES (UK) Ltd	Waste collection - FJC	£119.14	Dec-19
05/12/2019	Elec 19/037	Empire Hire Ltd	Stage, mics, barriers - Switch-On	£1,575.00	Dec-19
05/12/2019	Elec 19/037	Virgin Media Business	Calls Nov 19/ rental Dec 19	£53.51	Dec-19
06/12/2019	Elec 19/037	Panda Press (Stone) Ltd	Mayoral Xmas Cards	£89.50	Dec-19
06/12/2019	Elec 19/038	Mailing room	Cartridge - franking machine	£47.95	Dec-19
06/12/2019	Elec 19/038	MEB Total Ltd	Annual Boiler Service - FJC	£192.50	Dec-19
06/12/2019	Elec 19/038	Angel Springs Ltd	Water cooler - FJC	£5.00	Dec-19
06/12/2019	Elec 19/038	J G Fenn Ltd	Stationery	£29.14	Dec-19
06/12/2019	Elec 19/038	MEB Total Ltd	Annual Boiler Service - STN	£192.50	Dec-19
06/12/2019	Elec 19/037	Panda Press (Stone) Ltd	Mayoral Xmas Cards	£119.00	Dec-19
06/12/2019	Elec 19/037	Angel Springs Ltd	Water machine costs - STN	£12.42	Dec-19
06/12/2019	Elec 19/037	Angel Springs Ltd	Water machine costs - office	£20.50	Dec-19
06/12/2019	D/Dbt 19/013	Pitney Bowes	Postage - Franking Machine	£200.00	Dec-19
09/12/2019	D/Dbt 19/013	EE	Caretaker's mobile - FJC	£21.13	Dec-19
09/12/2019	D/Dbt 19/013	British Gas Lite	Elec 61 Hg St 28 Oct-25 Nov 19	£11.54	Dec-19
09/12/2019	D/Dbt 19/013	EE	Caretaker's mobile - STN	£21.13	Dec-19
09/12/2019	D/Dbt 19/013	British Gas Lite	Elec 30 Hg St 28 Oct-25 Nov 19	£8.24	Dec-19
10/12/2019	Elec 19/039	Altodigital Networks Ltd	Parts warranty 22/12/19-21/12/20	£155.00	Dec-19



Date	Reference	Supplier	Description	Amount	Month
10/12/2019	Elec 19/038	EDG Security Limited	Maintenance - Fire Alarm -STN	£123.00	Dec-19
11/12/2019	Elec 19/039	Staffs Shoe Repair	Keys for allotment - Mt Rd	£16.50	Dec-19
12/12/2019	Elec 19/039	Virgin Media Business	Broadband charges - Dec 19	£51.75	Dec-19
13/12/2019	D/Dbt 19/013	British Gas	Elec 24 Oct- 23 Nov 19	£118.06	Dec-19
17/12/2019	Elec19/040	Stafford Borough Council	Inst & removal of bollards - Oct 19-March20	£387.00	Dec-19
17/12/2019	D/Dbt 19/013	Sage Pay	Trans charges	£15.00	Dec-19
17/12/2019	Elec 19/039	Stafford Borough Council	Bin Amph Oct-Dec 19	£45.20	Dec-19
17/12/2019	Elec 19/039	Mailing room	Qtly rent of franking machine Jan-Mar 2020	£60.00	Dec-19
17/12/2019	Elec19/040	Stafford Borough Council	6 x dog bins Oct-Dec 2019	£134.52	Dec-19
18/12/2019	Elec19/040	M J Plant	Cenotaph maint & refurb at Walton	£706.00	Dec-19
18/12/2019	Elec19/040	M J Plant	Grounds maint - town borders & Walton Rabt	£3,887.00	Dec-19
19/12/2019	D/Dbt 19/013	World Pay	Trans charges	£9.99	Dec-19
19/12/2019	D/Dbt 19/013	World Pay	Trans charges	£12.50	Dec-19
19/12/2019	D/Dbt 19/013	World Pay	Trans charges	£4.22	Dec-19
19/12/2019	Elec 19/041	Trudy Williams	Ribbon - Plan Headstone	£1.80	Dec-19
20/12/2019	Elec19/040	Christmas Plus	Installation of xmas lights (70%)	£3,861.90	Dec-19
20/12/2019	Elec19/040	Altodigital Networks Ltd	Printing charges 16 Sept-12 Dec 19	£39.91	Dec-19
20/12/2019	D/Dbt 19/013	British Gas	Gas FJC - Nov 19	£401.35	Dec-19
20/12/2019	D/Dbt 19/013	British Gas	Elec - STN - Nov 19	£91.15	Dec-19
20/12/2019	Elec19/040	Current Electrical & Property Services	To supply electricity to Walton Shops Lights	£1,487.00	Dec-19
23/12/2019	D/Dbt 19/013	British Gas	Gas - STN - Nov 19	£392.79	Dec-19
23/12/2019	Elec 19/041	Current Electrical & Property Services	Setting up of marquees Dec 19	£900.00	Dec-19
27/12/2019	D/Dbt 19/013	Prism Solutions	ICT Provision	£635.13	Dec-19
31/12/2019	D/Dbt 19/013	NatWest	Bank charges	£39.87	Dec-19
31/12/2019	D/Dbt 19/013	The Arch Rent Collectors	Rent of Stone Station building	£1,087.50	Dec-19