



Town Clerk

Les Trigg

Tel: 01785 619740

Email: clerk@stonetowncouncil.gov.uk

15 Station Road
STONE
ST15 8JP

30 September 2020

Dear Councillor,

A **VIRTUAL** meeting of the **GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 6 OCTOBER 2020** at **7:05pm**, or upon the rising of the Town Council meeting, if later.

The agenda is set out below, and I trust you will be able to attend.

The meeting will be streamed live on YouTube and members of the public are welcome to observe.

View Meeting: <https://www.youtube.com/channel/UCXHye7pCvT-mVBouN3lUTWQ>

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 22 September 2020, Minute No's GP20/247 – GP20/259 (attached).

7. Minutes of Sub-Committees

- a) Management Sub-Committee held on 22 September 2020, Minute Numbers MAN20/036 – MAN20/040 (attached)
 - i. To consider the draft minutes

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

- **2352 (Stone) Squadron Air Training Corps**
- **Crown Wharf Theatre Company**
- **Douglas Macmillan Hospice**
- **Kibblestone District Scout Council**
- **Stafford Samaritans**
- **Stone Lions Club**
- **Stone Radio**

9. Budget Review

To receive the report of the Town Clerk (attached).

10. Town Centre Christmas Trees

To consider supporting the provision of Christmas trees in Stone town centre.

11. Nominations for SPCA Executive and AGM Arrangements

To consider nominations for election of representatives to the SPCA Executive at the Association's AGM on the evening of 7th December 2020. Nominations should reach the SPCA office by no later than Friday, 16 October. A copy of the nomination form is attached.

Member Councils are also invited to put forward motions for debate at the AGM which will be held via Zoom commencing at 7.00pm. The related proposal form is attached.

The calling papers for the 81st AGM, together with copies of the Association's Annual Report, will be made available in due course.

12. Speed Limit Near Schools

To consider requesting a 20mph speed limit on roads serving schools in Stone.

13. Non-Cheque Payments

To receive a list of non-cheque payments made by the Council during the period 1 to 31 August 2020 (attached).

14. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group
- c) Traffic Management in Stone Working Group
- d) Promotion of Stone working Group

15. 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

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

Stone Town Council – General Purposes Committee

Minutes of the meeting held virtually, on Tuesday 22 September 2020

NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

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

GP20/247 Apologies

Apologies were received from Councillors: T. Adamson, K. Argyle, J. Hickling,
T. Kelt, P. Leason and R. Townsend

GP20/248 Declarations of Interests

None

GP20/249 Requests for Dispensations

None

GP20/250 To receive the report of the County Councillors

County Councillor Mrs J. Hood

Covid-19 Testing

Councillor Mrs Hood reminded the Committee that, at the last meeting she had been asked by Councillor Davies to provide the number of Covid-19 tests undertaken as a result of the Crown & Anchor virus outbreak. The answer to this question is just over one thousand.

Flu Vaccinations

Councillor Mrs Hood advised the Committee that she had been asked (through the County Council) to urge residents to have their flu vaccines, which are available now. This year there are many more groups entitled to a free vaccination including nasal sprays for children. Anyone interested should contact their GP or local pharmacy.

Personal Protection Equipment (PPE)

Councillor Mrs Hood informed the Committee that by Monday 17 August more than three million items of PPE had been delivered to Staffordshire County Council to help keep the County safe and moving. Emergency supplies (including gloves, masks, gowns, aprons, safety glasses and visors) were distributed to care homes, care agencies, schools, places of worship and front line council staff.

* 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.

The County Council has pledged almost £18 million in support of the care sector and has stepped in with PPE when supplies have been difficult to obtain.

Planning Application submitted by Morrisons

Councillor Mrs Hood informed the Committee that Morrisons supermarket had submitted a planning application to increase the capacity of the Christchurch Way/Mill Street junction by adding an additional lane on the Mill Street approach. This will include signals at the cross roads. The County Council has been in negotiations with Morrisons for a number of years after asking them to alleviate the congestion there.

She confirmed her support of the proposal and invited attendees to look at the planning application (planning reference 20/32927/FUL) on Stafford Borough Council's planning portal.

Councillor Mrs Hood advised that a meeting would be arranged with County Highways officers to urge removal of the splitter island which would tie in nicely with the Morrisons planning application in reducing daily traffic queues.

Pedestrianisation of the High Street

Councillor Mrs Hood informed the Committee that at Stone Town Council's request, Staffordshire County Council was considering implementing a Temporary Traffic Regulation Order to extent the restriction on vehicles coming in to the High Street. There is much concern about safety in the High Street as people often incorrectly think the area is pedestrianised at all times.

Resurfacing of The Avenue

Councillor Mrs Hood advised the Committee that The Avenue had now been resurfaced and residents are very pleased with the work done.

Flooding in Cross Street

Councillor Mrs Hood advised the Committee that the Highways Team and Severn Trent have started work to remedy the flooding problem that occurs in Cross Street every time there is heavy rainfall.

Positioning of Telegraph Poles

Councillor Mrs Hood informed the Committee about her contact with a resident who had undertaken a successful one woman protest against the installation of a telegraph pole in an inappropriate position by BT Openreach Telecommunications.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP20/251 Representations from Members of the Public

None

GP20/252 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 4 August 2020 (Minute No's GP20/223 – GP20/238), be approved as a correct record.
- b) That the minutes of the General Purposes Committee meeting held on 11 August 2020 (Minute No's GP20/239 – GP20/242), be approved as a correct record.
- c) That the minutes of the General Purposes Committee meeting held on 25 August 2020 (Minute No's GP20/243 – GP20/246), be approved as a correct record.

GP20/253 Minutes of Sub-Committees

RESOLVED:

- a) Management Sub-Committee held on 4 August 2020 (Minute Numbers MAN20/028 – MAN20/035), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number MAN20/033 be adopted.

GP20/254 National Pay Awards 2020-21

The Committee considered the report* of the Town Clerk (which had been circulated with the agenda) on the outcome of the 2020-21 national pay award negotiations for local government staff and its impact on the Council.

RESOLVED: That the Town Council accepts the recommendations of the Town Clerk and adopts the new salary levels for staff for 2020-21, as set out in the report.

GP20/255 Covid-19 Outbreak

The Committee considered an update following the actions taken after the special meeting of the General Purposes Committee on 11 August 2020, and determined the new actions required as a consequence:

- a) Letter to the Licensing Department at Stafford Borough Council asking for a suspension of late night alcohol and music licences within all Stone public house and entertainment venues for the duration of the COVID-19 pandemic.

A copy of an email from the Licensing Manager at Stafford Borough Council had been attached to the agenda.

The Chairman reminded the Committee that the request had been made because, prior to the virus outbreak, the Crown & Anchor had been the only venue in Staffordshire open after midnight.

* 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.

The Committee agreed that the Government's new ruling forcing pubs, bars and restaurants to close at 10pm from Thursday (24 September) had addressed this risk and concern about the issue.

- b) Letter to Stafford Borough Council calling for a formal review of the Crown & Anchor Premises Licence for consideration of whether the venue continues to meet the licensing objective relating to 'public safety'.

A copy of an email from the Licensing Manager at Stafford Borough Council had been circulated with the agenda.

RESOLVED: That the Town Council pursues an application for the review of the Crown & Anchor Premises Licence under the Licensing Act 2003.

- c) Letters to Staffordshire Police and Stafford Borough Council's Enforcement team requesting that weekend evening patrols are undertaken in Stone to ensure the laws and guidelines on COVID-19 measures have been respected to help rebuild confidence.

A copy of emails from the Chief Inspector at Staffordshire Police and the Licensing Manager at Stafford Borough Council were circulated with the agenda for the meeting.

The Committee noted the information supplied by the Chief Inspector and the Licensing Manager and agreed that the Government's new ruling forcing pubs, bars and restaurants to close at 10pm, as well as the introduction of COVID-19 Marshals, had addressed this issue.

- d) To appoint a Working Group consisting of Town Councillors, local businesses and other interested parties to consider how the town can be promoted through a confidence building campaign that will encourage a return of consumer footfall to the High Street and spending in Stone.

The Town Clerk provided the Committee with an explanation on the position with regard to membership applications from political groups.

RESOLVED: That the non council membership of the Promotion of Stone Working Group will consist of the following business group representatives:

- Michelle Hughes (representative of Stone Pub Watch)
- Susan Hughes (representative of Stone Traders Group)
- Jamie Richards (representative of Stone Business Network)
- Lee Walker (representative of Walton Businesses)
- Jon Cook (representative of 'A Little Bit of Stone')

- e) Letter to Stafford Borough Council to ask how much it would charge Stone Town Council to provide free Saturday parking in Stone to the end of the year.

A copy of an email from the Head of Operations at Stafford Borough Council had been circulated with the agenda for the meeting.

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The Chairman advised the Committee that the Borough Council had advised that it would charge the Town Council £500 for each free Saturday at Crown Street and Christchurch Way car parks.

Following negotiations by the Town Clerk this figure had been reduced to the sum of £5,000 for the 13 weeks to the end of the year.

RESOLVED: That the Town Council accepts the Borough Council's proposed charge of £5,000 for 13 free Saturday parking days at Borough Council car parks in Stone.

- f) Letter to the County Highways Department to ask whether there would be a possibility of extending the duration of the High Street pedestrianised zone each day, and that if permitted by the County, the Town Council first undertakes a consultation exercise with businesses to identify the most appropriate times.

The Town Clerk confirmed that an acknowledgement had been received from Staffordshire County Council and a full response was under consideration.

Councillor Mrs Hood informed the Committee that the County Council were considering implementing a Temporary Traffic Regulation Order to extend the hours of pedestrianisation of the High Street. The exact times would be determined following the Town Council's consultation with traders.

RESOLVED: That the Town Council moves forward with the project to secure an extension to the pedestrianisation times in the High Street.

- g) Letter to the Licensing Department asking whether Stafford Borough Council would be prepared to suspend the fee for Pavement Licence applications from Stone businesses for the rest of the year.

A copy of an email from the Licensing Manager at Stafford Borough Council had been issued with the agenda.

The Committee noted the Borough Council's decision to decline suspension of the fee to Pavement Licence applicants in Stone.

The Chairman publicly thanked Stone Helpline for the work it had done to support the Stone community during the COVID-19 pandemic and lockdown.

GP20/256 Members Motion

Councillor Mrs Kerry Dawson

"I have recently been contacted by a resident in my ward who expressed concerns about the speed of traffic using Manor Rise, specifically during school drop off and rush hour. He informed me that there had already been several near misses and a few minor incidents and is worried that it is only a matter of time before a child is hurt, given that Manor Rise is used daily by children who attend Manor Hill First School, Pirehill First School and Walton Priory Middle School as their main walking route.

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I share these concerns, and ask the Committee to agree that the Town Clerk should write to Staffordshire County Council regarding the traffic issues on Manor Rise to ask them to monitor/report on the issue and take action to curb speeding motorists in the area."

Councillor Mrs Dawson informed the Committee that she had consulted her fellow ward Councillors, local residents and parents who had all held the view that the traffic issue in Manor Rise was an accident waiting to happen. She had also sought advice from County Councillor Parry who suggested that some parish councils had invested in solar powered speed indicators.

County Councillor Mrs Hood informed the Committee that the County Council is likely to see this as a Police issue and suggested County Councillor Parry be approached again to ask whether he could fund a 'Slow Your Speed' indicator which, although temporary, would be an effective deterrent.

The Chairman agreed that an item be placed on the next agenda for consideration of Councillor Green's suggestion to ask Staffordshire County Council to introduce a 20mph speed limit on roads serving all schools in Stone.

RESOLVED: That the Town Clerk is asked to write to Staffordshire County Council about the traffic issues on Manor Rise and to ask them to monitor, report and take action to curb speeding motorists in the area.

GP20/257 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 to 31 July 2020.

GP20/258 Update from Working Groups:

Neighbourhood Plan Steering Group

The Chairman of the Steering Group, Councillor Mrs Hood, reported that no meeting had taken place.

Stone Area Parish Liaison Group

The Chairman of the Liaison Group, Councillor Davies, advised that the next meeting would be held virtually in October 2020.

Traffic Management in Stone Working Group

Councillor Kenney advised the Committee that no meeting had taken place.

Promotion of Stone Working Group

Councillor Kenney advised the Committee that a meeting would be held as soon as the paperwork for co-opted working group representatives had been received.

GP20/259 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 the Committee that he had no information to share but would provide a report at the next meeting.

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Age Concern Stone & District

Councillor Thornicroft advised the Committee that no meeting had taken place.

Stafford & Stone Access Group

As Councillor T. Kelt had given his apologies, no report was available.

Stone Common Plot Trustees

Councillor Mrs Hood confirmed that a meeting was scheduled to take place on Wednesday next week.

Stone Community Hub Liaison Group

Councillor Mrs Hood confirmed that no meetings of the Hub Liaison Group had taken place.

SPCA Executive Committee

Councillor Green advised the Committee that he had been unable to attend the last meeting of the Executive Committee.

CHAIRMAN

Stone Town Council – Management Sub-Committee

Minutes of the meeting held virtually on Tuesday 22 September 2020

NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

PRESENT: Councillor J. Davies in the Chair and
Councillors: Mrs A. Burgess, Mrs L. Davies, I. Fordham, M. Green and
R. Kenney

By Chairman's invitation: Councillors: A. Best, Mrs K. Dawson, Mrs J. Hood,
J. Powell and C. Thornicroft

ABSENT: Councillor: K. Argyle and T. Kelt

MAN20/036 **Apologies**

Councillor: K. Argyle and T. Kelt

MAN20/037 **Declarations of Interest and Requests for Dispensations**

None received

MAN20/038 **Representations from Members of the Public**

None received

MAN20/039 **Minutes**

That the Minutes of the Management Sub-Committee Meeting held on the 4 August 2020 (Minute No's MAN20/028 – MAN20/035), be approved as a correct record.

MAN20/040 **Updates**

The Sub-Committee received updates on the following:

a. **Website**

The Town Clerk advised the Sub-Committee that accessibility requirements for public sector websites were coming into force on 23 September 2020.

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The Town Clerk advised the Sub-Committee that the Marketing and Events Assistant had undertaken a lot of work to make the website compliant which it now is, in most respects. There are some outstanding issues which include the way agendas and minutes are formulated so their readability by screen readers can be improved. This issue is being worked on currently along with the uploading of an accessibility statement which the Marketing and Events Assistant had prepared before leaving the organisation.

The Chairman stated that the website should be compliant and functional in enabling the effective promotion of the Town Council's events (arranged by the Tourism & Town Promotion Sub-Committee) and the delivery of information relating to COVID-19 and the work of the Promotion of Stone Working Group.

The Town Clerk advised the Sub-Committee that this was a task normally performed by the Marketing and Events Assistant and he would be seeking to fill the vacant post when the organisation of sufficient public events could safely resume.

b. Facebook

The Town Clerk informed the Sub-Committee that the Marketing and Events Assistant had set up and prepared for a Town Council Facebook page (earlier in the year) as a marketing tool for communicating events, which hadn't then been launched.

The Town Clerk confirmed that when launched postings would be made by Officers with Members able to make comments in the same way that the general public do.

The Sub-Committee expressed the view that a Facebook page was a highly effective tool in reaching younger residents of the town, when compared with other modes of communication such as the blander website style presentation. It was suggested that the Facebook launch be given priority so that people are aware of what is going on in their town and to provide information about the work of the Town Council. It was agreed that when resources are available the matter would be addressed.

c. Service Continuity Plan

The Chairman reiterated the invitation issued to Sub-Committee members at the last meeting to submit their views to him on items that should be considered for inclusion within the Town Council's Service Continuity Plan following the COVID-19 emergency and lessons that had been learned. The suggestions put forward would be collated for

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consideration at a future Sub-Committee meeting.

d. Resolutions Progress Report

The Town Clerk invited feedback on the Resolutions Progress Report that has been issued to Members.

The Chairman said that the report should be issued at regular intervals as part of the Town Council's standard procedures.

e. IT Contract

The Town Clerk informed the Sub-Committee that the Town Council's IT contractor had provided an exemplary service during the COVID-19 lockdown. Their service has been first class and highly responsive. It had enabled the Council to keep its remote systems running while the office had been largely unoccupied.

Chairman

* 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.

Application for Grant Aid



Name of organisation: 2352 (Stone) Squadron Air Training Corps

Purpose of organisation:

The Aims of the Air Training Corps, as set out in the Royal Warrant and approved by HM the Queen, the British sovereign, are:

To promote and encourage among young men and women a practical interest in aviation and the Royal Air Force (RAF).

To provide training which will be useful in both the services and civilian life.

To foster a spirit of adventure and to develop the qualities of leadership and good citizenship.

Amount of grant requested:

£500

Total cost of project (if appropriate):

Estimated cost £1800

Reason for grant request:

2352 (Stone) Squadron is looking to purchase Air Rifles for the purposes below, directly benefiting the Squadron.

Initial Weapons Training on the BSA Scorpion .177 Air Rifle is the grassroots shooting that all cadets begin with before further progression onto other Service Weapons. Due to security rules, Air Rifles are the only weapons systems that can be stored on Squadrons and used for training, providing a flexible and positive start that can foster an interest in further Shooting Activities. Vital for retention of interest, especially given a healthy 75% increase in squadron numbers.

Live Fire Exercises reward cadets with the thrill of marksmanship shooting and allow them to be practically taught and implement the 4 marksmanship principles. This provides the progression of training towards small and full bore shooting, and often inspires confidence and removal of fear for higher caliber weapon systems.

Benefits to Stone residents:

Subject to clearance, promotional use by the Air Training Corps, providing an interactive demonstration of equipment used by the cadet forces to inspire the next generation of Children within the good town.

Retention on the unit is vital to aid supporting numbers for Parades, Events and other Town Functions. This will help demonstrate a good unit presence within the Town.

The unit is an asset to the town itself, and is very proud of the community support and military presence we provide in conjunction with RAFA, ACF, SAFFA and other uniformed youth organisations within the town.

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

RUFGA Welfare Committee: £1000

Self Funding: Approximately £300 + Servicing and Maintenance Costs.

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

This is mission critical equipment, and this is at the conclusion of a 6 month Staff Training program to ensure that we are able to use the rifles with the correct qualification and facilities. If possible to be considered at the council's earliest convenience, this would be greatly appreciated.

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

£500 - Squadron Minibus Sign Writing - Ring-fenced funding for the sign writing, Minibus awaiting damage repair to roof before having signage fitted.

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

Discussed with The Worshipful the Mayor of Stone Town Council, Councillor Mark Green and Councillor Jim Davies at the Squadron Civilian Welfare Committee meeting.

2352(Stone) Squadron

Treasurer's Report -

Date: 1st April 2019

	OUT	IN	
Last Statement Closed At		4549.02	
Apr-18			
SUBS		335	BT
Owen - Easter Camp		40	BT
Expenses -	656.24		136
Disco £180			
Lanyards 39.95			
Trophies £30 & £35.74			
Ist Aid £50			
ID Badges £29.15			
Sqn T.Shirts £200.10			
Fuel £60			
Paper/Binbags/Toilet Roll £11.40			
Expenses	167.43		137
Printer £130			
Fuel £30			
Postage £7.40			
British Telecom	62.52		DD
Crockawhile Glasses Dinining in	49.4		129
Community Centre - Dining In	263		131
Plyvine Catering - Dining In			134
BALANCE END OF APRIL:		£2,236.41	
May-19			
SUBS		287.5	BT
Knight - Stem Camp		30	BT
Kirby - Valley Camp		70	BT
Camp Payments		550	C/CH
British Telecom	62.52		DD
Refund for Rachel Smith	250		140
Expenses	22.4		139
BALANCE END OF MAY:		£2,828.99	
Jun-19			
SUBS x 21		262.5	
Staffs Wing - RAF Valley Camp	210		
KD Insurance - minibus	634.38		
Staffs Wing - STEM Camp	180		
Levy	557.34		
Staffs Wing - Swynny Camp	20		
Hilderstone Motors - Minibus MOT	372.5		
- Fuel/Postage	78.42		
Compressed Air/JP	10.16		
British Telecom	62.52		
BALANCE END OF JUNE:		£976.17	

	OUT	IN	
Jul-19			
SUBS x 25		312.5	
WFD Catering/395 Stafford	71.25		BT
Louise Knight Gloves etc	105.98		BT
British Telecom	62.73		DD
Staffs Wing Valley Camp - Proudman	70		147
BALANCE END OF JULY:		£978.71	
Aug-19			
SUBS x 20		250	
Swimming Pool Hire/SC	75.76		BT
British Telecom	62.52		DD
- Paid in Error	110		BT
Refund		110	BT
Valley Camp		70	BT
Knight - Swy Camp		50	BT
Wing Welfare - Swy Camp	420		BT
Bowen - Swy Camp		50	BT
Bell - Swy Camp		50	BT
BALANCE END OF AUG		890.43	
Sep-19			
SUBS x 23		287	
Wing Welfare F60 Refund		75	CH
Stone Town Council		500	CH
Camp Money			Cash
Tom Ramsey - Peaked Cap	33		148
British Telecom	63.52		DD
BALANCE END OF SEPT		1806.41	
Oct-19			
SUBS x 23		287	
British Telecom	62.52		DD
/Fuel	40		BT
BALANCE END OF OCTOBER		1991.39	
Nov-19			
SUBS x 26		325	SO
Stone Festival Committee		300	CH
- Subs		25	Cash
Frank Jordan Centre - Quiz	54.8		BT
Poppy Wreaths	37		CH
Minibus Road Tax/RS	165		BT
Web Site/JP	31.08		BT
British Telecom	62.97		DD
Tenpin Bowling/Jness	240		BT
BALANCE END OF NOVEMBER		2049.54	
Dec-19			
SUBS x 31		386.5	
Fuel/Post - SC	90.1		BT
British Telecom	62.24		DD

Printer Ink - SC	102.84		BT
BALANCE END OF DECEMBER		2180.86	
Jan-20			
SUBS x 34		422.5	
Wing Levy	534.66		CH
British Telecom	43.08		DD
DINING IN		165	BT
BALANCE END OF JANUARY		2190.62	
Feb-20			
SUBS x 29		362	
British Telecom	42.84		DD
Web Site/JP	69.53		BT
Fuel/JN	20		BT
DINING IN		645	BT
Deposit - Plyvine Caterers	725.4		BT
Deposit - Fulford Village Hall	25		CH
BALANCE END OF FEBRUARY		2314.85	
Includes £500.00 for Minibus Wrap			

Application for Grant Aid



Name of organisation:

Crown Wharf Theatre (charity no. 1181516)

Purpose of organisation:

The charity was established in January 2019 to raise funds to fit out the building provided by Joules Brewery at Crown Wharf. By providing a theatre / events space the charity will promote all aspects of performing arts: music, drama, dance, comedy and film as well as providing the local community with a host of volunteering opportunities.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£750,000

Reason for grant request:

Crown Wharf Theatre continues its efforts to raise funds to ensure the building is fitted out to a professional standard. Due to the Covid-19 pandemic, the charity has found that all funding streams previously open to us have been withdrawn and funds diverted, and rightly so, to those most at need during these difficult times. All plans regarding local community engagement and fundraising events have been cancelled. Stone Town Council kindly supported our efforts last year and we were hoping another grant would be possible to support our fundraising efforts. Our current funding focus is the electrical and mechanical design works of the theatre which will cost £14,500.

Benefits to Stone residents:

The addition of a purpose built 200 seater studio theatre in the heart of Stone will provide an events space for live theatre and a wide range of artistic and cultural activities in addition to a new venue for corporate events and community meetings.

This theatre will fill a recognised and long standing gap in Stone's community facilities and enable local theatre, dance and other community organisations to perform and present their work in a professional, fit for purpose venue.

The theatre will be a people powered facility and will be run by volunteers on behalf of the local community.

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

As at 31/08/20 our total income is £49,485 as follows:

Donations / fundraising £24,014

Grants £25,500 (£25,000 ringfenced for the works in Wharfinger's Cottage)

We are currently in the process of preparing a bid application to Severn Trent for £200,000.

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

Click or tap here to enter text.

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

The £500 awarded last year went towards a payment of £3672 payable to the architects, Charcoal Blue.

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

[Click or tap here to enter text.](#)

CROWN WHARF THEATRE

Registered Charity No. 1181516

Accounts for the year 1st January 2020 to 31st August 2020

	Last Year FULL YR 2019	This Year YTD 2020	Cumulative
Receipts			
Chair Donations	8,468.64	4,500.00	12,968.64
Other Donations / fundraising activities	4,878.54	5,562.28	10,440.82
Grants	500.00	25,000.00	25,500.00
Start up loan	5,200.00	0.00	5,200.00
Fundraising - T shirt Donations	480.00	60.00	540.00
Interest received	4.26	31.18	35.44
Total Receipts	19,531.44	35,153.46	54,684.90
Payments			
Repayment of Stone Revellers start up loan	0.00	5,200.00	5,200.00
Pay architects - Charcoal Blue	3,672.00	0.00	3,672.00
Publicity materials - banners, flyers, stickers	217.28	219.00	436.28
Collection Buckets	28.00	0.00	28.00
Izettle Machine	22.80	0.00	22.80
T-shirts	640.80	0.00	640.80
Bank Charges	0.52	30.00	30.52
Total Payments	4,581.40	5,449.00	10,030.40
Surplus	14,950.04	29,704.46	44,654.50
less Ring-fenced reserves for Wharfinger's Cottage	0.00	25,000.00	25,000.00
Balance of Reserves	14,950.04	4,704.46	19,654.50
Joules Brewery - Loan Account:			
Description			
Charcoal Blue - May	3,060.00		
Charcoal Blue - June	3,060.00		
Charcoal Blue - July	3,060.00		
Charcoal Blue - August	3,060.00		
Payment by CWT	-3,672.00		
1340/596/01-JT Design - attend theatre meeting and design	250.00		
1353/596/02 - JT Design - prepare sections for theatre	320.00		
38081 - MSW supply and install balcony floor	3,112.00		
Custom Audio Designs - sound proofing layer		2,223.35	
122141 - Hales Sawmills - Plywood / Hardwood		641.25	
	12,250.00	2,864.60	15,114.60

Application for Grant Aid



Name of organisation:

Douglas Macmillan Hospice

Purpose of organisation:

To promote holistic care for those with a limited life expectancy, whose disease has entered the palliative phase, respecting their individuality and choice. Support is provided at home via Community Nurses and Hospice at Home, as an In/Out Patient or via Day Therapy, ensuring the best possible quality of life.

Our services aim to meet the needs of our patients' and carers at all stages of their journey.

Note: Due to Covid-19, some Out Patient and Day Therapy Services have been suspended in the hope of resuming normal operations in the New Year.

Amount of grant requested:

£200

Total cost of project (if appropriate):

Hospice running costs are £13m in 2020/21

Reason for grant request:

To provide Specialist Nursing care to patients in our heartland, either at home if that is their preference, or in our modern In Patient Unit. We care for 3,500 patients and their families every year and the majority of this work, especially at the moment due to Covid-19, is done in people's own homes.

Palliative Care Nurse Specialists work across each area within our geographic region alongside local GP practices and District Nurses. They provide reassurance, support, advice, pain and symptom management and care at end of life.

During Covid-19 the Nurses have had to adapt and amend their usual ways of working to ensure their own safety and that of the households they visit.

The hospice receives approximately 25% of its funding from the NHS and the remaining 75% from the local community and is very conscious of the continuing pressures on the charity finances and the need to ensure services are cost effective.

Douglas Macmillan Hospice is an independent regional hospice and has no connection to Macmillan Cancer Support, which is why local donations are so vital.

Benefits to Stone residents:

Stone has a population of 16,385 (2011 census). A database search* reveals that £47.6k has been donated to Dougie Mac from Individuals, Businesses and Groups in the last 12 months. This incredible amount of money indicates how grateful the community of Stone is for the care given to families at a time when it is needed most. The hospice is also very fortunate to benefit from Volunteers who reside in Stone, who give their time, experience and expertise to various departments. Without Volunteers we wouldn't be able to deliver some services.

(*Donorflex database search between 3/9/2019 - 3/9/2020 using postcode ST15 8).

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

The Tompkins Foundation £5,000 confirmed grant received September 2020

The February Foundation £5,000 confirmed grant received August 2020

The Trust Fundraiser at Dougie Mac works full time on submitting funding applications to Trusts, Foundations, Town and Parish Councils and Philanthropic Groups to make sure that funds are secured to enable us to continue delivering care.

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

Not applicable

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

Not applicable

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

Not applicable

Charity Registration No. 1071613

Company Registration No. 03615904 (England & Wales)



DOUGLAS MACMILLAN HOSPICE

**TRUSTEES' REPORT
& FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

DougieMac Vision, Mission & Values

Our Vision is... To be admired as a centre of excellence for palliative and end of life care.

Our Mission is... To respond to the increasing needs of our patients in our heartland by growing as a sustainable organisation, delivering outstanding value for money for all our funding sources and always remaining true to our core values.



Our Values

Compassion

Working together by considering the views of others, understanding the challenges they face and providing support.

Accountability

Taking personal responsibility for our actions, owning our decisions and behaviours.

Respect

Always trusting, listening and challenging each other. Understanding that we are at our best as individuals whilst working as a team.

Excellence

Embracing excellence by empowering and motivating each other to be the best that we can be.

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Consolidated balance sheet	12
Consolidated cash flow statement	13
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DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

REFERENCE AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2019

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 2019 are listed below:

Mr K Brown	Ms L Rowley
Mrs J Neyt	Mr D Platt (Chair)
Mrs S Evans (Vice chair)	Dr J Sissons
Mr A Millward (Resigned 30.10.18)	Dr E Slade
Mrs M Rathbone	Mr D Harvey (Resigned 24.6.19)
Mrs J Miller	Mr T Stanway (Appointed 30.10.18)
Company Secretary	Mr D Webster
Chief Executive Officer	Mr D Webster
Medical Director	Dr C Hookey (Resigned 12.6.18)
Director of Care	Mrs J McCartney
Director of HR & Support Services	Mrs C Hammond
Director of Income Generation	Mrs K S McKenzie
Director of Finance	Mrs V Dean (Appointed 1.4.19)

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

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

As Trustees of Douglas Macmillan Hospice, and Director of the Charity for the purposes of the Companies Act 2006, it is our privilege to present the annual report and audited financial statements for the year ended 31st March 2019.

THE DIFFERENCE WE MAKE

The Douglas Macmillan Hospice, or Dougie Mac as we are colloquially known, has over the past 46 years since inception in 1973 become a beacon in the landscape of Stoke on Trent and North Staffordshire, providing palliative and end of life care to local people with limited life expectancy and progressive advanced illness, so that they may enjoy the very best quality of life. Our contemporary relevance and our impact on our local health economy has never been more vital. Amidst the highly pressurised and resource-stretched health and social care environment in which we operate, Dougie Mac has thrived, both in terms of financial sustainability and the scale and breadth of our clinical services.

In common with most UK hospices Dougie Mac is reliant on the generosity and kindness of local people and organisations with over 80% of our total funding sourced from our various fundraising activities, and the remainder received from NHS Clinical Commissioning Groups (CCGs). During this financial year 2018/19 Dougie Mac increased total income by an outstanding 22% to £13.75million delivering a surplus over our expenditure of £1.52million. Such an outstanding financial performance can only be achieved with the wonderful support of our local community and it is a vivid testimony to the quality of care delivered at our hospice.

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

OUR ACHIEVEMENTS IN 2018/19

At Dougie Mac we believe that everyone requiring our hospice care should be treated as an individual, not as a “case” or a “condition”. Our care is both tailored and holistic. We have no formula or doctrine, but see every patient as unique and our aim is to provide excellent care, suited to their individual needs. For some people this will mean being cared for in the familiar comfort of their own home, surrounded by family and things that are important to them. This year our specialist palliative care community nurses care for 1529 patients at their home or normal place of residence (e.g. nursing home) and our Hospice at Home team enabled 480 patients to die at home as they had expressly wished to do. In contrast many patients seek the companionship and specialist care of our inpatient unit and this year we admitted 537 patients to our newly refurbished wards at the hospice.

Our 24/7 Advice Line received 4658 calls in 2018/19, mostly from patients, and carers and this 24 hours a day 365 days a year service is an excellent example of our commitments to responsiveness and accessibility.

Hospices are often mistakenly regarded as solely focussed on palliative and end of life care for cancer patients but this is not the case for a modern hospice such as Dougie Mac. In fact our hospice is committed to meeting the requirements of all patients in palliative need, irrespective of diagnosis. Consequently recent years have seen a steady increase in our proportion of non-cancer patients from 8.8% in 2009 to 40.25% in 2019. The three main groups of non-cancer patients commonly referred to Dougie Mac are those with dementia, chronic respiratory disease or heart failure. Our strategic plans for the coming 4 year period up 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.

Our recently published Quality Account 2018/19 confirms our determination to achieve our strategic vision which is “To be admired as a centre of excellence for palliative and end of life care”.

FINANCIAL REVIEW

The financial statements for the year have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2015) and comply with all statutory requirements and the hospice's governing document. The financial statements consolidate the results of Douglas Macmillan Hospice and its trading subsidiaries.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The hospice has had a very successful year and the Trustees are delighted to report a net increase to overall funds for the year of £1.53 million (2017/18: £0.45 million decrease) and an overall funds balance of £13.2 million at 31 March 2019 (£11.7 million at 31 March 2018). The financial position of the group is set out in the balance sheet on page 12. The Reserves Policy relating to the funds held by the hospice is described in the Reserves Policy below, but in essence reserve levels are held to cushion the hospice against future income reductions and to provide necessary capital for future growth in services.

INCOME AND EXPENDITURE

The Statement of Financial Activities is set out on page 11 of these financial statements. From an operating perspective, 2018/19 showed a surplus before investment gains and pension liability movements of £1.32 million (2017/18: deficit £0.24 million); a remarkable achievement during a period of significant external uncertainty and reflection of the solidity in our culture and financial management.

After two years of declining surplus it is with great satisfaction the Trustees are able to observe a significant improvement this year; the key drivers for this are a record breaking increase in donations, legacies and trading profits from retail and lottery operations. Total income in 2018/19 was £13.76 million (2017/18 £11.26 million), a rise of 22%.

Income from donations was an impressive £2.45 million, a £1.03 million increase compared to the previous year (2017/18: £1.42 million). It was with immense gratitude that the DougieMac was fortunate enough to receive a £0.95 million trust donation from the Denise Coates Foundation to fund the complete refurbishment of our jaded In-Patient Unit. The funding will cover all of the building, engineering works and furnishing costs including the installation of bay windows, wet rooms, new socialising areas, kitchenettes and all soft furnishings. The foundation plays a pivotal role in our community by supporting a number of charitable organisations, and this phenomenal support will enable Dougie Mac to strengthen its reach whilst embarking on our next chapter; for this we will be eternally grateful.

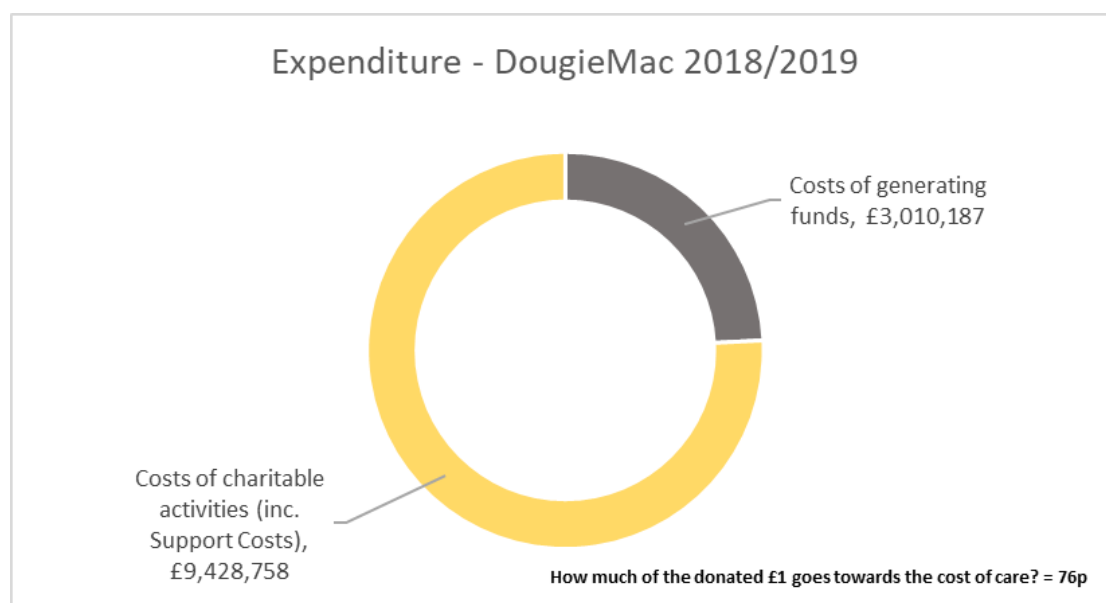
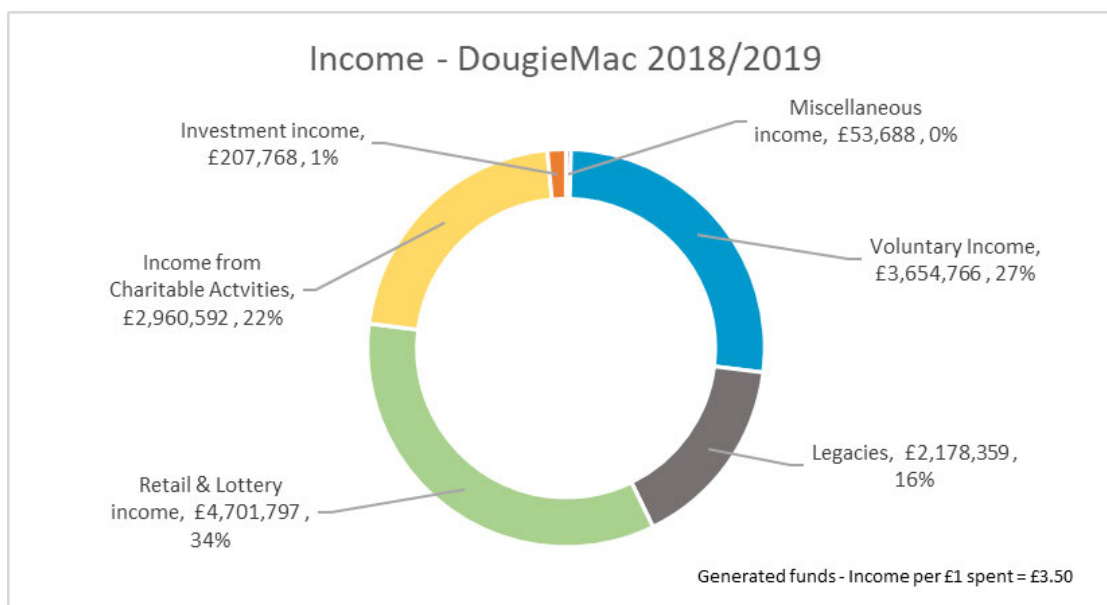
Alongside this outstanding progress on our donations to the hospice our Legacy income has increased remarkably this year by 44%, at £2.17 million recognised as received or as due under FRS 102 (2017/18: £1.51 million). Funding from NHS Clinical Commissioning Groups remained static, as in previous years, and amounted to £2.37 million, but discussions with CCG's on ways to expand our statutory funding by undertaking fresh initiatives have progressed well in 2019 and promise much for the coming year.

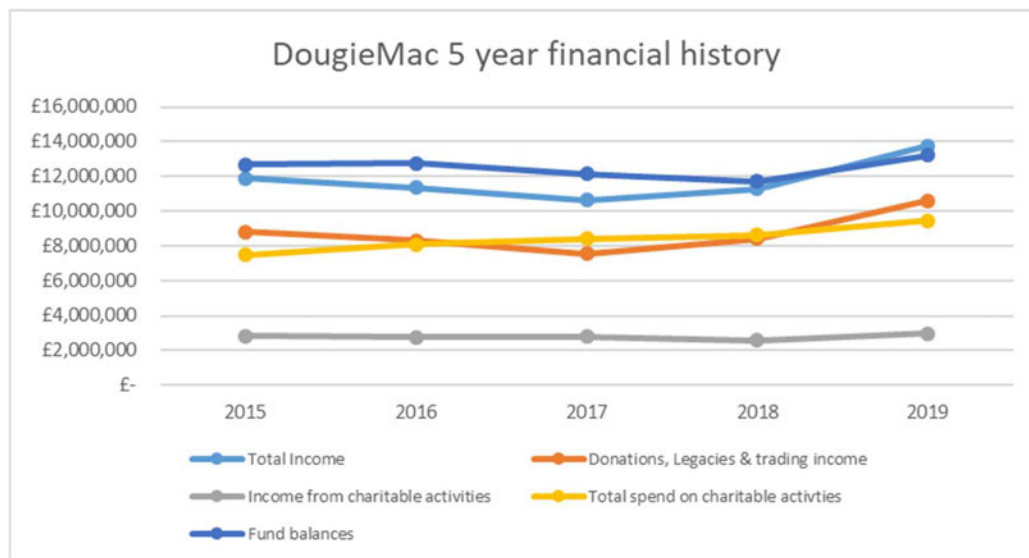
The turnover of retail trading has increased to £3.2 million compared to £2.7 million last year; whilst there have been some additional cost pressures, the overall net profit has increased by an extraordinary 29%. Income from the lottery trading company also increased, leading to a solid profit increase of 5%, further demonstrating the pivotal role in our financial success that can be attributed to our trading activities.

Investment income and interest receivable in 2018/19 was £0.21 million, a modest decrease on 2017/18 of £0.05 million reflecting a reduced yield and interest rates, but in a low interest rate environment we are satisfied with the balance of risk/reward in our investment strategy.

The cost of Charitable Activities increased by £0.82 million from £8.61 million to £9.43 million, an uplift largely due to the costs associated with the In-Patient refurbishment. We continue to review our cost base to ensure that we are providing our services as efficiently as possible and are proud to report that, for every £1 donated to the hospice, 76 pence is spent on providing specialist care to our patients, their families and carers.

The actuarial loss in the pension fund is £0.02 million and is shown in the Statement of Financial Activities in 2018/19. The pension liability has decreased by £0.04 million since last year and is now shown as a liability of £2.21 million. The pension liability and its impact on the hospice's financial position is monitored closely by the Hospice Trustees and also by the Trustees of the Federated Pension Scheme for the Douglas Macmillan Hospice.





The five year record shows strong increases in charitable expenditure supported by fundraising growth; income from charitable activities (i.e. income from Clinical Commissioning Groups) is static, and this blend of funding at Dougie Mac is unlikely to alter in the coming years, underlining the dependency on our local community for ongoing financial support.

In short, donating to Dougie Mac should be a great experience for the donor. If any donor ever feels that our behaviours or processes fall short of the exemplary standards we set ourselves then we make it easy for that to be put right by being transparent and accessible. Alongside our published Privacy Notice we have a Safeguarding Policy, covering vulnerable people which Trustees regularly review so that there is no unreasonable intrusion on an individual's privacy or any suggestion of intrusive approaches to obtain funds or undue pressure to donate to the hospice. Our reputation is vital to our sustainability and donors are at the heart of our financial success so we strive to ensure that attitudes, behaviours and practices are exemplary.

OUR VISION FOR THE FUTURE

The Douglas Macmillan Hospice has a 4 year Strategic Plan 2019-2023 as we progress toward the 50th anniversary of our inception. This plan continues our key goals for the future, the risks that we anticipate and mitigate, our priorities for action and our strategic objectives.

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 our hospice. Trustees strongly advocate ambition and boldness in these uncertain times and are fully committed to the provision of our specialist expertise and support that can rarely be found elsewhere.

Our strategic priorities are:

- To maintain and enhance the quality of holistic personalised care for all our patients
- To strengthen the long term financial sustainability of Dougie Mac
- To extend our impact on the local health economy by collaborating with other providers
- To improve access to hospice care for excluded groups by greater integration in our local community
- To continue to develop our compassionate, committed professional work force
- To mould our response to the intensifying need for support and palliative care for people living with dementia

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The ageing population and growing complexity of health needs in our community will inevitably mean that further stretch and greater challenges await Dougie Mac in the coming years. Over the past 46 years our hospice has become synonymous with high-quality care and our influence has grown across our heartland but there is still much to do and Dougie Mac is well-equipped to contend with those emerging challenges, thanks to the professionalism and commitment of our staff and volunteers and the unstinting loyalty and support of the people of Stoke on Trent and North Staffordshire.

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 organisation 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 (DMHSL)

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 – Jeanette McCartney
- Director of Income Generation – Karen McKenzie
- Director of HR & Support Services – Cris Hammond
- Director of Finance – Vicki Dean

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

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

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:

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, recognising 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 organisation.

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.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

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 on 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 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 30th September 2019 and signed on their behalf by

David Platt
Chairman of Board of Trustees

Opinion

We have audited the financial statements of Douglas Macmillan Hospice and its subsidiaries (the 'group') for the year ended 31 March 2019 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).

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 2019, 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.

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 pages 7 to 8, 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


We have been appointed auditor under the Companies Act 2006 and report in accordance with this Act.

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. This description forms part of our auditor's report.

Use of our report

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 member's trustees 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.


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

Chartered Accountants
Statutory Auditor

30th September 2019

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 2019

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £ 2019	Total funds £ 2018
<u>Income:</u>						
Donations and legacies	2	1,547,454	2,177,219	956,249	4,680,922	2,985,563
Charitable activities	3	2,960,592	-	-	2,960,592	2,584,475
Other trading activities	4	5,907,688	-	-	5,907,688	5,434,333
Investment income	5	207,768	-	-	207,768	256,945
Total income		10,623,502	2,177,219	956,249	13,756,970	11,261,316
<u>Expenditure</u>						
Costs of raising funds	6	3,010,187	-	-	3,010,187	2,895,201
Charitable activities	7	8,533,395	419,104	476,259	9,428,758	8,608,904
Total expenditure		11,543,582	419,104	476,259	12,438,945	11,504,105
Net gains/ (loss) on investments	16	230,459	-	-	230,459	(62,089)
Net income / (expenditure)		(689,621)	1,758,115	479,990	1,548,484	(304,878)
Transfers between funds	24/25	1,580,271	(1,375,945)	(204,326)	-	-
Other recognised gains and (losses)						
Actuarial gain / (loss) on defined benefit pension schemes	20	(20,000)	-	-	(20,000)	(143,000)
Net movement in funds		870,650	382,170	275,664	1,528,484	(447,878)
Reconciliation of funds:						
Fund balances brought forward		1,105,445	9,983,315	615,156	11,703,916	12,151,794
Fund balances carried forward		1,976,095	10,365,485	890,820	13,232,400	11,703,916

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 14 to 30 form an integral part of these financial statements.

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	Group 2019 £	2018 £	Charity 2019 £	2018 £
Fixed assets					
Tangible assets	15	5,758,785	5,936,163	5,758,785	5,936,163
Investments	16	6,303,221	6,116,065	6,303,225	6,116,070
		<u>12,062,006</u>	<u>12,052,228</u>	<u>12,062,010</u>	<u>12,052,233</u>
Current assets					
Stocks	17	13,021	8,931	-	-
Debtors	18	1,189,825	1,456,182	1,189,099	1,453,870
Cash at bank and in hand		3,193,225	972,304	3,135,711	834,653
		<u>4,396,071</u>	<u>2,437,417</u>	<u>4,324,810</u>	<u>2,288,523</u>
Creditors: amounts falling due within one year	19	<u>(1,016,677)</u>	<u>(536,729)</u>	<u>(971,464)</u>	<u>(424,944)</u>
Net current assets		<u>3,379,394</u>	<u>1,900,688</u>	<u>3,353,346</u>	<u>1,863,579</u>
Total assets less current liabilities being net assets excluding pension liability		<u>15,441,400</u>	<u>13,952,916</u>	<u>15,415,356</u>	<u>13,915,812</u>
Defined benefit pension scheme liability	20	<u>(2,209,000)</u>	<u>(2,249,000)</u>	<u>(2,209,000)</u>	<u>(2,249,000)</u>
Net assets including pension liability		<u>13,232,400</u>	<u>11,703,916</u>	<u>13,206,356</u>	<u>11,666,812</u>
Funds					
Income funds					
Restricted funds	24	890,820	615,156	890,820	615,156
Unrestricted funds: Designated funds	25	10,365,485	9,983,315	10,365,485	9,983,315
Other charitable funds		<u>4,185,095</u>	<u>3,354,445</u>	<u>4,159,051</u>	<u>3,317,341</u>
Total funds excluding pension reserve		<u>15,441,400</u>	<u>13,952,916</u>	<u>15,415,356</u>	<u>13,915,812</u>
Pension reserve	20	<u>(2,209,000)</u>	<u>(2,249,000)</u>	<u>(2,209,000)</u>	<u>(2,249,000)</u>
Total funds		<u>13,232,400</u>	<u>11,703,916</u>	<u>13,206,356</u>	<u>11,666,812</u>

The financial statements were approved by the Board on 30th September 2019 and agreed on their behalf by:

Mr D Platt - Chairman

Company Registration No. 03615904 (England & Wales)

The notes on pages 14 to 30 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 2019

		Group		Charity	
	Notes	2019	2018	2019	2018
		£	£	£	£
Net cash provided by operating activities	27	2,300,174	356,180	2,380,311	376,916
Cash flows from investing activities:					
Dividends, interest and rents from investments		207,768	256,945	207,768	256,945
Purchase of property, plant and equipment		(327,693)	(600,675)	(327,693)	(600,675)
Proceeds from sale of property, plant and equipment		-	30,840	-	30,840
Proceeds on sale of investments		1,248,972	6,008,196	1,248,972	6,008,196
Purchase of investments		(1,208,300)	(6,308,196)	(1,208,300)	(6,308,196)
Net cash used in investing activities		(79,253)	(612,890)	(79,253)	(612,890)
Change in cash and cash equivalents in the reporting period		2,220,921	(256,710)	2,301,058	(235,974)
Cash and cash equivalents at the beginning of the reporting period		972,304	1,229,014	834,653	1,070,627
Cash and cash equivalents at the end of the reporting period		3,193,225	972,304	3,135,711	834,653

The notes on pages 14 to 30 form an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2016.

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 2019 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies (continued)

1h) Financial instruments (continued)

Basic financial liabilities, including creditors 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

2 Donations and legacies

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2019 £	Total 2018 £
Donations and gifts	1,493,766	-	955,109	2,448,875	1,422,670
Legacies	-	2,177,219	1,140	2,178,359	1,509,205
Department of Health	53,688	-	-	53,688	53,688
	<u>1,547,454</u>	<u>2,177,219</u>	<u>956,249</u>	<u>4,680,922</u>	<u>2,985,563</u>

For the year ended 31 March 2018

Unrestricted funds	1,457,519
Designated funds	1,479,205
Restricted funds	48,839
	<u>2,985,563</u>

Included within restricted funds is a donation of £950,100 for the refurbishment and modernisation of the inpatient unit. Due to accounting standards the associated costs of the refurbishment are expensed as the work is done. Refurbishment expenditure of £475,368 has been expensed in these accounts and a further £474,732 is contracted to be expensed in the accounts to 2019/20.

3 Income from charitable activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2019 £	Total 2018 £
Charitable activities	<u>2,960,592</u>	<u>-</u>	<u>-</u>	<u>2,960,592</u>	<u>2,584,475</u>

Included within income relating to charitable activities are: Clinical Commissioning Group	<u>2,372,656</u>	<u>2,379,886</u>
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For the year ended 31 March 2018

Unrestricted funds	2,584,475
Designated funds	-
Restricted funds	-
	<u>2,584,475</u>

4 Income from other trading activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2019 £	Total 2018 £
Fundraising events	1,205,891	-	-	1,205,891	1,238,007
Income from commercial activities:					
- Charity shops	3,195,954	-	-	3,195,954	2,718,816
- Lottery	1,505,843	-	-	1,505,843	1,477,510
	<u>5,907,688</u>	<u>-</u>	<u>-</u>	<u>5,907,688</u>	<u>5,434,333</u>

For the year ended 31 March 2018

Unrestricted funds	5,434,333
Designated funds	-
Restricted funds	-
	<u>5,434,333</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

5	Investment income	2019 £	2018 £
	Income from listed investments	201,466	255,543
	Interest receivable	6,302	1,402
		<u>207,768</u>	<u>256,945</u>

For the year ended 31 March 2018

Unrestricted funds	256,945
Designated funds	-
Restricted funds	-
	<u>256,945</u>

6 Analysis of costs of raising funds

	Direct costs £	Support costs £	Total 2019 £	Total 2018 £
Fundraising Costs	590,864	-	590,864	616,015
Costs of commercial activities:				
- Charity shops	1,784,188	-	1,784,188	1,627,157
- Lottery	635,135	-	635,135	652,029
	<u>3,010,187</u>	<u>-</u>	<u>3,010,187</u>	<u>2,895,201</u>

For the year ended 31 March 2018

Unrestricted funds	2,895,201
Designated funds	-
Restricted funds	-
	<u>2,895,201</u>

7 Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Total 2019 £	Total 2018 £
Inpatient	2,896,379	1,255,103	4,151,482	3,310,788
Medical	571,125	317,122	888,247	920,871
Day hospice	438,289	229,452	667,741	733,488
Community	1,452,419	786,384	2,238,803	2,037,152
Hospice at home	536,499	285,732	822,231	822,013
Social work	378,735	204,825	583,560	499,597
Education	49,618	27,076	76,694	284,995
	<u>6,323,064</u>	<u>3,105,694</u>	<u>9,428,758</u>	<u>8,608,904</u>

For the year ended 31 March 2018

Unrestricted funds	8,220,191
Designated funds	388,713
Restricted funds	-
	<u>8,608,904</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Allocation of support costs

	Inpatient £	Medical £	Day Hospice £	Community £
Governance	40,753	10,104	7,430	25,228
Finance	213,742	53,748	39,048	133,511
Information technology	141,410	35,175	25,793	87,719
Corporate services	229,637	57,459	41,921	142,985
Facilities	238,523	60,974	43,681	150,570
Depreciation	172,077	41,578	31,257	104,797
General overheads	187,450	49,263	34,470	120,466
Defined benefit pension shortfall contributions	31,511	8,821	5,852	21,108
	<u>1,255,103</u>	<u>317,122</u>	<u>229,452</u>	<u>786,384</u>

Allocation of support costs (Continued)

	Hospice at home £	Social work £	Education £	Total 2019 £
Governance	9,212	6,569	867	100,163
Finance	48,591	34,753	4,595	527,988
Information technology	31,852	22,994	3,015	347,958
Corporate services	52,099	37,225	4,918	566,244
Facilities	54,591	39,176	5,192	592,707
Depreciation	38,495	27,309	3,590	419,103
General overheads	43,398	31,320	4,164	470,531
Defined benefit shortfall contributions	7,494	5,479	735	81,000
	<u>285,732</u>	<u>204,825</u>	<u>27,076</u>	<u>3,105,694</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

		2019 £	2018 £
Salaries, wages and related costs	Allocated on time basis	30,055	28,517
Audit fees (parent company)	Cost incurred	7,500	7,500
Premises costs	1.125% of total premises costs	18,938	16,992
Overheads	10% of overheads not included above	43,670	47,416
		<u>100,163</u>	<u>100,425</u>

10 Net income / (expenditure) for the year

	2019 £	2018 £
Net income / (expenditure) is stated after charging:		
Depreciation	419,104	388,713
Loss on disposal of tangible fixed assets	85,968	1,286
Auditors' remuneration (group) - audit services	14,200	16,500
Auditors' remuneration (group) - non audit services	3,300	8,640
Operating lease charges - buildings	<u>258,265</u>	<u>213,077</u>

DOUGLAS MACMILLAN HOSPICE (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

11	Financial activities of the charity	2019	2018
		£	£
	Gross income	13,089,484	10,525,035
	Total expenditure on charitable activities	(9,488,758)	(8,636,902)
	Fundraising costs	(2,331,641)	(2,192,468)
	Unrealised gains/ (losses) on investment assets	230,459	(62,089)
	Net income/ (expenditure)	1,499,544	(366,424)
	Total funds brought forward excluding pension reserve	13,915,812	14,282,236
	Total funds carried forward excluding pension reserve	15,415,356	13,915,812
	Represented by:		
	Unrestricted income funds	4,159,051	3,317,341
	Designated income funds	10,365,485	9,983,315
	Restricted income funds	890,820	615,156
		15,415,356	13,915,812

12 Trading subsidiaries

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

Name of subsidiary	Country of incorporation	% of equity share capital held
Douglas Macmillan Hospice Staffordshire Enterprises Limited	England & Wales	100
Douglas Macmillan Hospice Staffordshire Lotteries Limited	England & Wales	100

Douglas Macmillan Hospice Staffordshire Enterprises Limited

Summary of trading results	2019	2018
	£	£
Turnover	69,456	87,809
Total expenditure	(43,410)	(50,703)
Other income	-	-
Net profit for the year	26,046	37,106
Amount gifted to charity	(26,046)	(37,106)
Retained profit	-	-

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	17,227	17,362
Liabilities	(17,225)	(17,360)
Funds	2	2

Douglas Macmillan Hospice Staffordshire Lotteries Limited

Summary of trading results	2019	2018
	£	£
Turnover	1,505,843	1,477,510
Total expenditure	(635,135)	(652,030)
Net profit for the year	870,708	825,480
Amount paid to charity	(870,708)	(825,480)
Retained profit	-	-

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

Assets	262,262	233,317
Liabilities	(262,260)	(233,315)
Funds	2	2

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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

The total staff costs and employees benefits were:

	2019	2018
	£	£
Wages and salaries	7,307,108	7,256,495
Social security costs	598,707	596,306
Pension costs	916,801	905,992
	<u>8,822,616</u>	<u>8,758,793</u>

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

	2019	2018
	Number	Number
£60,001 to £70,000	-	1
£70,001 to £80,000	-	3
£80,001 to £90,000	2	-
£90,001 to £100,000	-	-
£100,001 to £110,000	<u>2</u>	<u>1</u>

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

	2019	2019	2018	2018
	Number	FTE	Number	FTE
Raising funds	86	71	83	67
Charitable activities	241	200	236	196
Governance	1	1	1	1
	<u>328</u>	<u>272</u>	<u>320</u>	<u>264</u>

The key management personnel of the charity comprise the members of its executive management team. The total employee benefits of the key management personnel of the charity were £392,549 (2018: £462,830).

The trustees neither received nor waived any remuneration during the year (2018:£Nil).

The trustees did not have any expenses reimbursed during the year (2018:£Nil).

The charity has received no donations with conditions from the trustees during the year (2018:£Nil).

14 Pension costs
FPS defined benefit scheme

The charity contributes to a defined benefit scheme and the details are in note 20.

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

The contributions to this scheme in the year were £67,088 (2018: £79,962). Also during the year shortfall payments in respect of a recovery plan have been paid totalling £141,000 (2018: £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 2019, is based on valuation data as at 31 March 2018, updated to 31 March 2019 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 £264,740 (2018: £283,112).

Aviva/Nest defined contribution schemes

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 £431,359 (2018: £380,303).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

15	Tangible fixed assets Group and company	Land and buildings	Fixtures, fittings & equipment	Total
		£	£	£
	Cost			
	At 1 April 2018	8,378,465	2,748,686	11,127,151
	Additions	196,001	131,692	327,693
	Disposals	(136,803)	(1,433,907)	(1,570,710)
	At 31 March 2019	8,437,663	1,446,471	9,884,134
	Depreciation			
	At 1 April 2018	2,856,823	2,334,165	5,190,988
	Charge for the year	262,624	156,480	419,104
	Disposals	(66,494)	(1,418,249)	(1,484,743)
	At 31 March 2019	3,052,953	1,072,396	4,125,349
	Net book value			
	At 31 March 2019	5,384,710	374,075	5,758,785
	At 31 March 2018	5,521,642	414,521	5,936,163

16	Fixed asset investments	Cash	Listed inv.	Unlisted inv.	Total	2018
		£	£	£	£	£
	Market value at 1 April 2018	90,734	6,017,641	7,690	6,116,065	5,878,154
	Additions at cost	(1,208,300)	1,208,300	-	-	-
	Disposals at carrying value	1,248,972	(1,248,972)	(7,690)	(7,690)	-
	Change in value in the year	-	230,459	-	230,459	(62,089)
	Other movement in cash balance	(35,613)	-	-	(35,613)	300,000
	Market value at 31 March 2019	95,793	6,207,428	-	6,303,221	6,116,065
	Historical cost at 31 March 2019	95,793	6,239,721	-	6,335,514	6,315,886

The following investments made up more than 5% each of the total market value of listed investments or bonds at 31 March 2019:

	2019	2018
	£	£
Allianz GLB Invest Gilt Yield	318,226	284,623
BNY Mellon FD MNGR Newton Asian Inc	362,968	235,097
Vanguard INV UK FTSE UK All Share IDX Unit	179,001	301,003
Vanguard Funds PLC S&P 500	547,479	515,811

Summary of Investments

	Group		Charity	
	2019	2018	2019	2018
	£	£	£	£
Investment in subsidiary companies	-	-	4	5
Other investments	6,303,221	6,116,065	6,303,221	6,116,065
	6,303,221	6,116,065	6,303,225	6,116,070

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

17	Stock	Group		Charity	
		2019	2018	2019	2018
		£	£	£	£
	Stock in hand	13,021	8,931	-	-
		13,021	8,931	-	-

18	Debtors	Group		Charity	
		2019	2018	2019	2018
		£	£	£	£
	Trade debtors	42,102	35,274	41,376	34,318
	Amounts owed by subsidiary undertakings	-	-	-	-
	Other debtors	1,119,104	1,358,488	1,119,104	1,357,132
	Prepayments and accrued income	28,619	62,420	28,619	62,420
		1,189,825	1,456,182	1,189,099	1,453,870

19	Creditors: amounts falling due within one year	Group		Charity	
		2019	2018	2019	2018
		£	£	£	£
	Trade creditors	140,318	183,384	136,391	179,752
	Amounts owed to subsidiary undertakings	-	-	219,735	126,164
	Amounts owed to joint venture	-	10,030	-	10,030
	Other creditors	361,705	258,898	106,334	29,025
	Taxes and Social security	154,715	-	154,715	-
	Accruals and deferred income	359,939	84,417	354,289	79,973
		1,016,677	536,729	971,464	424,944

20	Pension and other post-retirement benefit commitments	Defined benefit pension plans	
		2019	2018
		£	£
Employee benefit obligations			
a) The amounts recognised in the balance sheet are as follows:			
	Present value of funded obligations	11,527,000	11,149,000
	Fair value of plan assets	(9,318,000)	(8,900,000)
	Deficit	2,209,000	2,249,000
	Present value of unfunded obligations	-	-
	Unrecognised past service cost	-	-
	Irrecoverable surplus	-	-
	Net pension liability recognised before tax	2,209,000	2,249,000
b) The amounts recognised in the statement of financial activities are as follows:			
	Current service cost included in staff costs within total resources expended	93,000	143,000
	Past service cost	7,000	-
		100,000	143,000
	Net pension finance costs included within total resources expended:		
	Interest on obligation	275,000	271,000
	Expected return on pension scheme assets	(220,000)	(221,000)
		55,000	50,000
	Total	155,000	193,000
	Actual return on scheme assets over the period	568,000	154,000

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

20 Pension and other post-retirement benefit commitments (continued)

c) Included with other recognised gains and losses:

	2019	2018
	£	£
Return on assets, excluding interest income	348,000	(67,000)
Impact of surplus restrictions	-	-
Change in irrecoverable surplus	-	-
Actuarial gains/(losses) on liabilities	(368,000)	(76,000)
	<u>(20,000)</u>	<u>(143,000)</u>

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

	2019	2018
	£	£
Opening liabilities	11,149,000	11,042,000
Current service cost	93,000	143,000
Past service cost	7,000	-
Interest cost	275,000	271,000
Contribution by scheme participants	21,000	33,000
Actuarial (gains) / Losses	368,000	76,000
Benefits paid	(386,000)	(416,000)
	<u>11,527,000</u>	<u>11,149,000</u>

e) Changes in fair value of the scheme assets:

	£	£
Opening fair value of scheme assets	8,900,000	8,908,000
Expected return	220,000	221,000
Actuarial gains	348,000	(67,000)
Contributions by employer	215,000	221,000
Contributions from scheme participants	21,000	33,000
Benefits paid	(386,000)	(416,000)
	<u>9,318,000</u>	<u>8,900,000</u>

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

	2019	2018
	£	£
Equity	3,148,000	3,118,000
Bonds	1,435,000	3,760,000
Diversified funds	3,324,000	1,955,000
LDI	1,331,000	-
Cash	63,000	47,000
Annuity contracts	17,000	20,000
	<u>9,318,000</u>	<u>8,900,000</u>

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

	2019	2018
	%	%
Discount rate at 31 March	2.30	2.50
Rate of inflation (RPI)	3.10	3.10
Rate of inflation (CPI)	2.30	2.30
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	3.00
- Post 2009 (RPI max 2.5%)	2.10	2.10

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

20 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:	2019 Years	2018 Years
Males retiring immediately	20.30	20.20
Females retiring immediately	23.50	23.40
Males retiring in 20 years time	22.20	22.10
Females retiring in 20 years time	25.40	25.30

21 Financial commitments**Commitments under operating leases**

As at 31 March 2019 the group was committed to making the following payments under non-cancellable operating leases as set out below:

	2019 Land & buildings £	2019 Other £	2018 Land & buildings £	2018 Other £
Group:				
Operating leases which expire:				
Within one year	7,366	-	9,601	-
Between two and five years	358,394	18,365	498,561	26,467
After five years	429,260	-	330,833	-
	<u>795,020</u>	<u>18,365</u>	<u>838,995</u>	<u>26,467</u>
	2019 Land & buildings £	2019 Other £	2018 Land & buildings £	2018 Other £
Company:				
Operating leases which expire:				
Within one year	2,000	-	1,875	-
Between two and five years	201,448	18,365	373,561	26,467
After five years	160,000	-	176,667	-
	<u>363,448</u>	<u>18,365</u>	<u>552,103</u>	<u>26,467</u>

22 Capital commitments

	Group and Company 2019 £	Group and Company 2018 £
Contracted, not provided for	474,732	-
	<u>474,732</u>	<u>-</u>

The Hospice is committed to the refurbishment and modernisation of the Inpatient Unit.

23 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

24 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 2018	Incoming resources	Resources expended	Balances at 31 March 2019
	£	£	£	£
Inpatient unit refurbishment	-	950,100	(475,368)	474,732
Other specific purposes	615,156	6,149	(891)	416,088
	615,156	956,249	(476,259)	890,820

Purposes of the funds

The inpatient unit refurbishment fund represents donations received for refurbishment and modernisation of the inpatient unit.

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.

25 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 2018	Incoming resources	Resources expended	Balances at 31 March 2019
	£	£	£	£
Fixed assets fund	5,936,163	-	(419,104)	5,758,785
Legacy equalisation fund	4,047,152	2,177,219	-	4,606,700
	9,983,315	2,177,219	(419,104)	10,365,485

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 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

26 Analysis of group net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2019 are represented by:				
Tangible fixed assets	-	5,758,785	-	5,758,785
Investments	2,932,737	3,370,484	-	6,303,221
Current assets	2,269,035	1,236,216	890,820	4,396,071
Current liabilities	(1,016,677)	-	-	(1,016,677)
	4,185,095	10,365,485	890,820	15,441,400
Pension reserve	(2,209,000)	-	-	(2,209,000)
Group net assets	1,976,095	10,365,485	890,820	13,232,400

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

	Group 2019 £	2018 £	Charity 2019 £	2018 £
Net income for the reporting period	1,528,484	(447,878)	1,539,543	(481,426)
Adjustments for:				
Depreciation charges	419,104	388,713	419,104	388,713
Loss on disposal of tangible fixed assets	85,967	1,288	85,967	1,288
Loss on disposal of investments	7,690	-	7,690	-
Increase in investment cash balance	(5,059)	-	(5,059)	-
(Gains)/ losses on investments	(230,459)	62,089	(230,459)	62,089
Actuarial losses	20,000	143,000	20,000	143,000
Dividends, interest and rents from investments	(207,768)	(256,945)	(207,768)	(256,945)
Difference between pension charge and cash contributions	(60,000)	(28,000)	(60,000)	(28,000)
(Increase)/ decrease in stocks	(4,090)	986	-	-
Decrease in debtors	266,357	424,727	264,773	473,426
Increase in creditors	479,948	68,200	546,520	74,771
Net cash provided by operating activities	2,300,174	356,180	2,380,311	376,916

28 Analysis of net cash balances

	1 April 2018 £	Cash flow £	Non-cash changes £	31 March 2019 £
Cash at bank and in hand	972,304	2,220,921	-	3,193,225
Fixed asset investments	6,116,065	5,059	230,459	6,303,221
	7,088,369	2,225,980	230,459	9,496,446

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

29 Financial instruments

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

	Notes	Group 2019 £	2018 £	Charity 2019 £	2018 £
Financial assets					
Measured at fair value through net income / expenditure:					
Fixed asset listed investments	16	6,303,221	6,116,065	6,303,225	6,116,070
Debt instruments measured at amortised cost:					
Trade debtors	18	42,102	35,274	41,376	34,318
Other debtors	18	1,119,104	1,358,488	1,119,104	1,357,132
		1,161,206	1,393,762	1,160,480	1,391,450
Financial liabilities					
Measured at amortised cost					
Trade creditors	19	140,318	183,384	136,391	179,752
Amounts owed to subsidiary undertakings	19	-	-	219,735	126,164
Amounts owed to joint venture	19	-	10,030	-	10,030
Other creditors	19	361,705	258,898	106,334	29,025
Taxes and Social security	19	154,715	-	154,715	-
Accruals and deferred income	19	359,939	84,417	354,289	79,973
		1,016,677	536,729	971,464	424,944

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

	Notes	Group 2019 £	2018 £	Charity 2019 £	2018 £
Financial assets measured at fair value through net income / expenditure	16	230,459	(62,089)	230,459	(62,089)

30 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.

31 Related party transactions

There were no related party transactions during the year (2018: £Nil).

Application for Grant Aid



Name of organisation:

Kibblestone District Scout Council

Purpose of organisation:

Kibblestone District Scout Council is responsible for the maintenance and running of Kibblestone International Scout Camp, a 98-acre site in Staffordshire. The Charity's main purpose is to operate the campsite for use by the Scouting movement. Funds generated from campsite and activity fees are used to maintain and improve the campsite facilities. The aim of the charity is to support young people to promote their development, empowering them to make a positive contribution to Society. This is achieved by operating Kibblestone International Scout Camp, based on the values of Scouting and complying with the strict safeguarding and safety policies of the Scout Association.

The Charity aims to provide young people with high quality residential educational experiences that encourage the development of self-confidence, citizenship and good life skills. Through a range of adventurous activities and play, our well trained, approachable staff motivate visitors to have fun, become friends and learn about themselves in our stunning outdoor environment. Every experience aims to inspire people to enjoy a healthy lifestyle, and a positive approach to life, whilst creating memories that last a lifetime.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£2,000

Reason for grant request:

The site needs to make some modifications to make it a COVID-safe environment. These include:

Item	Cost	Quantity	Total
Touch free hand sanitiser dispensers	£299.00	4	£1,196.00
Screens	£89.99	3	£ 269.97
Sanitiser gel	£109.99	1	£ 109.99
Hand towel dispensers	£47.49	2	£ 94.98
Hand towels	£16.49	3	£ 49.47
Infrared thermometer	£79.99	2	£ 159.98
Total			£1,880.39

Benefits to Stone residents:

The site is a beautiful open space that is available for use by Stone residents – in particular the local Scout & Guide groups. The measures we will implement will mean the site can open to visitors on a small scale initially. By offering groups the space to meet and run activities it will hopefully encourage young people to continue Scouting after months of online meetings which have been difficult to maintain

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

Staffordshire County Councillor funding

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

The Charity has lost its entire income for the year since March. We would expect to receive in the region of £250,000 between April and September and this income would allow the team to maintain and develop the site so that more young people could experience the adventurous activities on offer. Face-to-face activities for Scouting, Guiding and other youth groups were suspended in March and it is only in the last week that these restrictions have begun to be lifted. It is now possible for small Scout groups to meet outdoors and Kibblestone is the perfect place for leaders to bring their groups. The site needs to make some modifications to make it a safe environment

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):

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST DECEMBER 2019

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019

The Trustees present their annual report and the unaudited financial statements for the year ended 31st December 2019.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on the 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005 which has been withdrawn.

Charity Number 524533

President The Lord Mayor of Stoke-on-Trent

Vice Presidents The Mayor of Newcastle-under-Lyme, Mr K Adams, Mrs G Bloor, Mr S Broadhurst, Mr W Burt, Mr K B Ellis, Mr A Hart, Mr T R Mardling, Mrs S Meachem, Mr P W Shemilt, Mrs R F Thys, Dr V B Thys and Mr G Wiggins

Executive Committee

Under Charity Legislation the Trustees of the District Scout Council are the Executive Committee and the names of those who served since the last Annual General Meeting in June 2018 are detailed below.

Ex-Officio	District Chairman	Mr M J Deakin (until 31 December 2019)
	District Chair (acting)	Mr M Willis (from 31 January 2020)
	District Commissioner	Mr C Leader
	District Secretary	Miss K L Stevens
	District Treasurer	Mr J A Capper
	District SAS Manager	Mr S F Fern

Elected Members Mr C Greatbatch
Mr M Willis

District Commissioner's Nominations

Mr T Mason

District Commissioners of the Districts Nominations

Newcastle District	Mr G Baddeley
Potteries North District	Mrs M Lawrence
Three Towns District	Mr N Moss

District Commissioners of the Districts Young Person Nomination

Imogen Boote

Invited Members	Manager of Operations	Mr A R Dudley
	Bookkeeper/Accountant	Miss K Stevens

Right of Attendance County Commissioner
County Chairman

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019 (continued)

Campsite	Kibblestone International Scout Camp, Oulton, Stone, ST15 8UJ Tel: 01785 813407
Independent Examiners	Bradshaws, Chartered Accountants.
Bankers	Unity Trust Bank
Solicitors	Myers & Co. Solicitors of Stoke on Trent

Structure, governance and management

The key governing document throughout the reporting period for this Charity is the Scout Association's Policy, Organisation and Rules ("PO&R"). This has been supplemented by a specially adapted Constitution since 2nd June 2015 to recognise that this is a special District under "PO&R".

The Executive Committee detailed above, which meets quarterly, administers the Charity. There are sub-committees including a Management and Finance Team, Health and Safety Team and a Campsite Operations Team which meet more regularly and deal with the day to day issues.

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity 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 SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019 (continued)

Risk management

The Trustees actively review the major risks which the Charity faces on a regular basis and believe that maintaining our free reserves at the levels stated will provide sufficient resources in the event of adverse conditions. The key risks are the safety of the users of our campsite and the health and safety of our employees. The Trustees have also examined other operational risks which we face and confirm that they have established systems to mitigate the significant risks.

Volunteers and gifts in kind

All of the adult leadership and support within the District is received on a voluntary basis and many of these adults do not claim their expenses. The Charity is grateful for this contribution without which it could not function. Thanks also to the Kibblestone Scout Active Support unit for their assistance in fundraising and supporting the Campsite operations.

Objectives, public benefit and activities

The aim of Kibblestone District Scout Council is to support young people in the District, help to give them skills for life and promote their development, empowering them to make a positive contribution to society. The facilities of the District enable us to actively pursue this aim through operating Kibblestone International Scout Camp. This is achieved by young people, in partnership with adults, working together based on the values of Scouting and enjoying what they are doing and having fun, taking part in indoor and outdoor activities, learning by doing, sharing in spiritual reflection, taking responsibility and making choices, undertaking new and challenging activities and making and living their Scout Promise.

We have assessed our aims, activities and charitable objectives which are to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens, and as members of their local, national and international communities. We believe that we have met the Charity Commission's public benefit criteria for both the advancement of education and the advancement of citizenship or community development.

We comply with two key principles set by the Commission with regard to public benefit:

1. Identifiable benefit - The way in which Scouting is carried out helps young people in their personal development, empowering them to make a positive contribution to society. This benefit is directly linked to the Purpose of Scouting.
2. Public benefit - Scouting is a national Movement open to young people aged 6-25, and adults. Full membership is restricted to young people and adults who are willing to make the Scout Promise. Any private benefits of Scouting are incidental.

The principal activity of the Kibblestone District Scout Council is to operate and develop Kibblestone International Scout Campsite at Oulton, near Stone, in Staffordshire and manage the property portfolio in Hanley all for the benefit of members of the Scout Movement.

In addition, Kibblestone District Scout Council may, with the prior consent of the Districts, provide support to the Districts and the Groups. It may also make available the facilities of Kibblestone to other members of the Scout Movement and to any organisation that has similar activities to Scouting which complies with the strict Safeguarding and Safety Policies of The Scout Association.

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019 (continued)

Achievements and performance

Kibblestone campsite was used throughout the year by Stoke-on-Trent and Newcastle Districts, Staffordshire County Scouts and many other scout groups from around the UK and overseas. The site was host to several large District events this year, and also provided the venue for the Baden Powell Scouts AGM.

Other customers included the Girl Guides, youth groups and corporate customers who used the venue for educational field studies, development and training – amongst these are High Adventure, the Prince's Trust, Rotary, Chernobyl Children and Duke of Edinburgh Award groups.

Schools and colleges that used the site include Landauforte colleges, Stoke-on-Trent College, Finham Park, Humberstone Junior Academy, Ellis Guilford, and Oulton First School.

We have continued to improve the buildings and estate grounds. We installed lighting along Copeland Drive and completed the installation of WiFi in the Cub Lair and RCTC. The RCTC main dormitory was divided into smaller rooms in response to feedback from customers. Two outdoor classrooms were installed and the windows of the Rover Den were replaced. The site's water infrastructure was mapped and work to replace and improve it continues. The renovation of the renamed Dale Centre is now in its second phase, with the generous support of the Dale family

The maintenance and improvement of the buildings in the Charity's portfolio is key to continuing success.

Financial Review

The full financial position is disclosed in the attached accounts. Our general fund (known as an unrestricted fund) shows an excess of incoming resources over resources expended of £8,709 (2018: (£51,444)). The trustees aim to at least balance the cash generated from operations with the level of capital expenditure in any one year.

The total incoming resources value in 2019 was up by £72,408 at £340,656 (2018: £68,248), an increase of 27%.

Total resources expended in the year increased by £13,501 compared to 2018. Charitable activity expenditure increased by £8,365 while expenditure on fundraising activities increased by £5,135 due to higher campsite shop sales and purchases. The total resources expended in 2019 was £336,199 (2018: £322,698), representing a year on year increase of 4.2%.

The Net Asset position at 31st December 2019 was represented by the following main items:

- Tangible assets of £1,519,820 (2018: £1,545,788) relates to the purchase of £33,546 of new assets and with an offsetting depreciation charge of £59,514.
- Investments were not revalued last year and have remained at £710,000 (2018: £710,000).
- Debtors have decreased by £6,144 from £15,452 in 2018 to £21,596 in 2019.
- The balance of cash at bank and in hand was slightly higher in 2019, £342,876 (2018: £312,024).
- Creditors at the year-end of £38,997 (2018: £30,461).

At the year-end the restricted income funds value has fallen from £39,680 in 2018 to £35,428 in 2019 as we continue to use up our Mosty Lea Mill Fund. As a result of our excess of income over expenditure our unrestricted income funds increased to £2,532,907 (2018: £2,524,198). The movement in Net Assets of £8,709 represents a 3.5% increase year on year.

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019 (continued)

Reserves Policy

The Trustees have examined the Charity's requirements for reserves in the light of the key risks to the organisation.

Given the Charity's exposure to the uncertainties of weather and unexpected maintenance costs, the principal risk in this regard is a situation where income falls, costs rise and a deficit needs to be financed until such time as new business can be secured and/or costs reduced.

The Trustees have therefore established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') and after any known, required, designations held by the Charity should at least exceed the maximum deficit the Trustees believe it is likely could be incurred.

As indicated these reserves would be needed to meet working capital requirements should there be a significant reduction in income or increase in costs. The Trustees are confident that at such a level they would be able to continue the activities of the Charity in the event of a significant short term reduction in funding.

Although the charity, along with many other businesses and charities, never imagined that a global virus could have such a serious effect on so many healthy organisations, we are relieved that we were carrying sufficient reserves to get us through the global and local lockdowns. A priority for the future will be to rebuild our reserves to their pre-pandemic level as soon as possible.

As at the Balance Sheet date the level of free reserves is £318,108 (2018: £284,936). This is considered sufficient in accordance with the above policy.

Investment policy

The Scout Association's PO&R sets out the manner in which the funds of the Division may be invested. The Division has some investment property which is professionally managed and which produces annual rental income that is used in the furtherance of charitable objectives. The remaining funds are kept as short term deposits in accordance with PO&R.

Extent of dependence on particular donors

The Charity is not dependent on any particular donors but the Trustees are very appreciative of all who have donated in support of the Charity's activities. Special thanks are given to the Dale family for their continued support of the refurbishment of the Dale Shelter, Awards for All, Tesco Bags of Help, the Co-operative Foundation and JCB.

Plans for future periods

At the time of writing this report, the world is dealing with the COVID-19 pandemic and the site is closed to visitors. Face-to-face Scouting and Guiding was suspended in March 2020 and is not expected to recommence until at least September 2020. All bookings through to September have been cancelled and all face-to-face fundraising opportunities have been lost. The tenants of the investment properties are also not trading and the Trustees are working to support the tenants to reduce the risk of future rental income losses.

During lockdown and in preparing to reopen, the safety of the campsite staff and customers and the security of the site are of utmost importance and the Trustees and management team are focused on ensuring this is not compromised. When we do reopen, the safety and wellbeing of our customers and visitors will be included in these priorities. There was no indication of when virus control measures would be lifted. The site will be ready to reopen and to address new ways of working with the support of the staff and volunteers. New income streams are being considered so that the Charity might minimise the effect of the control measures on income whilst never compromising workplace health and safety responsibilities and our customer care.

KIBBLESTONE DISTRICT SCOUT COUNCIL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019 (continued)

Plans for future periods (continued)

When it is possible, we aim to continue to increase midweek business by attracting schools through the Learning Outside the Classroom accreditation. We will continue to develop volunteer opportunities through corporate volunteer schemes and to increase fundraising activities and opportunities.

Projects due for completion at Kibblestone during the coming year are the fitting out of the extension to the Cub Lair to provide night toilets and separate Leader bathroom facilities and the installation of a new toilet and shower block on the Boys' Field. The refurbishment of the Dale Centre will continue with the addition of a kitchen and improved washing and toilet facilities.

The carpark, roads and pathways around the site will continue to be improved and extended to enhance accessibility.

We will continue to maintain and improve the buildings in the Charity's portfolio. A key focus during the next few years will be the surveying of the existing buildings. The Charity recognises that the site must be able to react to the changing needs of its customers, and the existing buildings will be adapted to allow us to do that.

The Trustees and management team will continue to develop the succession plan and ensure that the Charity has the support it needs to continue to grow.

Reporting Accountants

A resolution will be proposed for the re-appointment of Bradshaws Limited, Chartered Accountants as the Independent Examiners.

The Trustees report was approved by the Trustees on 1st June 2020 signed on their behalf by:-

Mr M Willis
Chairman

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
KIBBLESTONE DISTRICT SCOUT COUNCIL**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2019 which are set out on pages 8 to 16.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A J Bradshaw
For and on behalf of Bradshaws Limited
Chartered Accountants
1st June 2020

2 Well House Barns
Chester Road
Bretton
Chester CH4 0DH

KIBBLESTONE DISTRICT SCOUT COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31st DECEMBER 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £
INCOME AND ENDOWMENTS FROM:							
Incoming resources:							
Donations and legacies	3	6,617	196	6,813	5,551	120	5,671
Other trading activities	4	24,484	-	24,484	15,905	-	15,905
Investments	5	58,663	169	58,832	64,226	169	64,395
Charitable activities	6	250,527	-	250,527	182,277	-	182,277
TOTAL		340,291	365	340,656	267,959	289	268,248
EXPENDITURE ON:							
Raising funds:							
Fundraising trading	7	(14,594)	-	(14,594)	(9,458)	-	(9,458)
Charitable activities	8	(316,988)	(4,617)	(321,605)	(309,945)	(3,295)	(313,240)
TOTAL		(331,582)	(4,617)	(336,199)	(319,403)	(3,295)	(322,698)
NET INCOME/ (EXPENDITURE)		8,709	(4,252)	4,457	(51,444)	(3,006)	(54,450)
NET MOVEMENT IN FUNDS		8,709	(4,252)	4,457	(51,444)	(3,006)	(54,450)
RECONCILIATION OF FUNDS							
Total funds brought forward		2,524,198	39,680	2,563,878	2,575,642	42,686	2,618,328
TOTAL FUNDS CARRIED FORWARD	18/19	2,532,907	35,428	2,568,335	2,524,198	39,680	2,563,878

KIBBLESTONE DISTRICT SCOUT COUNCIL

BALANCE SHEET

AS AT 31st DECEMBER 2019

	Note	2019 £	2018 £
FIXED ASSETS			
Tangible assets	12	1,519,820	1,545,788
Investments	13	710,000	710,000
		<u>2,229,820</u>	<u>2,255,788</u>
CURRENT ASSETS			
Stocks	14	13,040	11,075
Debtors	15	21,596	15,452
Cash at bank and in hand		342,876	312,024
		<u>377,512</u>	<u>338,551</u>
LIABILITIES			
Creditors falling due within one year	16	(38,997)	(30,461)
NET CURRENT ASSETS		338,515	308,090
NET ASSETS		<u>2,568,335</u>	<u>2,563,878</u>
THE FUNDS OF THE CHARITY			
Restricted income funds	17	35,428	39,680
Unrestricted income funds - includes revaluation reserve of £710,000 (2018: £710,000)	18	2,532,907	2,524,198
TOTAL CHARITY FUNDS		<u>2,568,335</u>	<u>2,563,878</u>

These financial statements were approved by the members of the committee on the 1st June 2020 and are signed on their behalf by:

M Willis
Chairman

J Capper
Treasurer

The notes on pages 10 to 16 form part of these financial statements

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2019

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no uncertainties about the Charity's ability to continue as a going concern over the next twelve months.

Tangible Fixed Assets

All the fixed assets are used for the direct furtherance of the Charity's activities. Assets with a value below £500 are not capitalised.

Depreciation is calculated to write off the cost of tangible fixed assets over their expected useful economic lives using the following periods:-

Campsite buildings and infrastructure - 50 years

Plant and machinery - 3 to 10 years

Although an estimated value is included for the freehold of Kibblestone Scout Camp buildings and infrastructure based on insurance values these assets are on land that was gifted to the Scout Council with express covenants not to be sold or used other than for Scouting activities. Similarly the property at Mosty Lea Mill has to be used for Scouting activities. No value has been put on the 84 acres of Campsite land.

Properties owned by the Scout Council are held in the name of the Scout Association Trust Corporation as nominee for the Charity.

Investment properties

The investment income from these properties is used for the direct furtherance of the Charity's activities.

The properties have been included at open market values and are reconsidered each year. Any difference is taken to the SOFA and dealt with on the balance sheet in the general funds.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Incoming resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier date of the Charity being notified of an impending distribution or the legacy being received.

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2019 (continued)

1. ACCOUNTING POLICIES - continued

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. 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. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

2. CASH FLOW STATEMENT

The Charity is exempt from the requirement to prepare a cashflow statement because it is a small Charity.

3. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations	6,617	196	6,813	5,551	120	5,671
	<u>6,617</u>	<u>196</u>	<u>6,813</u>	<u>5,551</u>	<u>120</u>	<u>5,671</u>

4. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Campsite Shop Sales	24,484	-	24,484	15,905	-	15,905
	<u>24,484</u>	<u>-</u>	<u>24,484</u>	<u>15,905</u>	<u>-</u>	<u>15,905</u>

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2019 (continued)

5. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Unrestricted Funds	Restricted Funds £	Total Funds 2018 £
Investment Property Rents	57,109	-	57,109	63,176	-	63,176
Bank Interest Receivable	859	169	1,028	600	169	769
Building Society Interest Receivable	695	-	695	450	-	450
	<u>58,663</u>	<u>169</u>	<u>58,832</u>	<u>64,226</u>	<u>169</u>	<u>64,395</u>

6. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Unrestricted Funds	Restricted Funds £	Total Funds 2018 £
Grants	10,000	-	10,000	-	-	-
Campsite Rents, Fees and Hire	188,168	-	188,168	179,194	-	179,194
Other Income	52,359	-	52,359	3,083	-	3,083
	<u>250,527</u>	<u>-</u>	<u>250,527</u>	<u>182,277</u>	<u>-</u>	<u>182,277</u>

7. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Shop Costs	14,335	-	14,335	9,458	-	9,458
Badge Purchases	259	-	259	-	-	-
	<u>14,594</u>	<u>-</u>	<u>14,594</u>	<u>9,458</u>	<u>-</u>	<u>9,458</u>

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2019 (continued)

8. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Unrestricted Funds	Restricted Funds £	Total Funds 2018 £
Staff	118,223	1,977	120,200	116,451	989	117,440
Rates	12,657		12,657	9,555		9,555
Power	31,055		31,055	21,498		21,498
Repairs and Renewals	21,135	1,135	22,270	31,150	801	31,951
Insurance	18,513		18,513	18,033		18,033
Motor	7,305		7,305	5,848		5,848
Communications and Computer Costs	2,867		2,867	3,666		3,666
Print, Stationery and Advertising	8,116		8,116	5,300		5,300
Depreciation	58,008	1,505	59,513	60,285	1,505	61,790
Activity Cost	13,353		13,353	12,828		12,828
Membership Fees	324		324	460		460
Support Costs (Note 9)	15,647		15,647	14,961		14,961
Bookkeeping	6,404		6,404	5,721		5,721
Independent examination Fees	2,322		2,322	2,000		2,000
Bank Charges	999		999	746		746
Professional Fees	60	-	60	1,443		1,443
	<u>316,988</u>	<u>4,617</u>	<u>321,605</u>	<u>309,945</u>	<u>3,295</u>	<u>313,240</u>

9. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activity Costs 2019 £	Activity Costs 2018 £
Staff	5,208	2,810
Cleaning, Sundries and Waste Disposal	10,439	12,151
	<u>15,647</u>	<u>14,961</u>

10. TRUSTEES REMUNERATION AND EXPENSES

Certain immaterial amounts were reimbursed to Trustees in the year for out of pocket expenses or as a direct reimbursement of monies personally settled for charitable expenditure. No Trustees received any remuneration during the year (2018: Nil)

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2019 (continued)

11. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2019 £	2018 £
Wages and Salaries	113,668	113,420
Social Security Costs	6,976	7,209
Social Security – Employers Allowance	(3,000)	(3,000)
	<u>117,644</u>	<u>117,629</u>

Particulars of employees:

The average number of employees during the year, was as follows:

2019	2018
8	8

No employee received emoluments of more than £60,000 during the year (2018 - Nil).

12. TANGIBLE FIXED ASSETS

	Freehold property £	Equipment £	Total £
COST OR VALUATION			
At 1 st January 2019	1,876,575	250,623	2,127,198
Additions	15,265	18,281	33,546
Disposals	-	-	-
At 31st December 2019	<u>1,891,840</u>	<u>268,904</u>	<u>2,160,744</u>
DEPRECIATION			
At 1 st January 2019	393,734	187,676	581,410
Charge for the year	37,837	21,677	59,514
Eliminated on disposal	-	-	-
At 31st December 2019	<u>431,571</u>	<u>209,353</u>	<u>640,924</u>
NET BOOK VALUE			
At 31st December 2019	<u>1,460,269</u>	<u>59,551</u>	<u>1,519,820</u>
At 31 st December 2018	<u>1,482,841</u>	<u>62,947</u>	<u>1,545,788</u>

In considering the need to prepare these financial statements under the FRS102 SORP, the Trustees are of the view that the book value of the assets as at the 1st January 2014 represented their fair value.

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2019 (continued)

13. INVESTMENTS

Movement in market value

	2019 £
Market value at 1 st January 2019	710,000
Movement in the year	-
Market value at 31 st December 2019	<u>710,000</u>

No records exist of the historical cost of investment properties. The properties were valued in the year to 31st December 2016 by Butters John Bee, Chartered Surveyors on an open market basis and in accordance with the accounting policies.

The investments constitute several properties held primarily for an investment return.

14. STOCKS

	2019 £	2018 £
Stock	<u>13,040</u>	<u>11,075</u>

15. DEBTORS

	2019 £	2018 £
Activity Debtors	1,139	1,355
Other Debtors and Prepayments	20,456	14,097
	<u>21,595</u>	<u>15,452</u>

16. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Activity Creditors	5,465	4,738
Accruals and deferred income	25,380	21,156
Other Taxes and Social Security	8,152	4,567
	<u>38,997</u>	<u>30,461</u>

17. RESTRICTED INCOME FUNDS

	Balance at 1 st Jan 2019 £	Incoming Resources £	Outgoing Resources £	Balance at 31 st Dec 2019 £
Wetmore Mill Wheel Project	-	-	-	-
Mosty Lea Mill Fund	30,936	365	(4,617)	26,685
Ralph Waley International Fund	8,744	-	-	8,744
Restricted Fund	<u>39,680</u>	<u>365</u>	<u>(4,617)</u>	<u>35,429</u>

KIBBLESTONE DISTRICT SCOUT COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2019 (continued)

18. UNRESTRICTED INCOME FUNDS

	Balance at 1st Jan 2019 £	Incoming resources £	Outgoing Resources £	Loss on Revaluation £	Transfer £	Balance at 31 st Dec 2019 £
Designated Fund	710,000	-	-	-	-	710,000
General Funds	1,814,198	340,291	(331,582)	-	-	1,822,907
Unrestricted Funds	<u>2,524,198</u>	<u>340,291</u>	<u>(331,582)</u>	<u>-</u>	<u>-</u>	<u>2,532,907</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31st December 2019

	General Fund £	Designated Fund £	Restricted Fund £	Total Funds £
Tangible Fixed Assets	1,504,799	710,000	15,021	2,229,820
Current Assets	357,105	-	20,407	377,512
Current Liabilities	(38,997)	-	-	(38,997)
	<u>1,822,907</u>	<u>710,000</u>	<u>35,428</u>	<u>2,568,335</u>

The Trustees have designated funds the income of which will provide for maintenance of the Campsite.

20. MOSTY LEA MILL

This freehold site including the Mill pool and a considerable acreage of long leasehold new and ancient woodland adjoining it was transferred to the Charity in 1999.

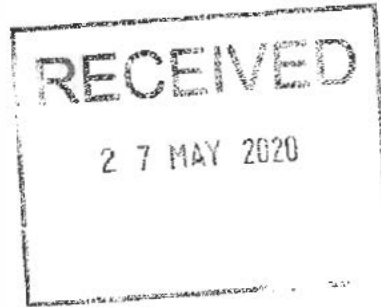
In view of the obligations associated with the Mill the arrangements included receipt of a grant of £120,000 from Stafford Borough Council of which part was to be spent on capital items and the balance was invested so that the income from the investment provides an annual offset against the revenue costs of the property. In the meantime the balance of the restricted fund is earning interest and the fund is charged with applicable costs.

21. TAXATION AND CONTROL

The Charity is exempt from taxation on any income or capital gains. The Charity is controlled by the Trustees.

22. CAPITAL COMMITMENTS

There are no formal Capital Commitments at the end of the financial year.



SAMARITANS

STAFFORD

Registered Charity No 1167807

The Old Croft

Bradley

Stafford ST18 9DF

01785 780286

judithmanners@theoldcroft.org.co.uk

Patron: The Rt. Hon. The Lord Stafford DL FRAGS

25th May 2020

Mrs. Christine Parton
Assistant Town Clerk, Business & Finance
Stone Town Council
15 Station Road
Stone ST15 8JP

Dear Mrs Parton

For many years Stone ~Town Council have been very generous in making a grant to Stafford Samaritans, to help with our fundraising and maintaining the Centre in Stafford.

As I am sure you will all understand, this is going to be a very difficult year for us to raise funds and we would be so grateful if you would consider making a grant to our Branch, once again. I am attaching a note of our Project for 2020 and as you will see, it is to help Recruit, Train and Retain new volunteers. It is a very busy time for the Branch at the moment and we are in need of more volunteers to help support all our callers.

We would be so grateful for any grant you are able to give in these difficult days.

With best wishes

Yours sincerely

Mrs. J. Manners
Stafford Samaritans

Application for Grant Aid



Name of organisation:

STAFFORD SAMARITANS

Purpose of organisation:

TO PROVIDE EMOTIONAL SUPPORT TO
ANYONE OF ANY AGE WHO IS GOING
THROUGH TIMES OF DISTRESS

Amount of grant requested:

£200

Total cost of project (if appropriate):

£2000

Reason for grant request:

Notes attached

Benefits to Stone residents:

WHILE WE DO NOT NECESSARILY KNOW WHERE ALL OUR CALLERS COME FROM, WE ARE SURE MANY, SADLY, COME FROM THE STONE AREA.

WE ALSO HAVE VOLUNTEERS WHO LIVE IN AND NEAR STONE.

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

FROM OTHER FUNDRAISING EVENTS, THOUGH THIS IS DIFFICULT AT THIS TIME

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

NOT EXCEPTIONAL AS SUCH BUT AN IMPORTANT ON GOING COST

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

GRANTS HAVE BEEN GRATEFULLY RECEIVED FOR IMPROVEMENTS IN THE STAFFORD CENTRE AND FOR PUBLICITY LEAFLETS, POSTERS ETC £200 PER YEAR

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

Stafford Samaritans Project for 2020

During this very difficult year, Stafford Samaritans are more in demand than ever, and to make sure that as many calls are answered as possible, we will need to recruit more volunteers.

We estimate that the cost of Recruitment, Training, and Retention of each volunteer costs about £200. As we are therefore aiming to recruit more than twenty newcomers, we are therefore asking for any grant you are able to give to our Branch, to cover these costs.

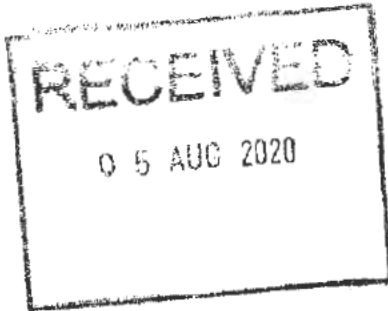
We will have a system in place for Recruitment and Training which will be carefully arranged on-line so that social distancing is strictly adhered to.

I am sure that you will realise that because no fundraising at events, or with collections at supermarkets etc., is possible at the moment, we will be relying on grants from Councils and Trusts such as yours' more than ever.

We will be so grateful for any help you can give at a time when Samaritans services are much in demand and although we do not know where our callers come from, we are sure that many, sadly, will be from your local areas.

We look forward to hearing from you in due course.





Registered Charity No 1167807

The Old Croft

Bradley

Stafford ST18 9DF

01785 780286

judithmanners@theoldcroft.f9.co.uk

Patron: The Rt. Hon. The Lord Stafford DL FRaGS

30th July 2020

For the Attention of Claire
Stone Town Council
15 Station Road
Stone
Staffordshire ST15 8JP

Dear Claire

Please forgive the delay in forwarding the up to date accounts for Stafford Samaritans to go with the Application Form requesting a grant from Stone Town Council.

I had hope to send you our full Annual Report, but due to the postponement of our AGM, this has not yet been printed. I hope that the enclosed sheet will show the details that the members of the Council require.

With Many thanks

Yours sincerely

Judith Manners
Stafford Samaritans

Stafford Samaritans-Registered Charity No 1167807
Receipts and Payments for year ending March 2020

	yr2020	yr2019
	£	£
Receipts		
Friends	16950	13500
Donations	8302	4880
Interest	35	34
Transfers	8170	0
	<u>33457</u>	<u>18414</u>
Payments		
N B C	2360	1926
Telephone	2075	1514
Training	672	1869
Utilities	2406	2630
Clay shoot/AGM	1588	669
Repairs-Renewals	4275	2611
Publicity-Recruitment	3050	1294
Prison Expenses	650	584
Admin-Housekeeping	3206	2648
Transfers	5561	0
	<u>25843</u>	<u>15745</u>
	25843	
Surplus/Deficit for year	7614	2669
Opening Balance	41700	39031
	<u>49314</u>	<u>41700</u>

STATEMENT OF ASSETS and LIABILITIES at March 2020

Monetary Assets

Cash in hand	444	237
Barclays Current Account	6198	7013
Santander	92	92
Deposit Account	42580	34358
Total Monetary Assets	<u>49314</u>	<u>41700</u>

Other Assets

Freehold premises valued April 2000	42000	42000
Office Equipment	7500	6000

I have examined the above receipts and payments account for Stafford Samaritans for the year ending 31 March 2020 from the cash book vouchers and statements supplied to me and confirm the same to be in accordance therewith

RECEIVED

05 AUG 2020

G Yeomans

STONE LIONS CLUB



CHARITABLE INCORPORATED ORGANISATION - REGISTERED NUMBER 118041

L. Trigg Esq.,
Clerk to Stone Town Council,
Station Road,
STONE,
ST15 8JP.



Dear Mr Trigg,

14th FEB 2020

PROSTATE SCREENING EVENT - 29th SEPTEMBER 2020

I am writing to ask if the Town Council will offer Grant Aid to Stone Lions Club to organise what will be our 6th Annual Prostate Screening event on the 29th September. As in previous years the Stonehouse Hotel will provide the Ballroom and we will have the support of Nurses from the local GP Practices plus some who are friends/family of Lions Club Members.

I have previously indicated how the numbers attending have increased every year since the original 140 in 2015 but the average of 10% of men attending receiving a 'red' or 'amber' letter suggesting further examination is required has remained constant. We know from comments and letters received from those men that they had no clue there was a problem but thanks to attending this event action has been taken at an early stage to prevent more serious problems.

Our main purpose in organising these events is to give men in the local Community the opportunity to be tested so that any Prostate issues can be dealt with at an early stage. Hopefully we will be able to continue with providing this service with the continued support of the Town Council, surrounding Parish Councils and local Businesses.

Yours sincerely,

Glyn Ravenscroft,
Stone Lions Club (CIO),
Joint Organiser PSA Event.

Application for Grant Aid



Name of organisation: <i>STONE LIONS CLUB (CHARITABLE INCORPORATED ORGANISATION)</i>	
Purpose of organisation: <i>TO SERVE AND SUPPORT THE LOCAL COMMUNITY</i>	
Amount of grant requested: <i>£500 -</i>	Total cost of project (if appropriate): <i>£6,500 (anticipated)</i>
Reason for grant request: <i>STONE LIONS CLUB "FREE" PROSTATE SCREENING EVENT ON TUESDAY 29th SEPTEMBER 2020 AT THE STONE HOUSE HOTEL. WE HAVE HELD THIS EVENT ANNUALLY SINCE 2015</i>	

RECEIVED

13 FEB 2020

Benefits to Stone residents:

SINCE 2015 WE HAVE PROVIDED MEN IN THE LOCAL COMMUNITY TO HAVE A "FREE" PSA TEST TO DETERMINE ANY INDICATIONS OF PROSTATE CANCER. IN 2015 THERE WERE 140 MEN TESTED LAST YEAR THE TOTAL WAS 387. THE CONSULTANT HAS INDICATED 10% OF ALL MEN TESTED REQUIRE FURTHER TESTS. LAST YEAR 36 MEN WERE ADVISED TO DISCUSS THEIR RESULTS WITH THEIR G.P.

WE KNOW FROM MEN WHO HAVE SUBSEQUENTLY BEEN IN TOUCH THEY HAVE RECEIVED TREATMENT AND EXPRESSED THEIR APPRECIATION OF THE SERVICE PROVIDED BY STONE LIONS CLUB

Other sources of funding secured or being explored (with amounts where known): AS IN PREVIOUS YEARS REQUESTS WILL BE SENT TO LOCAL PARISH COUNCILS AND VARIOUS LOCAL BUSINESSES. THERE IS ALSO THE PROVISION FOR DONATIONS ON THE NIGHT.

THE STONEHOUSE HOTEL WILL AGAIN HOST THE FACILITY FREE OF CHARGE

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

NO

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

£500 each year - used to help the provision of a PROSTATE SCREENING EVENT.

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

N/A

STONE LIONS CLUB



CHARITABLE INCORPORATED ORGANISATION – REGISTERED NUMBER 118041

L.Trigg Esq.,
Clerk to Stone Town Council,
Station Road,
Stone,
ST15 8JP.



13th Feb 2020

Dear Mr Trigg

PROSTATE TESTING – GRANT APPLICATION, ANNUAL ACCOUNTS

Please find attached a copy of the audited Annual Accounts for 2018/2019 that were submitted to the Charity Commission. Our accounting year is 1st July to 30th June.

You will see from the Accounts that any money received for our PSA Event is ring-fenced as "Restricted Funds".

Yours sincerely,

Glyn Ravenscroft,
Joint PSA Event Organiser,
Stone Lions Club (CIO)



Charity Commission for England and Wales

STONE LIONS CLUB (CIO)

Receipts and payments accounts

For the period 01 July 2018 to 30 June 2019

CC16a



Section A receipts and payments

	Unrestricted funds	Restricted funds	Total funds
A1 Receipts			
Fund raising activities	10,955	545	11,500
Community Charity commitment	3,302		3,302
General donations received	2,747		2,747
Mobility scheme donations	2,953		2,953
PSA Testing donations		7,345	7,345
Subscriptions	1,490		1,490
Social events	3,359		3,359
Lions Zone fund	48		48
Membership donations	427		427
Miscellaneous receipts	210		210
Total receipts	25,491	7,890	33,381
A2 Payments			
Fund raising expenses	2,007		2,007
Community Charity commitment prizes	1,530		1,530
Welfare donations	6,854		6,854
Welfare activities	261		261
Mobility scheme expenses	4,279		4,279

PSA Testing expenses		6,268	6,268
Fees to Lions' organisation	2,133		2,133
Social event expenses	3,387		3,387
President's honorarium	400		400
Insurance	131		131
Public relations	92		92
Statutory licences	20		20
Room hire	364		364
Lions Zone fund	283		283
Administration costs	177		177
Total payments	21,918	6,268	28,186
Net of receipts/(payments)	3,573	1,622	5,195
Cash funds 1 July 2018	10,640	3,603	14,243
Cash funds 30 June 2019	14,213	5,225	19,438

Notes

- 1 The CIO has no endowment or investment funds
- 2 The only assets that the club holds is a quantity of second hand mobility aids having no commercial value
- 3 The PSA (Prostate testing) restricted fund is the only event where the public have been advised that the money raised is for a specific purpose
- 4 The CIO has no cash funds or monetary assets apart from the accounts detailed above
- 5 The CIO has no financial liabilities

Signed by one or two trustees on behalf of all the trustees

<u>Signature</u>	<u>Print name</u>	<u>Date of approval</u>
------------------	-------------------	-------------------------

Application for Grant Aid



Name of organisation:

Stone Radio

Purpose of organisation:

To provide a community radio station for the residents of Stone and its' surrounding area. To provide an opportunity for local organisations, charities and businesses to promote events, fundraising campaigns and what they offer to the local population. To provide radio programming with a local emphasis. For transparency, we are highlighting that Stone Radio is registered as a Limited Company, to ensure that the liability of members of the company is limited to what they have invested or guaranteed to the company. However, we operate with a not-for-profit ethos, and in fact the company is funded by interest free loans from the directors. The purpose of highlighting this is, that the company to all intents and purposes has a not for profit set up, as such we are making this application. The station is staffed fully by volunteers, and only our sales representative is paid.

Amount of grant requested:

£220.00

Total cost of project (if appropriate):

£440.00

Reason for grant request:

Stone Radio has been broadcasting to the local area since July 2017. In that time, the station has been able to fund its costs through a number of means:

- Through obtaining sponsorship from local businesses
- Through occasional donations from individuals
- Through providing outside broadcast services to events in return for a donation or small fee.

In each of the last two financial years ending January 2019 and January 2020 the Station has received donations of over £2,000 which have covered cash operating expenses of some £1500 per annum and provided a contribution to capital expenditure on equipment which was additionally funded by loans from the directors.

However, in 2020 the Covid-19 pandemic has meant that the station has been unable to undertake most of these fundraising activities. The events where we have been booked to provide outside broadcast services have been cancelled (Stone Festival, Stafford Rotary Club Fireworks Display are two examples). As local businesses have been closed and now face a challenging time financially, we do not feel able to approach previous sponsors for further amounts of money for 2020/21. This leaves Stone Radio with a potential gap in its' finances. As at 31 July 2020 the Station had cash reserves of only £484 to fund its ongoing activities.

The major, and legally required expenses for the station are the annual broadcast licences which we have to have in place to broadcast via the internet. The PPL licence is due for renewal in January at a cost of £270.00 and the PRS license in July at a cost of £170, each for 12 months.

Therefore, this grant request is to ask the Town Council to fund 50% of the cost of the coming year's broadcast licences to enable Stone Radio to continue to broadcast.

Benefits to Stone residents:

Stone Radio broadcasts a varied programme of shows every Sunday between 8 a.m. and 11 p.m. Each show is also available 24/7 through a "listen again" service through our website – stoneradio.co.uk. Our programmes are advert-free.

Stone Radio is run as a community radio station; that is to say that the programmes have a local slant and reflect what is going on in our community. Volunteers and presenters of each show are from Stone or the surrounding area, and the team is of very diverse makeup, Stone Radio's ethos is one of 'all abilities, ages and backgrounds', with volunteers aged 16yrs+.

Many shows feature local events and local news. Although we have been unable to do many face to face interviews of late due to the pandemic we would normally provide opportunities for local organisations to come into the studio and be interviewed about what they do and to publicise any events or fund-raising initiatives that they are undertaking. During the past few months though we have invested in technology to hold telephone interviews. Holding interviews to inform the community with groups such as A little Bit of Stone and the Stone Master Marathoners. Since we have been on air over the last 3 years, many local groups have been in to see us and talk about what they are up to. Examples include but are not limited to:

- A Little Bit of Stone
- The Round Table
- The Rotary Club of Stone & District
- Katherine House
- AED Donate
- Stone Food & Drink Festival
- The Stone Festival Committee

The project therefore, benefits all the local groups we highlight, working to build and support a more cohesive and informed community, creating an interactive mouth piece for the community. More recently Stone Radio was able to respond to the breaking local news story when we interviewed Dr Richard Harling from Staffordshire County Council on the Breakfast Show about the efforts being made to test local people for Covid-19 after the Crown and Anchor incident. This demonstrates how our live programming, provides a unique interactive service.

Stone Radio has also been active in community events over the last few years. We have strongly supported Stone Festival at the Soap Box Derby, Carnival Day and the new event, 'Santa Bed Race'. We have provided volunteers to assist with the Round Table's Santa Sleigh collection. Last November we were out and about with Pudsey Bear as he co-ordinated the local collection for Children in Need day, helping to promote the group's activity.

Stone Radio has had an excellent response from local businesses and has obtained sponsorship from over 40 local employers since we launched in 2017, indicating the overarching support from the town's people for the community station. We are aware that it is a hard time for businesses at the moment and so although we do not plan to ask for sponsorship for the time being we feel that longer term we can work further with them for our mutual benefit.

Stone Radio has been busy building a new studio facility in the heart of the town on Crown Street. A grant will help us stay on air, making the most of this excellent facility, expanding our activities and making us more accessible to local groups and hopefully it means that we can make even more community impact.

During the Covid-19 pandemic, our listener figures have increased dramatically, both for live shows broadcast on a Sunday and for the listen again service, which means we continue to be accessible throughout the week. We think that this shows that many in the local community have discovered what Stone Radio offers and are finding our programmes both entertaining and informative. We hope to be able to continue this growth as we become even more visible in the Town and as our new studio opens and goes live in the Autumn of this year.

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

None at this time for the reasons explained above.

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

No

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

None in the last two years.

The Town Council’s help in providing studio premises at Stone Rail Station for the first 12 months of Stone Radio’s operation is gratefully acknowledged.

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

N/A

Company registration number: 10587181

Stone Radio Limited

UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 January 2020

Stone Radio Limited
Unaudited Financial Statements
Year ended 31 January 2020

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Income Statement	3
Statement of Financial Position	4
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The following page does not form part of the financial statements	
Detailed Income Statement	6

Stone Radio Limited
Directors Report
Year ended 31 January 2020

The directors present their report and the unaudited financial statements of the company for the year ended 31 January 2020.

ACTIVITIES

The company trades as an internet based community radio station on a not for profit basis.

DIRECTORS

The directors who served the company during the year were as follows:

Andrew Dean
Cliff Goodwin

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

This report was approved by the board of directors on 18 March 2020 and signed on behalf of the board by:

.....
Andrew Dean
Director

.....
Cliff Goodwin
Director

Stone Radio Limited
Income Statement
Year ended 31 January 2020

	2020	2019
	£	£
Turnover	2,230	2,517
Cost of raw materials and consumables	-	-
Staff costs	-	-
Depreciation and other amounts written off assets	(541)	(353)
Other charges	(1,547)	(1,472)
Tax		11
Profit	142	703

Stone Radio Limited
Statement of Financial Position
31 January 2020

	2020 £	2019 £
Fixed assets	942	730
Current assets	240	947
Prepayments and accrued income	229	306
Creditors: amounts falling due within one year	(247)	(224)
Net current assets/(liabilities)	222	1,209
Total assets less current liabilities	1,164	1,759
Creditors: amounts falling due after more than one year		
Provisions for liabilities		
Accruals and deferred income	(267)	(1,004)
Net assets	897	755
Capital and reserves	897	755

These financial statements have been prepared in accordance with the micro-entity provisions. They were approved by the board of directors and authorised for issue on 18 March 2020 and are signed on behalf of the board by:

.....
 Andrew Dean
 Director

.....
 Cliff Goodwin
 Director

Stone Radio Limited
Notes to the Financial Statements
Year ended 31 January 2020

GENERAL INFORMATION

The company is a private company limited by shares and is registered in England and Wales, company registration number 10587181.

The address of the registered office is Crown Street Studios, Hill and Swift, Crown Street, Stone, Staffordshire, ST15 8QN.

AUDIT AND ACCOUNTS

For the year ending 31 January 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Acts with respect to keeping accounting records and the preparing financial statements.

These financial statements have been prepared in accordance with the micro-entity provisions.

Stone Radio Limited
Detailed Income Statement
Year ended 31 January 2020

	2020	2019
	£	£
Start-up Sponsorship	-	371
Show sponsorship	675	1,475
Keep the music playing sponsorship	813	471
Other sponsorship	742	200
Turnover	2,230	2,517
Depreciation	(541)	(353)
Other charges:		
Commission	(90)	(682)
Insurance	(85)	(41)
Webcasting	(60)	(60)
Licencing	(441)	(427)
Marketing	-	(54)
Repairs	(572)	-
Sundry	(300)	(208)
Operating Profit	142	692
Tax	-	11
Profit	142	703

Introduction

1. This report considers the Council's budget for the current year and the impact of any significant changes since the precept was approved in February 2020.

Budget Review

2. Since the budget was approved earlier in the year there have been a number of unexpected demands for spending and shortfalls in income, mainly due to the unprecedented situation created by the global pandemic.
3. The major items of change are set out in this report. It should be noted that the report does not seek to identify the small changes and timing differences that occur regularly within the Council's budget. These will be picked up in the next full budget monitoring report to the Committee.
4. Major changes have been identified below. The figures assume that the current level of government restrictions continue unchanged for the rest of the financial year:
 - a. **Frank Jordan Centre:** Although the Centre has now re-opened, closure for around six months has resulted in a loss of income from all users except Stone Community Hub, who have continued to operate the food bank during this time. In addition, extra costs have been incurred in making the Centre Covid-safe and in the caretaker taking the opportunity to undertake maintenance while the Centre was closed. Overall it is expected that the net cost of the Centre in 2020-21 will be around £5,800 more than was anticipated when the budget was prepared.
 - b. **Stone Station:** Similarly, the Station Community Centre is expected to overspend its budget by around £3,600 due to Covid related issues. In addition, essential roofing work has been identified at the Station due to water leaks. An estimate of cost is still awaited, but I recommend a contingency of £2,000 for this work bringing the total expected overspend at the Station to around £5,600 in the current year.
 - c. **Markets:** It is currently very difficult to estimate the position with the markets, as demand has not yet settled down following their re-opening. In addition, the re-siting of the monthly Farmers' Market at Westbridge Park will continue to have an adverse effect until it returns to the High Street. I have estimated a net shortfall of £7,700 for the year compared with the budget, but this will need to be firmed up later in the year as the new pattern of usage emerges.

- d. **Town Promotion:** The pandemic has meant that promotional and other events planned for the town have needed to be cancelled. This has included, for example, the Music Festival and the Christmas Lights Switch-On. At its last meeting, however, the Committee agreed to pay Stafford Borough Council £5,000 from this budget to provide free Saturday parking at its Stone car parks from 3rd October to 26th December 2020.

Overall this budget is expected to underspend by around £11,000 in the current year.

- e. **Christmas Lights:** Despite the switch-on event not taking place, the Council is still expecting to provide a full Christmas lighting display throughout the town, including a number of enhancements agreed earlier in the year. Full details of these enhancements, and their potential cost, are not yet finalised due to outstanding issues relating to the proposals for the Walton Shops area. I would recommend a contingency of around £6,500 to cover the cost of all of the enhancements, although as previously reported, a significant proportion of this should be able to be clawed back in future years due to reduced maintenance.
- f. **Stone Helpline Costs:** The Council funded the costs of the call-centre and other infrastructure required to provide the Stone Helpline at a cost to date of £3,900. Currently these costs have been covered by grant, but this may not be the case in the future if the service continues to be required.
- g. **Remote Meetings:** The provision of remote meeting and broadcasting facilities is expected to cost the Council around £530 in the current year.
- h. **Remote Working:** Costs of around £1,100 were incurred to facilitate remote working while the Council's offices were closed earlier in the year. Experience has identified that further costs will need to be incurred should the Council need to implement remote working for staff again in the future.
- i. **Office Safety:** Around £500 has been spent to make the office safer for staff to return to working there, rather than working at home.
- j. **Stone Railhead:** £1,000 has been paid to the Stone Railhead Crisis Group to represent the Council in petitioning the government which was not provided in the original budget.

Summary

5. The table below summarises the changes to the budget identified within this report.

	Overspending £
Frank Jordan Centre	5,800
Stone Station	5,600
Markets	7,700
Town Promotion	-11,000
Christmas Lights	6,500
Stone Helpline	3,900
Grant towards Stone Helpline	-3,900
Remote Meetings	530
Remote Working	1,100
Office Safety	500
Stone Railhead	1,000
TOTAL	17,730

6. It can be seen from the table that the Council is currently predicted to be overspending its budget for the year by £17,730, a significant proportion of which relates to the consequences of the current pandemic. This will need to be funded from the Council's reserves, which are currently sufficient to meet the cost.
7. It should be noted, however, that there is still a significant amount of uncertainty around this figure. It will be firmed up as the year progresses, and reported to the Committee on a regular basis.

Recommendations

8. The Committee is recommended to:
 - a. Note the Council's current financial position for 2020-21 and keep the situation under review.
 - b. Authorise the Town Clerk to make the necessary adjustments to the approved budget to reflect the figures in this report.

(see below for those whose term ends in 2020 and the number of vacancies in each district)



Name	Address
Tel. No. home	
Tel No office	
E-mail	Postcode
	Parish

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signed (Nominee)	Parish/Town Council
Signed (Clerk)*	Date

TO BE RETURNED BY EMAIL to SPCA: spca.parish@staffordshire.gov.uk by NO LATER THAN 16th October, 2020

Cllr	Mike	Ackroyd	East Staffordshire
Cllr	Mike	Allen	Stafford (Vice-President)
Cllr	Pat	Ansell	Cannock Chase (Vice-President)
Mr	Ian	Ashbolt	Newcastle-under-Lyme (President)
Cllr	Sylvia	Burgess	Newcastle-under-Lyme
Cllr	Victor	Kelly	South Staffordshire
Cllr	Richard	Painter	South Staffordshire
Cllr	Graham	Payne	Stafford
Mr	Alan	Toplis	SPCA Auditor
Cllr	Keith	Vernon	Lichfield

Representation per District

Cannock Chase	2
East Staffordshire	5
Lichfield	5
South Staffordshire	5
Stafford	7
Staffs Moorlands	6
Newcastle	2

No of vacancies for nomination

Cannock Chase	<i>1</i>
East Staffordshire	<i>2</i>
Lichfield	<i>2</i>
South Staffordshire	<i>2</i>
Stafford	<i>2</i>
Staffs Moorlands	<i>4</i>
Newcastle	<i>1</i>

STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION

81st Annual General Meeting – 7th December 2020 at 7.00pm

Unless advised to the contrary the meeting will be held utilising 'Zoom'

Motions for Debate

To be emailed to Staffordshire Parish Councils' Association,
at spca.parish@staffordshire.gov.uk no later than 6th November 2020.

If your Council wishes any motion(s) to be put forward, then please complete the details below giving the name of the person/member/clerk, who will move the motion(s).

Please note that they will be expected to 'attend' the AGM and speak.

.....Parish/Town Council wishes to propose the following motion(s) for debate at the Annual General Meeting of the Association on 7th December 2020 at 7.00pm

Motion:

Proposer **Date**.....

Your Council should find a council willing to second the motion and may wish to seek the support of the other Parish Councils in its District.

Seconder (*Parish/Town or Area Committee*)

..... **Date**.....

..... **Parish Council**

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
03/08/2020	Elec 014/20	J G Fenn Ltd	Stationery	£59.66	Aug-20
03/08/2020	Elec 014/20	Oak Tree Farm Rural Project	Donation in lieu of allotment judging	£75.00	Aug-20
03/08/2020	D/Dbt 012/20	Stafford Borough Council	Rates - FJC	£434.00	Aug-20
03/08/2020	D/Dbt 012/20	Stafford Borough Council	Rates - MKT	£52.00	Aug-20
03/08/2020	D/Dbt 012/20	Prism Solutions	Analogue line - FJC	£46.69	Aug-20
03/08/2020	D/Dbt 012/20	Stafford Borough Council	Rates - STN	£225.00	Aug-20
04/08/2020	Elec 014/20	B Hygienic Ltd	Hand sanitiser refills - FJC	£95.00	Aug-20
04/08/2020	Elec 014/20	B Hygienic Ltd	Hand sanitiser refills - offices	£42.00	Aug-20
04/08/2020	Elec 014/20	B Hygienic Ltd	Hand sanitiser refills - STN	£32.00	Aug-20
05/08/2020	Elec 014/20	Current Electrical & Property Services	Installation of marquees - July 20	£475.00	Aug-20
06/08/2020	Elec 014/20	Veolia ES (UK) Ltd	Waste collection - FJC - July 20	£70.21	Aug-20
06/08/2020	Elec 015/20	MEB Total Ltd	6 mthly lighting test - FJC	£124.50	Aug-20
06/08/2020	Elec 015/20	MEB Total Ltd	Qtly fire alarm test	£199.50	Aug-20
06/08/2020	Elec 014/20	Veolia ES (UK) Ltd	Waste collection - STN - July 20	£58.21	Aug-20
06/08/2020	Elec 015/20	Water Logic	Water machine charges - STN	£5.50	Aug-20
06/08/2020	Elec 015/20	Water Logic	Water machine charges - FJC	£5.00	Aug-20
06/08/2020	Elec 015/20	R Mountfords	Sundries - DIY	£15.48	Aug-20
06/08/2020	Elec 014/20	Staffordshire Parish Councils' Association	Councillor training	£25.00	Aug-20
06/08/2020	Elec 015/20	Water Logic	Water machine charges - offices	£18.53	Aug-20
06/08/2020	D/Dbt 012/20	EE	Caretaker's mobile - FJC	£21.28	Aug-20
06/08/2020	D/Dbt 012/20	EE	Caretaker's mobile - STN	£21.28	Aug-20
07/08/2020	Elec 015/20	West Midlands Employers	Employment services	£500.00	Aug-20
11/08/2020	Elec 015/20	J G Fenn Ltd	Stationery	£86.80	Aug-20
11/08/2020	D/Dbt 012/20	British Gas Lite	Elec Pillar 30 High St	£8.52	Aug-20
11/08/2020	D/Dbt 012/20	British Gas Lite	Elec Pillar 61 High St	£11.07	Aug-20
14/08/2020	Elec 017/20	M J Plant	Crown Meadow - ann grass cutting/ removal	£381.00	Aug-20
14/08/2020	Elec 017/20	Virgin Media Business	Monthly broadband charges	£51.75	Aug-20
14/08/2020	Elec 017/20	M J Plant	Grounds maint July 20	£1,509.00	Aug-20
14/08/2020	Elec 017/20	M J Plant	Hedge cutting - Mt Rd Allots	£135.00	Aug-20
18/08/2020	Elec 017/20	Mr David Littlehales	Reimburse - floor varnish FJC	£38.43	Aug-20

Date	Reference	Supplier	Description	Amount	Month
18/08/2020	Elec 017/20	Virgin Media Business	Telephone charges calls July/ rental Aug 20	£58.52	Aug-20
18/08/2020	D/Dbt 012/20	Sage Pay Europe	Transaction charges	£15.00	Aug-20
19/08/2020	D/Dbt 012/20	World Pay	Transaction charges	£12.50	Aug-20
19/08/2020	D/Dbt 012/20	Zoom Video Comm Inc	Monthly Webinar Charges	£55.98	Aug-20
19/08/2020	D/Dbt 012/20	World Pay	Transaction charges	£9.99	Aug-20
19/08/2020	D/Dbt 012/20	World Pay	Transaction charges	£3.02	Aug-20
20/08/2020	Elec 017/20	Canal & River Trust	Wayleave waterpipe in towpath N/C Rd Allot 29.09.20-28.09.21	£250.00	Aug-20
24/08/2020	Elec 017/20	B Hygienic Ltd	Air sanitizer - office	£286.00	Aug-20
25/08/2020	Elec 017/20	Christmas Plus	Christmas lights - installation charge	£6,202.75	Aug-20
25/08/2020	Elec 017/20	Reach Publishing	Advert - Dep TC	£400.00	Aug-20
25/08/2020	D/Dbt 012/20	Prism Solutions	ICT costs	£714.92	Aug-20
26/08/2020	Elec 017/20	Call Handling Services Ltd	Helpline - July 20 calls	£17.91	Aug-20
26/08/2020	Elec 017/20	Current Electrical & Property Services	Repair to floodlight in Granv Sq	£140.00	Aug-20
27/08/2020	Elec 018/20	Miscellaneous	Grant to cover costs of presenting petition to House of Lord	£1,000.00	Aug-20
27/08/2020	Elec 018/20	Miscellaneous	Shredding of confidential waste	£108.50	Aug-20
27/08/2020	D/Dbt 012/20	Pozitive Energy	Gas - STN 08/07 - 08/08/20	£110.01	Aug-20
27/08/2020	D/Dbt 012/20	Pozitive Energy	Gas - FJC 09/07 - 09/08/20	£128.61	Aug-20
27/08/2020	D/Dbt 012/20	Pozitive Energy	Elec - FJC 21/07 - 01/08/20	£39.76	Aug-20
28/08/2020	D/Dbt 012/20	NatWest	Bank charges	£24.15	Aug-20