

Town Clerk

Les Trigg

Tel: 01785 619740

Email: clerk@stonetowncouncil.gov.uk

15 Station Road

STONE

ST15 8JP

26 January 2021

Dear Councillor,

A **VIRTUAL** meeting of the **GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 2 FEBRUARY 2021** 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-mVBouN3IUTWQ>

Les Trigg
Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive a report from County Councillors representing Stone Town**
 - County Councillor Mrs J. Hood
 - County Councillor I. Parry
5. **To receive a report from Borough Councillors representing Stone Town**
6. **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.

7. Minutes of Previous Meetings

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 19 January 2021, Minute No's GP20/312 – GP20/327 (attached).

8. Minutes of Sub-Committees

There are no minutes for consideration.

9. Meeting Schedule for 2021-22

To determine the Council's Meeting Schedule for the Year 2021-22 (attached).

10. To consider the following requests for grants from local Organisations:

- **AEDdonate**
- **Stone Choral Society**
- **Aston Lodge Residents Association**
- **Oulton First School**

11. Stone Draft Neighbourhood Plan

To consider the protection to green infrastructure offered by Neighbourhood Plan policy CAF5 and Plan for Stafford Borough policy N4 (attached).

12. Road Safety Improvements – A34 Fillybooks and Yarnfield Lane

To consider a Staffordshire County Council consultation with proposals for road safety improvements at A34 Fillybrooks and Yarnfield Lane.

An email, a letter and a drawing (reference: D4274L-R01-01-P2) from the County Council's Civic Engineer, detailing the proposals for the scheme, are attached.

13. Staffordshire Pension Fund – Draft Exit Credit Policy

To consider the Staffordshire Pension Fund Draft Exit Credit Policy which is open for consultation with its employers to 13 February 2021.

A copy of the draft Exit Credits Policy is attached.

14. Staffordshire Police Survey - Your police. Your voice.

Councillors are reminded to complete this survey by the deadline of 8th February 2021 to help the Police to get a better understanding of the issues that matter most to our communities, and ensure that services and resources are being delivered in the best way to address any concerns. The Police have also asked that the survey link is distributed as widely as possible.

A copy of the email from Staffordshire Police is attached. The survey link is www.staffordshire.police.uk/yourpoliceyourvoice.

15. Non-Cheque Payments

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

16. 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

17. 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 – Cllr C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney

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

SPCA Executive Committee – Cllr M. Green

18. Exclusion of the Press and Public

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

19. Stone Heritage Centre

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

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 19 January 2021

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, J. Davies, Mrs K. Dawson, M. Green,
Mrs J. Hood, T. Kelt, P. Leason, J. Powell, C. Thornicroft and R. Townsend

ABSENT: Councillors: K. Argyle, Mrs L. Davies, I. Fordham, M. Hatton and J. Hickling

GP20/312 Apologies

Apologies were received from Councillors: K. Argyle, Mrs L. Davies, I. Fordham and J. Hickling

GP20/313 Declarations of Interests

None

GP20/314 Requests for Dispensations

None

GP20/315 To receive the report of the County Councillors

County Councillor Mrs J. Hood

Splitter Island

Councillor Mrs Hood advised the Committee that the planned meeting with County Highways officers to discuss the splitter island had needed to be cancelled due to sickness. The meeting has been rearranged to take place on 2 February 2021 and she will keep Town Councillors updated on the outcome.

Covid-19 Vaccination Program

Councillor Mrs Hood advised the Committee that she had visited the County Showground today where the Covid-19 vaccinations are taking place. Her observations were that the program was running like clockwork and people were being treated with the upmost respect. She said that it had been very easy to park and to negotiate the vaccination point with so many very kind volunteers offering their support and promoting a relaxed atmosphere. She said we all owe our sincere thanks to them.

Vandalism in Town

Councillor Mrs Hood said that in her role as County Councillor she had met with Chief Inspector Giles Parsons twice over the last few weeks. He had answered her questions about local policing, openly and honestly. She said that Stone had been going through a bad time with what appears to be three individuals vandalising the town. This has included damage to phone shops.

* 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.

Councillor Mrs Hood said that it was clear the Police were on top of their game. They know who the culprits are and have arrested them countless times. The Police however have to work within the constraints of the law and asked that residents support officers who are doing all they can. Residents are offering their support by passing on CCTV footage and intelligence.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP20/316 To receive the report of Borough Councillors

No Borough Councillor report was made on this occasion.

GP20/317 Representations from Members of the Public

None

GP20/318 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 1 December 2020 (Minute No's GP20/295 – GP20/311), be approved as a correct record.

GP20/319 Minutes of Sub-Committees

- a) Tourism & Town Promotion Sub-Committee held on 15 December 2020, (Minute Numbers TTP20/047 – TTP20/057), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number TTP20/052 be adopted. The recommendations contained in Minute Number TTP20/054 were considered under Minute Number GP20/320, as part of the Council's budget recommendations.
- b) Environment Sub-Committee held on 15 December 2020, (Minute Numbers ENV20/038 – ENV20/044), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number ENV20/043 be adopted. The recommendations contained in Minute Number ENV20/042 were considered under Minute Number GP20/320, as part of the Council's budget recommendations.
- c) Estates Sub-Committee held on 5 January 2021, (Minute Numbers EST20/030 – EST20/040), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers EST20/034 and EST20/035 be adopted. The recommendations contained in Minute Number EST20/037 were considered under Minute Number GP20/320, as part of the Council's budget recommendations.
- d) Management Sub-Committee held on 5 January 2021, (Minute Numbers MAN20/041 – MAN20/052), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers MAN20/045, MAN20/046, MAN20/047 and MAN20/048 be adopted. The recommendations contained in Minute Numbers MAN20/049 and

* 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.

MAN20/052 were considered under Minute Number GP20/320, as part of the Council's budget recommendations.

GP20/320 2021-22 Budget Recommendation to the Council

The Committee considered the report of the Town Clerk* (which had been circulated with the agenda for the meeting) examining the budget and precept level for the financial year 2021-22 for recommendation to the Council.

Councillor Mrs Hood asked that the Tourism & Town Promotion Sub-Committee's recommendation for £3,250 to go into the budget for a community celebration in honour of the Queen's Platinum Jubilee in 2022 be withdrawn due to the pressures the ongoing pandemic is causing. The Committee agreed that the 2021-22 budget for Town Council events should not be increased by £3,250 (Reference: Minute Number TTP20/054).

RESOLVED: To recommend to the Council that:

1. The Town Council budget for 2021-22 to 2023-24 should be as set out in the Clerk's report supplemented by the following additions:
 - a. Inclusion of the Estates Sub-Committee recommendation from minute EST20/037 to make provision for installation of a new dog bin in Priory Road at a cost of £100 in 2021-22 for installation and £250 annually for its regular emptying.
 - b. Inclusion of the Environment Sub-Committee recommendation from minute ENV20/042 to provide an additional Climate Change budget of £3,000 in 2021-22 for an external energy audit, web page development and public engagement work. This will add to any unspent balances from the current year's budget which will be rolled over.
 - c. Inclusion of the Tourism and Town Promotion Sub-Committee's recommendation from minute TTP20/054 for additional budgetary provision of £250 per annum for the Stone Remembrance Plaques Project.
 - d. Inclusion of the Management Sub-Committee recommendation from minute MAN20/052 of an additional £500 per annum towards a replacement telephone system.
 - e. The provision of a £5,000 budget in 2021-22 for Town Promotion to support the work of the Promotion of Stone Working Group.
 - f. In view of the potential uncertainty of the current situation, and how long it may continue, the provision a general contingency of £10,000 in 2021-22 to meet costs which may arise during the year but are not specifically included in the approved budget. Use of this budget will require specific approval by the General Purposes Committee and any amount remaining unused will be returned to the Council's reserves for use in future years.

* 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.

2. A precept of £319,818 is requested from Stafford Borough Council, exclusive of Local Council Tax Support Grant (£340,327 inclusive).
3. The Council Tax for 2021-22 is set at £51.61 for a Band D property, an increase of 96 pence per annum (1.9%) over the current year, with indicative increases of 1.9% in each of the following two years.

The Town Council and Town Clerk were congratulated and thanked for their work on the budget recommendations which had resulted in a recommended Council Tax increase of just 96 pence per annum for a Band D property.

GP20/321 Annual Review of Risk Management

The Committee received the report* of the Town Clerk, and considered the annual review of the Council's Risk Management Policy, Strategy and Risk Register.

The Town Clerk confirmed that there were very few changes required as a result of the review except for additions relating to the risks presented by Covid-19.

RESOLVED: To accept the Annual Review of Risk Management.

GP20/322 Stafford Borough Council Election Costs

The Committee considered a letter from the Returning Officer at Stafford Borough Council which had been sent to the Town Council in response to the Town Clerk's request for a breakdown of the 2019 election costs for the Stonefield & Christchurch town ward.

A copy of the letter had been issued with the agenda for the meeting.

The Committee had raised questions about the value of the invoice for the Stonefield & Christchurch ward (totalling £8,497.13), at its meeting on 3 November 2020. See Minute Number GP20/291.

The Committee noted the information received from the Returning Officer.

GP20/323 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 to 30 November 2020.

GP20/324 Update from Working Groups:

Neighbourhood Plan Steering Group

Councillor Mrs Hood confirmed that there was no change to the progress of the Draft Stone Neighbourhood Plan and there had been no meeting.

Stone Area Parish Liaison Group

The Chairman of the Liaison Group, Councillor Davies, advised the Committee that the next meeting of the Group would take place tomorrow (20 January 2021) and Chief Inspector Parsons would be in attendance.

Traffic Management in Stone Working Group

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

* 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.

Promotion of Stone Working Group

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

GP20/325 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 no meeting had taken place.

Age Concern Stone & District

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

Stafford & Stone Access Group

Councillor T. Kelt advised the Committee that a meeting had been held on 18 January 2021 and the next meeting would be held in April.

Stone Common Plot Trustees

Councillor Mrs Hood confirmed that no meeting had taken place.

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 attended the AGM and the meeting of the Executive Committee on 7 December 2020. He said the normal monthly meeting which had been scheduled to follow was not quorate.

GP20/326 Exclusion of the Press and Public

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

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

GP20/327 Confidential Minutes

RESOLVED:

- a) That the Confidential Minutes of the General Purposes Committee meeting held on 1 December 2020 (Minute Numbers GP20/295 and GP20/311), be approved as a correct record.

CHAIRMAN

Proposed Programme of Meetings and Events in 2021-22

The first meeting on each evening will commence at 7:00pm

Month		First Tuesday		Third Tuesday		Other
May 2021	11th	Council – Mayor Making	18th	General Purposes Committee Planning Consult. Committee		
June 2021	8th	Council General Purposes Committee Planning Consult. Committee Town Hall Charity	15th	Tourism & Town Promotion Sub Environment Sub Mayor’s Charity		
July 2021	6th	Council General Purposes Committee Planning Consult. Committee Richard Vernon Charity	13th	Estates Sub Management Sub	11th	Civic Sunday (provisional)
August 2021	3rd	Council General Purposes Committee Planning Consult. Committee	17th	Tourism & Town Promotion Sub Environment Sub		
September 2021	7th	Council General Purposes Committee Planning Consult. Committee	21st	Estates Sub Management Sub		
October 2021	5th	Council General Purposes Committee Planning Consult. Committee	19th	Tourism & Town Promotion Sub Environment Sub	22nd or 23rd	Trafalgar Dinner (provisional)

Month		First Tuesday		Third Tuesday		Other
November 2021	2nd	Council General Purposes Committee Planning Consult. Committee	16th	Estates Sub Management Sub	14th 18th	Remembrance Sunday Christmas Lights Switch-On
December 2021	7th	Council General Purposes Committee Planning Consult. Committee	21st	Tourism & Town Promotion Sub Environment Sub	12th	Civic Carol Service (provisional)
January 2022	4th	Planning Consult. Committee Estates Sub Management Sub	18th	General Purposes Committee		
February 2022	1st	Council General Purposes Committee Planning Consult. Committee				
March 2022	1st	Council General Purposes Committee Planning Consult. Committee	15th	Tourism & Town Promotion Sub Environment Sub		
April 2022	5th	Council General Purposes Committee Planning Consult. Committee	26th	Estates Sub Management Sub	21st 23rd	Annual Public Meeting Civic Dinner (provisional)

Application for Grant Aid

Name of organisation:

[AEDdonate](#)

Purpose of organisation:

Defibrillator Charity

Amount of grant requested:

£5000.00

Total cost of project (if appropriate):

£13500.00

Reason for grant request:

This is the money we spent during the lockdown to ensure that our defibrillators out in the community had replacement batteries and pads when required. Income for this usually comes from retail arm of our charity. But our shops were closed. We are now looking for ways to replace this revenue stream.

Benefits to Stone residents:

Ensuring all defibrillators are rescue ready in the event of sudden cardiac arrest.

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

None

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

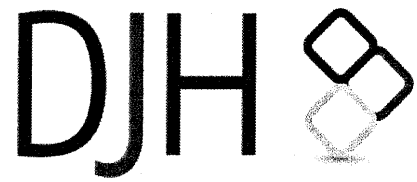
Yes. Due to the pandemic.

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

None

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

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



PROFESSIONAL BUSINESS SERVICES

**AED DONATE
ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2019**

DJH Accountants Limited
Porthill Lodge, High Street,
Wolstanton, Newcastle-under-Lyme,
Staffordshire ST5 0EZ

T: +44(0)1782 710101 E: mailbox@djh.co.uk
W: www.djh.co.uk



AED DONATE
CONTENTS OF THE TRUSTEES ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

	Page
Charity Information	1
Trustees Annual Report	2-5
Independent Examiners Report	6
Statement of Financial Activities	7
Balance Sheet	8
Statement of Cash Flows	9
Notes to the accounts	10 -19

AED DONATE
CHARITY INFORMATION

Charity name	AED DONATE
Registered Charity No	1162634
Registered date	13/07/2015
Charity Trustees	Sarah Camacho (Appointed 19/02/2016) John Scott (Appointed 01/09/2015) Philip David Smith (Appointed 01/03/2018) Jessica Gallimore (Appointed 21/02/2018) Dr Denise Gaye Blake Roberts (Appointed 18/07/2019)
Charity official address	69A High Street Stone Staffordshire ST15 8AD
Bankers	Lloyds Bank 8-11 Cambridge Crescent Harrogate HG1 1PQ
Independent examiner	DJH Accountants Limited Porthill Lodge High Street Wolstanton Newcastle under Lyme Staffordshire ST5 0EZ

AED DONATE
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2019

The trustees present their Annual Report and financial statement for the year to 31 July 2019. The report and financial statements have been prepared in accordance with all relevant Charity Commission guidance and comply with the CIO's Constitution and the Charities' Act 2011.

Charitable Aims and Objectives

For the public benefit the relief of sickness and preservation of good health by the provision of Automated External Defibrillators (AED's) and first aid training where applicable in public areas across the UK.

Structure, governance and management

Constitution

AED Donate was formed 4 years ago to help increase the public provision of defibrillators in all communities. It was established under a Constitution which defines its charitable Aims and Objectives and powers. Day to day governance is managed by the Trustees.

AED Donate aim to increase public knowledge surrounding Sudden Cardiac Arrest (SCA), the importance of defibrillators, and promote confident use of a defibrillator within the pre-hospital setting.

The charity aims to provide training sessions to all communities who are in receipt a defibrillator but also want to provide awareness and education to those that currently have no defibrillator provision.

Members' liability

In the event of the CIO being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Payments

No fees were paid to any trustees during the year. No out of pocket expenses were paid to trustees during this year.

Trustee selection methods

Trustees are elected by the membership – new trustees may be co-opted during the year but must be formally elected at the next AGM. Trustees are elected to serve for a term of three year and retire by rotation. They may stand for re-election at the end of their term.

Applications or nominations for trustees are invited before every AGM. In addition, any interim vacancies are advertised to the whole membership, and additionally in the case of the lay Trustee via various recruitment organisations. The trustees seek to identify and fill any skills gaps with appointments. Potential trustees speak informally with the Chair, and in addition usually attend a meeting before a final decision.

Organisational structure

The trustees oversee the CIO and meet approximately 6 times per year.

Committees and sub-committees are responsible for the implementation of the organisation's strategy and are fully answerable to the trustee. Each committee involves at least one trustee, to enable communication and oversight. The sub-committees are largely composed of volunteer members and meet approximately 6 times per year.

The trustees are accountable to the AED Donate members at Annual General Meetings, and members are permitted at any time to raise issues for consideration or question decisions.

AED DONATE
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2019
CONTINUED

Delivering our objectives

Summary of the main achievements of the charity during the year

AED Donate has enjoyed another successful year. Our defibrillator deployments have increased by 47% during this financial year. Continued maintenance and replacement of deployed defibrillators is monitored on a 24-hour basis.

Successes during the period covered by this report include the following:

A strategic partnership with the Tesco Bags of Help which has enabled us to donate 94 defibrillators to schools and community centres and part fund 100's more.

Working closely with Cardiac Science, a leading defibrillator provider, a new initiative to enhance defibrillator distribution within communities nationwide has commenced, and within Staffordshire a major new initiative called Staffs 1K was launched to facilitate the distribution of 1000 defibrillators. This is totally supported by numerous organisations, including the county council and to date just over 100 defibrillators are fully operational.

As a small charity we are socially responsible and are extremely conscious of the need to provide the best environmental solutions for our defibs including an analysis of our carbon footprint. We want to ensure all communities can have a defibrillator installed in the most energy efficient way including locations that are off grid. This is currently supported by local business sponsorship who are enhancing their technology to test, research and design a fully standalone defibrillator cabinet.

Our broader community activities have included the opening of retail premises in High Street, Stone, Staffordshire. These are used to provide an income during the day from charitable donations and are converted in the evenings for training sessions and other community activities free of charge. In order to enhance our local community engagement a large room within our offices is regularly converted for a wide range of uses and fundraising activities.

The charity continues to provide free community training sessions and holds these on a regular basis. We currently run at least ten sessions per month nationwide which captures around 200 delegates.

AED donate have an active presence on social media across many platforms. The charity also ensures the widest possible media coverage to ensure that everybody understands the importance of our work.

Forward plans for 2019/20

To maintain and deliver our stated objective, the focus is to increase the placement of defibrillators into public places, leading to improvement in the national statistics for survival of out of hospital cardiac arrests.

A new initiative is to convert internal sites into publicly accessible external venues.

Over the next year we aim to considerably increase the number of defibrillators being placed to bridge gaps where communities have no provision at all.

Our intention is also to enhance the loan of defibrillators to national events throughout the country, not only providing a valuable life-saving facility but to hopefully increase the profile of the charity and its work.

It is hoped that in the forthcoming year there will be a significant increase in local, regional, and national business sponsorship.

To increase defibrillator deployment, increased income is essential, and we hope to open a second retail shop in the adjacent county of Shropshire thus broadening the reach and knowledge of the charity.

AED DONATE
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2019
CONTINUED

Utilising our social media presence and existing facilities within both shops and offices, we will be endeavouring to enhance public awareness and practical knowledge about cardiac arrest, deployment of defibrillators and essential lifesaving activities through online teaching, videos, forums and live streamed demonstrations.

It is hoped through increased community knowledge and awareness that significant fundraising activities can be organised throughout the West Midlands initially with the hope that this can be widened to a more nationally focused sustainable funding objective.

Volunteers play an essential role in the success of the charity and it is hoped that the core number can be significantly increased in the forthcoming year with the specific intention of including a van and driver, additional trainers more retail staff and some volunteers specifically devoted to fundraising through collections, events and community activities such as choirs, reading groups lectures and other clubs.

Trustees' consideration and management of major risks

The trustees have a responsibility to identify, assess and manage risks to the charity, including financial and other areas. The process for identifying risk has been through ongoing review, assessing risks for every new major decision, ongoing active reflection and by responding to minor issues that have been identified in day to day practice.

No major risks to the CIO were identified during the year

Review of financial position and affairs

This report covers our accounting year from 1 August 2018 to 31 July 2019. The details of income and expenditure are as follows:

Income

During the year income from all sources was £752,118. Donations came to £618,642 which was largely from community funds and grants.

Expenditure

During the year expenditure totaled £641,379. We strive to keep our costs as low as possible and the largest areas for spending are in relation to charitable activities.

Funds

The total funds at 31 July 2019 were £121,991, all of which were unrestricted.

Reserves policy

The trustees have examined the requirement for free reserves and consider that, given the nature of AED Donate's work, the level of free reserves should be sufficient to cover approximately 3 months expenditure. There are no funds materially in deficit.

Acknowledgements

As chairman, I wish to acknowledge the unstinting support and help of the charity's invaluable sponsors, volunteers, staff and trustees without whom the work achieved during this period would not have been possible. The success reported of their work is testament to the essential need of defibrillators in the community and the prevention of sudden cardiac arrest.

AED DONATE
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2019
CONTINUED

Statement of trustees' responsibilities

The trustees are responsible for ensuring that financial statements are prepared which give a true and fair view of the state of affairs of AED Donate including the incoming resources and expenditure, and which comply with the Charities' Act 2011. In doing so the trustees need to:

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the 'SORP' - Statement of Recommended Practice (Accounting and Reporting by Charities)
- make reasonable and sound financial judgments and estimates
- keep adequate records that disclose with reasonable accuracy at any time the financial position of the CIO
- safeguard the assets of the CIO, including taking reasonable steps for the prevention and detection of fraud or other irregularities
- prepare the statements on the ongoing concern basis unless it is inappropriate to presume the CIO will continue.

Declaration.

The trustees declare that they have approved the trustees' report above and the accompanying financial statements.

For and on behalf of all the trustees on 29/05/2020

.....
Phillip David Smith

Chair

29/05/2020

Date

AED DONATE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES'

We report on the accounts for the Charity for the year ended 31 July 2019 which are set out on pages 7-19.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to our attention.

Basis of Independent Examiner's report

Our examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with our examination no matter has come to our attention:

1. Which gives us reasonable cause to believe that, in any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Porthill Lodge
High Street
Wolstanton
Newcastle under Lyme
Staffordshire
ST5 0EZ

29 May 2020

DJH Accountants Ltd.

DJH ACCOUNTANTS LIMITED

Chartered Certified Accountants
Registered Auditor

AED DONATE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2019

	Notes	Unrestricted Funds £	Restricted Funds £	2019 Total Funds	2018 Total Funds £
Income from:					
Donations	2	614,876	3,766	618,642	218,810
Other trading activities	3	64,716	-	64,716	11,746
Other income	4	4,286	-	4,286	4,484
Charitable activities	5	64,474	-	64,474	21,786
Total income		748,352	3,766	752,118	256,826
 Raising funds	6	168,591	-	168,591	59,711
Charitable activities	7	469,022	3,766	472,788	187,009
Total expenditure		637,613	3,766	641,379	246,720
Net income		110,739	-	110,739	10,106
Net movement in funds		110,739	-	110,739	10,106
Fund balances at 1 August 2018		11,252	-	11,252	1,146
Fund balances at 31 July 2019		121,991	-	121,991	11,252

AED DONATE
BALANCE SHEET
AS AT 31 JULY 2019

	Note	2019 Total £	2018 Total £
Fixed Assets			
Tangible Assets	12	36,261	5,932
Current Assets			
Stocks	13	9,700	9,700
Debtors	14	16,804	2,394
Cash at bank and in hand	15	72,598	9,875
		99,102	21,969
Creditors: amounts falling due within one year			
Creditors	16	13,372	16,649
Net current assets		85,730	5,320
Net assets		121,991	11,252
Funds			
Unrestricted funds	17	121,991	11,252
		121,991	11,252

The financial statements were approved by the board of trustees and authorised for issue on and are signed on its behalf by:

.....
Phillip David Smith
Trustee

.....
John Scott
Trustee

29/05/2020
.....
Date

AED DONATE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 JULY 2019

	Note	2019 £	2018 £
Cash flow from operating activities	21	104,665	16,227
Net cash flow from operating activities		104,665	16,227
Cash flow from investing activities			
Payments to acquire tangible assets		(64,242)	(7,602)
Sale of tangible assets		22,300	-
Net cash flow from investing activities		(41,942)	(7,602)
Net increase in cash and cash equivalents		62,723	8,625
Cash and cash equivalents at start date 1 August 2018		9,875	1,250
Cash and cash equivalents at end date 31 July 2019		72,598	9,875
Cash and cash equivalents consist of:			
Cash at bank and in hand		72,598	9,875
Cash and cash equivalents at end date 31 July 2019		72,598	9,875

AED DONATE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. Accounting policies

1.1 Accounting convention

AED Donate is a charitable incorporated organisation. In the event of the charity being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. The nature of the charity's operations and principal activities are described in the Trustee's Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Funds

Unrestricted funds 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 a particular purpose. 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.

1.3 Income recognition

All incoming resources are 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.

AED DONATE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1.3 Income recognition cont...

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.

Where practicable, gifts in kind Donated for distribution to the beneficiaries of the charity are included in assets and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed, and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Income from charitable activities represents the provision of activities in furtherance of the charity's objects.

Investment income is earned through holding assets for investment purposes. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method.

Other income represents those items not falling into the above categories.

1.4 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 include all direct and indirect costs of the charity's fundraising events and all direct and indirect costs of the charity shop.
- Expenditure on charitable activities includes all direct and indirect costs of delivering the objectives of the charity.

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

1.5 Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. 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 cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

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.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% net book value per annum
Office equipment	33.33% cost per annum
Motor Vehicles	25% net book value per annum

AED DONATE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2019

1.7 Stocks

Stocks are 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.

1.8 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.9 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

1.10 Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in the statement of financial activities.

1.11 Leases

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

1.12 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 charity for UK tax purposes.

1.13 Financial instruments

The charity 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 charity's balance sheet when the charity 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.

Basic 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 unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of 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.

AED DONATE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1.13 Basic financial liabilities cont....

Basic financial liabilities, including creditors, 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. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.14 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.

1.15 Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the year in which the estimate is revised where the revision affects only that year, or in the year of the revision and future years where the revision affects both current and future years.

2. Income from donations

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Community fund and grants	556,088	-	556,088	129,088
Councillor community funding	-	3,766	3,766	4,541
Donations received	57,362	-	57,362	84,139
Gift aid payments	1,726	-	1,726	1,355
Returned donation	(300)	-	(300)	(1,000)
Ebay charity fund donation	-	-	-	687
	614,876	3,766	618,642	218,810

3. Other trading activities

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Charity event income	5,310	-	5,310	1,270
Lottery car income	1,589	-	1,589	3,784
Stone charity shop income	57,817	-	57,817	6,692
	64,716	-	64,716	11,746

AED DONATE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2019

4. Other income

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Rent received	3,600	-	3,600	3,000
Other income	180	-	180	1,484
Interest received	6	-	6	-
Apprentice bursary	500	-	500	-
	4,286	-	4,286	4,484

5. Charitable activities

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Product sales	62,615	-	62,615	21,586
Installation services	1,040	-	1,040	200
Training	819	-	819	-
	64,474	-	64,474	21,786

6. Costs of raising funds

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Advertising/promotional costs	8,398	-	8,398	1,775
AED Donate charity beer	961	-	961	-
Charity event expenses	3,547	-	3,547	538
Charity shop expenses	32,481	-	32,481	9,267
Charity shop wages and employment costs	43,698	-	43,698	-
Ebay charity fund payments	-	-	-	1,281
Lottery car expenditure	9,769	-	9,769	10,972
Fundraising wages and employment costs	64,217	-	64,217	31,394
Fundraising running costs	5,520	-	5,520	4,484
	168,591	-	168,591	59,711

7. Charitable activities

	Note	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Costs of charitable activities	8	345,392	3,766	349,158	133,741
Governance costs	9	123,630	-	123,630	53,268
		469,022	3,766	472,788	187,009

AED DONATE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

8. Costs of charitable activities

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Community engagement officers fees	30	-	30	2,196
Defibrillator and equipment purchases	268,905	3,389	272,294	90,153
Defibrillator installation costs	16,050	377	16,427	10,087
Defibrillator training costs	1,100	-	1,100	2,540
Motor vehicle costs	2,138	-	2,138	-
Service and maintenance costs	571	-	571	190
Staff training and education costs	630	-	630	-
Specialist fees	-	-	-	1,873
Travel and accommodation	5,499	-	5,499	541
Charitable activities wages and employment costs	45,869	-	45,869	22,424
Charitable activities running costs	4,600	-	4,600	3,737
	345,392	3,766	349,158	133,741

9. Governance costs

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Accountancy	1,140	-	1,140	774
Bank charges	537	-	537	6
Office maintenance and repair costs	914	-	914	-
BNI Stanley fees	-	-	-	534
Computer and software	4,768	-	4,768	1,264
Dues and subscriptions	502	-	502	7
Electricity	779	-	779	1,072
Equipment rental	576	-	576	826
Insurance	1,911	-	1,911	752
Internet	1,210	-	1,210	1,086
Office rates	-	-	-	74
Office rent	4,253	-	4,253	4,073
Office/general admin expenses	1,946	-	1,946	328
Wages and employment costs	71,796	-	71,796	35,692
Employers pension costs	1,594	-	1,594	186
Printing, postage and stationery	9,139	-	9,139	4,538
Telephone	93	-	93	93
Depreciation	11,613	-	11,613	1,932
Website maintenance costs	7,019	-	7,019	31
Interest charged on late taxation	40	-	40	-
Loss on disposal of fixed assets	3,800	-	3,800	-
	123,630	-	123,630	53,268

AED DONATE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

10. Staffs costs

	2019	2018
	£	£
The staff costs for the year were as follows:		
Wages and employment costs	223,189	89,231
Pension costs	3,985	465

No Employees had emoluments in excess of £60,000 (2018: Nil)

The average number of employees during the year was:

Administrative	6	5
Charity Shop	3	-

11. Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year.

The trustee's expenses reimbursed during the year is £Nil.

12. Fixed assets

	Fixtures and Equipment £
Cost as at 1 August 2018	7,864
Additions	64,242
Disposals	<u>(22,300)</u>
Cost as at 31 July 2019	49,806
Depreciation as at 1 August 2018	1,932
Charge for the year	11,613
Depreciation as at 31 July 2019	13,545
Net book value as at 31 July 2019	36,261
Net book value as at 31 July 2018	<u>5,932</u>

AED DONATE

NOTES TO THE FINANCIAL STATEMENTS CONT....

FOR THE YEAR ENDED 31 JULY 2019

13. Stocks

	2019 Total Funds £	2018 Total Funds £
Defibrillator and equipment stock	9,700	9,700
	9,700	9,700

14. Debtors

	2019 Total Funds £	2018 Total Funds £
Debtors control account	11,073	2,072
Prepayments	4,231	322
Other debtors	1,500	-
	16,804	2,394

15. Bank and cash

	2019 Total Funds £	2018 Total Funds £
Bank current account	72,598	9,875
	72,598	9,875

16. Creditors

	2019 Total Funds £	2018 Total Funds £
Other creditors	1,076	1
Tax and social security	11,614	16,490
Accruals	682	158
	13,372	16,649

AED DONATE
NOTES TO THE FINANCIAL STATEMENTS CONT....
FOR THE YEAR ENDED 31 JULY 2019

17. Fund reconciliation

Unrestricted funds

	Balance at 1 August 2018	Income	Expenditure	Balance at 31 July 2019
	£	£	£	£
Unrestricted	11,252	748,352	637,613	121,991
	11,252	748,352	637,613	121,991

Restricted funds

	Balance at 1 August 2018	Income	Expenditure	Balance at 31 July 2019
	£	£	£	£
Councillor ward budget	-	3,766	3,766	-
	-	3,766	3,766	-

The councillor ward budget fund represents specific defibrillator campaigns to provide and install defibrillators.

AED DONATE

NOTES TO THE FINANCIAL STATEMENTS CONT....

FOR THE YEAR ENDED 31 JULY 2019

18. Analysis of net assets between funds

	2019	2018
	£	£
Unrestricted Funds		
Restricted funds are represented by:		
Fixed assets	36,261	5,932
Net current assets	85,730	5,320
	<hr/> 121,991 <hr/>	<hr/> 11,252 <hr/>

19. Financial Instruments

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

	2019	2018
	£	£
Financial assets measured at amortised cost	12,573	2,072
Financial liabilities measured at amortised cost	12,690	16,491

20. Operating lease commitment

Lessee

At the reporting end date the charity had had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

	2019	2018
	Total	Total
	Funds	Funds
	£	£
	133,012	1,440

21t Reconciliation of net income to net cash flow from operating activities

	2019	2018
	£	£
Net incoming resources	110,739	10,106
Depreciation of tangible assets	11,613	1,932
Increase in stock	-	(9,700)
Increase in debtors	(14,410)	(612)
(Decrease)/increase in creditors within one year	(3,277)	14,501
Net cash inflow from operating activities	104,665	16,227

From: [Chamila Welengoda](#)
To: [Les Trigg](#)
Subject: Supporting statement for AEDdonate grant application
Date: 22 January 2021 11:39:25
Attachments: [image003.png](#)

Good morning Les

It was a pleasure speaking with you earlier.

Please see below for grant application support statement. Please get in touch with me if you require any further information.

AEDdonate is a small charity based in Stone, Staffordshire that to date has placed over 1900 defibrillators into the community. A defibrillator is a medical device that you place onto a patient's chest if they are suffering a sudden cardiac arrest. This increases the patient's chances of survival from 4% to up to 75% if they receive the all important shock in the first 2-3 minutes. The UK average ambulance response time is 8 minutes. 30,000 people currently die in the UK out of hospital due to sudden cardiac arrest. When covid-19 hit and we went into lockdown, we had no option but to furlough staff, close the office and shops (We have 3 charity shops) and wait to see what advice came from the Government. What we couldn't do is close fully. Because of Covid-19, the NHS was under immense pressure and our defibrillators were being deployed more than ever. We also still have our obligation to ensure all of our sites are ready to respond at all times.

Due to Covid-19 most of our grants were put on hold and we lost income from the shops. All of our fundraising events were cancelled. Our income dropped by 85.5% from April to June yet we still were open and investing in sites that needed consumables to keep them going. During the first and second lockdowns we spent £23,875.00 on consumables, that's without staff costs, mileage, etc on current defibrillator sites, including Stone High Street and Oatcake and Milkshakes sites. During this period, we ensured every single defibrillator on our network was ready and available for all of the communities that we serve. As some lockdown restrictions lifted, we also started to install new sites again. It also gives me great pleasure to again have to write that during the lockdown period defibrillators we placed into the communities saved 7 lives.

Currently, we need help to ensure we can sustain the charity and be there for new and existing sites in the future. Thank you.

Best regards

Chamila



AEDdonate
Defibrillators for our community.
Registered Charity Number 1182834

Chamila Welengoda
Head of Finance and Operations

T: 01785 472224
E: c.welengoda@aeddodate.org.uk
W: www.aeddodate.org.uk
T: @aeddodate F:/aeddodate

Project **Heartbeat** Defibrillator **1000** FR Registered with FUNDRAISING REGULATOR

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorised to receive this message for the intended recipient), you may not use, copy, disseminate or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender and delete the message.

Application for Grant Aid

Name of organisation:

Stone Choral Society

Purpose of organisation:

To educate the public in the arts and sciences, and in particular the art and science of music, by the presentation of concerts and other activities.

Amount of grant requested:

£500

Total cost of project (if appropriate):

Not appropriate

Reason for grant request:

Since the beginning of restrictions to combat the outbreak of Covid-19 the choir has not been able to meet and rehearse normally. Although the choir has been meeting via Zoom to keep the membership together and to try to keep in touch with our music much of our expenditure remains. There has also been a reduction in membership with a consequent further loss of income. While some reduction in costs has resulted from the absence of fees for the rehearsal room and a small reduction in professional fees, the usual and important additional fundraising (such as workshops, social events and raffles at concerts) has not been possible. The impact is that the choir has already suffered a reduction in income and will continue to do so.

At the end of the last financial year (31 August 2020) the choir had, by prudent financial management, built up reserves of £5,917.09, sufficient to meet approximately 6 months' normal expenditure.

However, the future still remains uncertain and it is probable that for the financial year 20/21 expenditure will exceed income by about £1,750 thereby reducing the Choir's reserves to a dangerous level, hence this application for assistance to help ensure the long-term financial viability of one of Stone's most valuable artistic organisations that recently celebrated its 50th anniversary.

Benefits to Stone residents:

The majority of the choir members and our accompanist are Stone residents, the rest are from the immediate Stone area. Our Music Director was a pupil at Alleynes School and her family members are Stone residents. The Choral Society not only provides a significant artistic and recreational contribution to the life of the town but also its concerts and workshops help promote the image of the town both regionally and at an international level with its overseas trips and the hosting of visiting choirs. It will also be a major user and supporter of the prospective Crown Wharf Theatre.

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

We are investigating whether any assistance may be available from Stafford BC.

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:

None

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

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



STONE CHORAL SOCIETY

Statement of Income and Expenditure September 2019 - August 2020

BANK BALANCE	1.9.2019	Surplus/deficit	31.8.2020
Operating account	£4,316.17	£1,600.92	£5,917.09

Operating Account summary

INCOME	This year	EXPENDITURE	This year
Subscriptions	£6,168.00	Professional fees	£7,296.00
Gift aid	£1,187.50	Scholarship fees	£0.00
Rehearsal refreshments	£267.81	Music	£825.20
Raffles	£961.00	Practice room hire	£1,080.00
		Subs, fees, Web site	£355.72
200 Club	£888.00	200 Club	£420.00
Fund raising events	£524.50	Fund raising events	£0.00
Music sales	£293.55	Music for sale	
Miscellaneous	£185.00	Miscellaneous	£135.00
Concerts	£3,013.00	Concerts	£2,187.37
Workshops	£1,012.85	Workshops	£601.00
Grants	£0.00		
TOTAL	<u>£14,501.21</u>	TOTAL	<u>£12,900.29</u>
Surplus of income over expenditure			<u>£1,600.92</u>

Declaration of assets

Stone Choral Society holds no significant material assets.

Stone Choral Society's cash assets are all held in the Operating Account as detailed above

Application for Grant Aid

Name of organisation:

Aston Lodge Residents Association (ALRA)

Purpose of organisation:

A community organisation for the residents of Aston Lodge estate in Stone. ALRA's aim is to develop community cohesion and to improve Aston Lodge as a place to live. This is achieved through volunteering, community work groups, social events and community action on issues that affect the residents.

Amount of grant requested:

£250

Total cost of project (if appropriate):

£400

Reason for grant request:

Aston Lodge has a problem with speeding motorists and anti-social driving. The estate has a ring road (Saddler Avenue and Mercer Avenue) which all residents have to use to access the estate. It is a wide and free-flowing road without any speed reduction measures or signage. The speed limit is 30mph but there is nothing to remind motorists of that.

There is a small number of motorists who use the ring road as a race track and a larger number who regularly exceed 30mph. The estate also gets a huge number of delivery vans, many of which are speeding.

Many residents have complained about speeding motorists to the Police and on ALRA social media. Something needs to be done to avoid there being an accident and to reduce noise. Aston Lodge is a large residential estate with families who exercise around the estate, elderly walkers and lots of children on bicycles etc. They are all vulnerable because of the speeding drivers.

Residents are seeking a solution. ALRA believes that tax payers money should not be spent on expensive traffic calming measures to tackle a handful of irresponsible drivers. A much more low cost and persuasive solution is needed. ALRA would like to distribute some professionally printed signs and posters that encourage drivers to slow down. ALRA has a great design by a local child, 'SLOW DOWN FOR A HAPPY TOWN', which can be positioned around the estate in front gardens and windows to raise awareness and offer a friendly advisory to motorists.

The posters will not be attached to lampposts or wheelie bins as we know this is not allowed. The campaign might also attract some publicity which will increase awareness to the problem.

ALRA is looking at other measures including official wheelie bin stickers and Community Speedwatch but the posters will be a good, community based solution at a low cost.

Benefits to Stone residents:

The main benefit to residents is in reducing the risk of an accident. This is essential to safety and well being. There will also be a reduction in noise as well as improved community spirit through taking local action.

Other parts of Stone may wish to take up a similar campaign.

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

Residents will be asked for additional contributions to once the initial funding is secured. .

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:

ALRA was awarded £250 for garden tools which have been vital to the success of the ALRA garden volunteers who have kept the unadopted public pathways clear and safe.

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

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

ALRA Statement of Accounts 13.01.21

Donations

£1,778.95	2017
£4,460.00	2018
£6,664.71	2019
£7,386.46	2020
£20,290.12	Total Income

Including :-

Stafford Borough Council	£250
Party in the Park Sales & Donations	£141.00
Aston Marina refund	£90
Residents. Legal/Consultant fees	£19,809

Expenditure

£3,875.00	Peter Weatherhead Planning Consultant
£13,961.20	Richard Buxton Solicitor
£17,836.20	Total Cost
£2,228.68	Additonal Expenses
£20,064.88	Total Expenditure

£225.24 Account Balance

Additional Expenses

£622.36	Gardening Equipment	(£250 donation from SBC)
£843.09	Printing/Mailshot Costs	
£328.72	Liability Insurance	
£121.30	Website costs	
£181.25	Stone Council AGM Room hire	
£41.96	Misc Expenses	
£90.00	Aston Marina (AGM room hire)	
£2,228.68	Total Expenses	

Name of organisation:

Oulton First School

Purpose of organisation:

Primary School / Education establishment.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£500

Reason for grant request:

Due to the recent coronavirus restrictions children, parents and schools have needed to adapt to different types of learning, becoming increasingly reliant on Information technology resources. It is widely recognised that technology is now embedded in everyday life.

Class one (reception and ladybirds nursery) would benefit enormously from the use of tablet style devices.

Some of the activities that we would plan to use the tablets for are wide ranging but include;

1. Mark making,
2. Taking photographs,
3. Filming,
4. Stories,
5. Songs and rhymes,
6. Educational games and apps, and
7. Information sharing and communication with parents

Tablets can therefore be used for a range of creative, interactive classroom activities as well as supporting teachers in planning, assessment and information sharing.

Some of the benefits of the use of tablet style devices in early years settings are;

- The interactive nature of tablets has a universal appeal, which we hope would encourage pupils to be more interested in technology, making some of the areas of the curriculum more accessible,
- The use of tablets will make school work more fun and interactive helping to increase the focus and motivation of pupils,
- Increase in the types of learning available to pupils, building a wider range of skills,

- Work completed can be shared with teachers, and parents more seamlessly, improving communication and feedback,
- Teachers would be able to use the tablets to record and save observations and assessments of children,
- Use of technology early on will assist in preparing pupils for year one where there is an increased use of technology,
- Computer literacy is an important skill in life since the world is more focused on information technology,
- Tablet styluses specifically designed for young children enable colouring, mark making and writing on tablets as an alternative to using fingers, building those essential fine motor skills,
- Tablets are portable and easy to handle for younger children compared with PCs and laptops and enable wire-free teaching and learning, and
- Tablets can be used to support children who have special educational needs, providing a new means of interaction, offering opportunities for multi-sensory experiences and learning.

Benefits to Stone residents:

The majority of the school and the school community are stone residents.

By introducing children to technology at an early age, it would ensure that children have an increased skill set to build on for their school and home life, leading to greater attainment, the ability to help others within the community, perpetuating the ongoing process of development.

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

Should the cost of the tablet devices exceed £500, the PTFA would fund raise for any additional amounts.

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

N/A - This is not an exceptional request.

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

The school have not received any grants in the last 2 years.

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

n/a

**The Key Educational Trust
(A Company Limited by Guarantee)**

Annual Report and Financial Statements

Year ended 31 August 2019

Company Registration Number: 07702211 (England and Wales)

The Key Educational Trust

Contents

Page

<i>Reference and Administrative Details</i>	2
<i>Directors' Report</i>	7
<i>Directors' Statement</i>	18
<i>Statement on Regularity, Propriety and Compliance</i>	20
<i>Statement of Directors' Responsibilities</i>	21
<i>Independent Auditor's Report to the Members</i>	22
<i>Independent Reporting Accountants' Assurance Report on Regularity</i>	25
<i>Statement of Financial Activities incorporating Income & Expenditure Account</i>	27
<i>Balance Sheet</i>	28
<i>Cash Flow Statement</i>	29
<i>Notes to the Financial Statements, incorporating:</i>	30
Accounting Policies	
Other Notes to the Financial Statements	

The Key Educational Trust

Reference and Administrative Details

Trust Members (from 1 September 2018 to 31 August 2019)

Revd Paul Kingman – Chair (*Incumbent of the United Benefice of Christ Church, Stone, Oulton and Moddershall*)

Mr Colin Hopkins (*CECET Representative*)

Mr Andrew Stone (*PCC Representative*)

Mrs Gill Latos (*Chair of Directors*)

Directors (from 1 September 2018 to 31 August 2019)

Mrs G Latos (*Chair*)

Mrs J Hope (*Vice Chair*)

Revd P Kingman

Mr P Wilson

Mr C Wright

Mr S Hodgkinson

Mrs A Graham (*co-opted*)

Mrs D Wilkinson (*co-opted*)

Mr A James

Senior Leadership Team (CCA)

Mr C Wright (*Principal / CEO Trust*)

Mrs T Thorn (*Vice Principal*)

Mrs L Nicholson (*Assistant Principal*)

Miss E Rutherford (*Assistant Principal*)

Mrs D Wilkinson (*Finance Director (Trust)*)

Mrs W Holdcroft (*SENCO*)

Mrs C Thomas (*Seconded*)

Senior Leadership Team (KET)

Mr C Wright

Mrs M Melling

Mrs A Graham

Mrs D Wilkinson

Senior Leadership Team (CCFS)

Mrs A Graham (*Executive Headteacher*)

Ms S Barr (*Senior Teacher*)

Mrs J Smith (*PA to Headteacher*)

Senior Leadership Team (OFS)

Mrs A Graham (*Executive Headteacher*)

Mrs M Melling (*Lead Teacher*)

The Key Educational Trust

Reference and Administrative Details (continued)

Registered Office

Christ Church Academy
Old Road
Stone
Staffordshire
ST15 8JD

Company Registration Number

07702214

Auditors

Plant & Co Limited
Chartered Accountants and Registered Auditors
17 Lichfield Street
Stone
Staffordshire
ST15 8NA

Solicitors

Browne Jacobson
Mowbray House
Castle Meadow Road
Nottingham
NG2 1BJ

Bankers

Lloyds Bank Plc
25 Gresham Street
London
EC2V 7HN

The Key Educational Trust

Reference and Administrative Details (continued)

Staffing Establishment Autumn Term 2019 (CCA)

Principal
Vice Principal

Mr C M Wright
Mrs T Thorn

TEACHING STAFF

Assistant Principal (KS3/ Attendance)
Assistant Principal (Teaching & Learning)
Head of Art
Head of Design and Technology
Head of English
Head of MFL
Head of Humanities
Head of Computing
Head of Mathematics
Head of Music
Head of Health & Physical Education
Head of R.E.
Head of Science
Head of PSHE

Miss E Rutherford
Mrs L Nicholson-Ward
Miss D Fares
Mrs L McKenzie
Mrs K Brough
Mrs S Taylor
Mr K Healey
Mr G Coulson
Mr H Rudd
Mr K Harrison
Mr C Bailey
Mrs L Nicholson-Ward
Mrs A Wall
Mrs C Thomas

SENCO
Head of Year 5 and Reports
Head of Year 6

Mrs W Holdcroft
Mr M Hodson
Mrs H Marsden

Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Teacher

Mrs J Shackley
Mr S Pellington
Mr G Hammond
Mr P Jankovskis
Mrs L Chapman
Mr S Lodge
Miss T Lavin
Mr C Johnson
Mrs E Miller
Mr S Wall
Mr C Bailey
Mrs C Johnstone

SUPPORT STAFF

Business Manager
Principal's PA
Finance Officer
Finance Assistant
Finance/Admin Assistant
Administrative Assistants

Mrs D Wilkinson
Miss W Fenton
Mrs C Connolly
Mrs R Warner
Miss C Richardson
Mrs B Sale
Mrs C Pointon
Mrs R Litherland

Cover Supervisor/ Mini Bus
Cover Supervisor
KET Cover Supervisor

Mrs J Croasdale
Mrs E France
Mrs H Hodson (from 01.01.19)

Welfare Officer
Librarian/Before & After School Clubs
Assistant SENCO

Ms D Stangroom
Mrs E Bell
Mrs D Farnell

Teaching Assistants

Mrs K Slater

The Key Educational Trust

Mrs H Hodson
Mrs C Clews
Mrs S Weaver
Mrs A Jagadheesan
Mrs H Sigley (Casual)

Laboratory/ D & T Technician
ICT Technician

Mrs J Whitby
Mr A Bailey

Site Supervisor

Mr C Warner

LUNCHTIME SUPERVISORS

Senior Supervisor
Supervisors

Mrs J Bakker
Miss J Barraclough
Mrs S Walters
Mrs S Wilkins
Mrs H Sigley
Mrs S Wheatley
Mrs A-M Baines (from 04.03.19)

Staffing Establishment Autumn Term 2019 (CCFS)

Executive Headteacher

Mrs A Graham

TEACHING STAFF

YR Class Teacher
Y1 Class Teacher – (Senior Teacher)/SLT
Y2 Class Teacher
Y3 Class Teacher
Y4 Class Teacher
Intervention & PPA (P/T)

Miss A Richardson
Miss S A Barr
Mrs R Doyle
Mrs E Morgan
Mr J Husbands
Miss A Babb

TEACHING ASSISTANTS

Mrs A Barnard
Mrs J Starkey
Mrs V Foster
Mrs D Elsmore
Miss E Jones

SUPPORT STAFF

PA/HR & Finance Officer/SLT
Clerical Assistant & Snr LSA
Handyperson

Mrs J Smith
Mrs A Farr
Mr S Hallows

LUNCHTIME SUPERVISORS

Mrs K Bruce
Mrs H Castell-Boote

Staffing Establishment Autumn Term 2019 (OFS)

TEACHING STAFF

Executive Headteacher
Head of School/Teacher
Teacher

Mrs A Graham
Mrs M Melling
Mrs B Hitchin

The Key Educational Trust

Teacher
Teacher
Teacher
Teacher

Mrs S Dawson
Mrs S Mannering
Mrs V Potts
Mrs B Grey (until Easter 2019)

Teaching Assistant/Nursery Nurse
Teaching Assistant/Nursery Nurse
Teaching Assistant/Lunchtime Supervisor

Mrs J Bradbury
Mrs V Hooley
Mrs K Caswell

SUPPORT STAFF

Office Manager
Caretaker
Catering Supervisor

Mrs H Arnold
Mr R Tinsley
Mrs Felgate

Lunchtime Supervisors

Mrs Dale
Mrs Caswell
Mrs Chidlow

Cleaner

Mrs Baines

The Key Educational Trust

Directors' Report

The Directors present their Annual Report together with the audited financial statements of the Key Educational Trust (KET) for the year ended 31 August 2019.

Structure, Governance and Management

Constitution

The KET is a company limited by guarantee and an exempt charity. The Charitable Company's memorandum and Articles of Association are the primary governing documents of the Trust.

The Directors form the Trust Board of the KET and the Chair and Vice Chair are also the Directors of the Charitable Company for the purposes of company law. The Charitable Company is known as Key Educational Trust (company number 07702214).

Details of the Directors who served throughout the year except as noted are included in the Reference and Administrative Details on page 2.

Members' Liability

Each member of the Charitable Company undertakes to contribute to the assets of the Charitable Company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

Directors' Indemnities

Through the year, the Directors have been indemnified in respect of their legal liability for financial loss arising as a result of a negligent act, accidental error or omission in the course of their official duties. As explained in Note 11 to the Financial Statements, the limit of this indemnity is £2,000,000.

Principal Activities

The principal activity of the KET is to provide a quality, free education for young people, aged 9 to 13, with the emphasis being on raising levels of achievement.

Method of Recruitment and Appointment or Election of Governors for local governing bodies

The processes for appointing or electing the various types of Governor at the KET are as follows:

- 1) *Foundation Governor* – The Trustees of the Key Educational Trust have fully adopted the Lichfield Diocesan Board of Education Policy on Foundation Governors. This sets out the qualifications required and pre-appointment checks. It also details the appointment procedure together with suspension and/or removal procedures. This document is available upon request from the Trust.
- 2) *Parent Governors* – Parents, including carers, of registered pupils at the Academy are eligible to stand as individuals for election as a Parent Governor. They are elected by other parents at the Academy as individuals who are representative of the parental body. Suitable procedures have been put in place for the conduct of Parent Governor elections.
- 3) *Staff Governors* – Both teaching and support staff paid to work at the Trust are eligible for staff governorship. Suitable procedures have been put in place for the conduct of Staff Governor elections.
- 4) *Local Authority Governors* – The Local Authority Governor was appointed by the Local Authority when the school was a maintained school and the Governing Body elected to keep the position upon conversion.

Directors' Report (continued)

Policies and Procedures Adopted for the Induction and Training of Trustees/Directors and Governors

Following their appointment/election all new Governors receive an introduction to their role from the Chair of Governors and Principal. This introduction includes tours of the school's sites and the opportunity to meet other members of the Senior Management Team.

The Board of Directors at the KET are committed to providing adequate opportunities for Governors to undertake and receive suitable training so as to enable them to undertake their role more effectively.

To this end the Board of Directors maintains a Service Level Agreement with the Staffordshire County Council's Governor Services Department. This Agreement allows for any or all of the members of the Governing bodies to attend any of the training courses provided by Staffordshire County Council.

All new Governors/Directors are actively encouraged to take advantage of this agreement so as to gain a better understanding of the role and responsibilities of being a school Governor. Additionally, Governors with specific roles within the Board of Directors/local Governing Bodies are strongly encouraged to undertake specific training.

The training and induction provided for new Governors and Trustees will depend upon their existing experience. Specific training sessions are arranged for Governors/Directors as and when required.

Organisational Structure

The KET is supported of the Board of Directors and the seven members (as detailed on page 2), including the Chair of the Board of Directors.

In accordance with the Articles of Association, the KET has adopted revised Terms of Reference. There have been six full Board of Directors meetings in this period, and three committee meetings. There was also an AGM in December 2018.

During the first Board of Directors meeting of the period (September 2018) and the first KET Board Meeting (October 2018), the Chair and Vice-Chair were elected, together with Directors holding specific responsibilities. The full Board of Directors has seven members. Further to this there are two committees, each with its individual focus on specific areas of the Trust. Members of the senior leadership teams regularly attend meetings in order to provide key updates to Directors. There is a minimum of three Directors on each of these committees.

The KET had the following Board members (September 2018):

- a) 9 Board members appointed by the Trust Members which includes:
- b) 6 skill-based Directors representing the three schools within the Trust;
- c) 2 co-opted;
- d) The Principal/CEO.

The Directors who were in office at the date of the annual report, and those who served through the period are shown on page 2.

The day to day management of the charity is delegated to the Senior Leadership Teams, as shown on page 2.

The Key Educational Trust

Directors' Report (continued)

Risk Management

The Directors confirm that the major risks to which the Trust is exposed have been reviewed and systems have been established to mitigate those risks. The principal risks and uncertainties facing the Trust are as follows:

Risk Description	Action
Diminishing public perception due to possible failure to meet Ofsted's increased criteria.	School self-evaluation updated, new Improvement Plan developed in conjunction with staff and Directors, review of procedures
Disruption of pupils' education as a result of strike action (e.g. action over public sector pensions)	Take reasonable steps to keep the Trust open as normal without compromising strike action.
Financial uncertainties due to: <ul style="list-style-type: none">• Lack of information more than a year in advance• Changes in funding formula• Cost pressures (e.g. fuel, LGPS contributions, incremental drift)	Contribute to LA consultation process about funding proposals, raise concerns with EFA, plan according to current information (4 or 5 form entry, demographics, salary modellers)

Where significant financial risk remains, the Directors have ensured that they have in place adequate insurance cover. The Trust has an effective system of internal controls as detailed below.

Statement on the system of internal financial controls

As Directors, we acknowledge we have overall responsibility for ensuring that the Trust has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives and can provide only reasonable, not absolute assurance against material misstatement or loss.

The Board of Directors has delegated the day-to-day responsibility to the CEO, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between the Key Educational Trust and the Secretary of State for Education. They are also responsible for reporting to the Board of Directors any material weaknesses or breakdowns in internal control.

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Trust for the year ended 31 August 2019 and up to the date of approval of the annual report and financial statements.

Capacity to Handle Risk

The Board of Directors have reviewed the key risks to which the Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Directors is of the view that there is a formal ongoing process for identifying, evaluating and managing the Trust's significant risks that has been in place for the year ending 31 August 2019 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Directors.

The Key Educational Trust

Directors' Report (continued)

The Risk and Control Framework

The Trust's system of internal financial controls is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Board of Directors;
- regular reviews by the Finance Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performances;
- clearly defined purchasing (asset purchase or capital investment) guidelines;
- delegation of authority and segregation of duties;
- identification and management of risks.

The Board of Directors have considered the need for a specific internal audit function and has retained a service level agreement with Staffordshire County Council. The Key Educational Trust used the Finances committee to carry out the functions of an audit committee. The LA report to the RO giving advice on financial matters and performing a range of checks on the Trust's financial systems – this year the reports have been produced for Christ Church Academy. On a termly basis, the RO reports to the Board of Directors on the operation of the systems of control and on the discharge of the Board of Directors' financial responsibilities. The Directors are satisfied that the RO's function has been delivered in line with the EFA's requirements. No material control issues have been identified as a result of the RO's work.

Review of Effectiveness

As Accounting Officer, the CEO has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the Responsible Officer;
- the work of the external auditor;
- the work of the executive managers within the Trust who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance Committee.

Connected Organisations, including Related Party Relationships

The School Fund of all three schools within the Trust has been aggregated into these accounts as the funds are under the control of the Trust. The income and expenditure of the School Fund are shown in the Trust's restricted and unrestricted general funds, as appropriate.

Objectives and Activities

Objects and Aims

The Trust holds a firm belief that in order to achieve our goals we will work in true partnership. The key stakeholders are the Directors, staff, pupils, parents, the community and other external influences. Through working together to an agreed set of guiding principles that will govern this partnership, we will create the foundation on which the partnership will flourish.

The Key Educational Trust

Directors' Report (continued)

The principal activity of the Company is the operation of Key Educational Trust to provide education for pupils of differing abilities between the age of 4 and 13 with the emphasis being placed on raising levels of achievement. The key areas are:

<i>Teaching and Learning;</i>	The curriculum, new technologies, inclusion and equality, intervention
<i>Leadership and Management;</i>	Trust Organisation and Design, Workforce reform
<i>Resources;</i>	Financial management, deployment, school environment
<i>Community;</i>	Pupil support, mentoring, partnership of schools

The four areas listed above are essential and integral to the raising of achievement and it is the inter-relationship between these four areas which brings about pupil progress.

Objectives, Strategies and Activities

Within the key areas the main priorities across the Trust are listed below:

Teaching and Learning:

- To work with Leadership and Management to ensure that highly structured schemes of work reflect progression and differentiation;
- To work with Leadership and Management to ensure that assessment is effectively embedded in schemes of work;
- To review the use of data to focus on student progression;
- To ensure that work is matched to the needs and abilities of pupils
- To provide training opportunities in monitoring progression, learning walks, observation and work scrutiny;
- To ensure that effective intervention strategies are in place to drive for improvement alongside the SENCO and Senior Leaders;
- To work with Leadership and Management to maintain tracking and monitoring systems to deliver planned progression targets.

Leadership and Management:

- To manage each Academy's ongoing development;
- To analyse education policy changes and develop appropriate strategic planning;
- To develop effective leadership in the Academies with an emphasis on senior and middle leadership;
- To further develop leadership capacity across the Trust as well as within individual Academies;
- To review self-review and evaluation processes/systems in order that priorities be met;
- To ensure the necessary meeting infrastructures are in place linked to effective CPD.

Resources:

- To work with Leadership and Management to ensure that all the necessary infrastructures are in place in order to enable progression to take place
- To work strategically with Leadership and Management to ensure that succession planning allows for continued high quality provision
- To work with Teaching and Learning to ensure priorities for effective training opportunities are resourced

Community:

- To develop collaborative working arrangements with stakeholders, this includes parents, local businesses and feeder first schools
- To develop systems to share the best practice within the Trust and across the local partnership of schools
- To evidence the Christian ethos of the Trust within the community
- To develop opportunity for other partnership schools to join the Trust

The Key Educational Trust

Directors' Report (continued)

Other Strategies and Policies:

Equal Opportunities

The Trust recognises that equal opportunities should be an integral part of good practice within the workplace. The Trust aims to establish equal opportunities in all areas of its activities including creating a working environment in which the contribution and needs of all people are fully valued.

Disabled Persons

Due to the age and nature of its premises Christ Church Academy (CCA) cannot offer complete access to all curriculum areas and facilities at present. However, within these constraints, CCA has made a number of reasonable adjustments to cater for staff and students with a range of disabilities and is committed to making further improvements to provide increased access.

The Trust has implemented a number of detailed policies and guidelines in relation to all aspects of personnel matters including:

- Equal Opportunities Policy
- Health & Safety Policy
- ICT Security Policy
- Pay Policy
- Performance Management Policy
- Safeguarding Policy

In setting our objectives and planning our activities the Board of Directors have given careful consideration to the Charity Commission general guidance on public benefit.

Public Benefit

The Board of Directors have considered the Charity Commission's guidance on Public Benefit. The key public benefit delivered by KET is the maintenance and development of the high quality education provided by the school to the young people within the local community. In doing this KET not only offers a broadly-based academic education but aims to educate the whole individual. A very wide-range of extra-curricular activities, educational trips, visits and foreign exchange programmes are offered and undertaken.

Achievements and Performance

The Trust has enjoyed another successful year with children achieving well in statutory national tests and Y1 to Y2 and Y6. Numbers for entry at Year 5 at Christ Church Academy were strong as were those for Reception in Christ Church First School and Oulton First School. Christ Church Academy again published a temporary PAN of 150 to meet parental demand for places.

There has been a continued focus on aligning/standardising policies and procedures across the Trust most notably Safeguarding, Human Resources, Pupil Attendance, Compliments and Complaints, Performance Management and Open Morning. Both first schools now have the same approach to the teaching maths through the 'Maths No Problem' approach.

Performance for Christ Church First School and Oulton First School are detailed below alongside that of Christ Church Academy.

Extra-curricular and enrichment achievements

• **Christ Church Academy**

The Academy has maintained a broad and balanced curriculum for all year groups and this is supported by a rich and varied programme of enrichment and extra-curricular activities. This programme covers a wide range of musical, artistic, sporting, and academic opportunities and is very well attended by both girls and boys. The

The Key Educational Trust

Directors' Report (continued)

October Open Morning on a Saturday morning in October was supported by well over 100 children running activities in classrooms, speaking to visitors and acting as guides to prospective parents.

The children at the Academy have enjoyed significant success in local, district and county sports competitions as well as art competitions such as the Rare Breeds event and the County Council Christmas Card competition.

The place of the Academy in the community is of great importance and children are keen to participate in community activities such as supporting first school sports and arts events. Children have the opportunity to showcase their talents to the wider school community through music concerts, art and DT exhibitions, dancing and drama. They have also been involved in BBC Radio Stoke's litter pick, Stone Town Council's Christmas card competition, Guide Dogs for the Blind blindfolded walk, Remembrance Day parade

The annual summer concert, 'Stone Rocks', is a unique opportunity for children to perform in a more public manner. The children were very well supported by their peers, family, friends and members of the local community. Children excelled at the annual Stafford and Stone Sports Partnership Dance Festival, at the Stafford Gatehouse Theatre and the choir and artists took part in the Stone Lights ceremony and Advent Window event.

Children act as courageous advocates in seeking to support a wide range of local and national charities such as: Cancer Research UK, Macmillan Cancer Support, Donna Louise Trust, Stone Foodbank, Christmas Box to name a few.

The core curriculum has been enhanced through seeking inspiring and relevant enrichment activities. This year activities have included amongst others: Y5 Stone Police Station visit, Y7 Big Bang at the NEC, Year 5 team building day at Birches Valley, UK Maths Challenge, Slaters Chemistry Festival at Keele University, Y6 Outdoor Activities residential week, Y7 North Wales Science and Geography residential week, Y8 Parliament trip, whole school Sports Day at local athletics stadium, Y6 Victorian visit to Quarry Bank Mill and Y8 residential week just outside Paris, Year 8 Tenner Challenge. A European ski trip is scheduled for Spring 2020.

A curriculum review has begun to comprehensively map out the knowledge and skills across the years and linking it to the vision leaders have for the children at the Academy. The curriculum has not been narrowed or constricted in any way in an attempt to influence results in national tests and therefore children enjoy an imaginative diet of learning opportunities across the wide range of subjects.

Children at the Academy enjoy great support from the local parish team who lead weekly worship time and support the running of the 'Pursuit' extra-curricular club. This club offers children the opportunity for pupils to explore their own beliefs and learn more about the Christian faith.

- ***Oulton First School***

There is a rich programme of extra-curricular and enrichment opportunities at Oulton. Children are given the opportunity to experience trips based on the theme for the half term.

Clubs run during and after the school day are well attended and include activities such as dance, football, choir, eco club, gardening, art and crafts and cooking to name a few. Professional sports coaches run after-school clubs and they are well-attended. There is a charge for all after-school clubs to try and offset costs incurred.

Approximately 15 children returned to support the Open Morning in November, showing parents and children different activities and providing a warm reception.

The Oulton First School choir continues to be involved in many community events over the year. They represent the school at major local events such as the Stone Lights switch on, Advent Window opening, the Oulton PTFA Christmas Fayre, Walton Community Fair as well helping raise funds for charities including St John's and Children in Need.

The school provides a wide range of enrichment trips and opportunities to support the broad and balanced curriculum. Examples of such trips include trips to Chester, Gatehouse Theatre, Ford Green Hall, Reaseheath

Directors' Report (continued)

Zoo, Birmingham Aston Hall, Tatton Park, as well as our wonderful Forest School work that happens weekly at Kibblestone International Scout Camp.

The school is very well supported by the local church, St John's. Member of the church lead the school in worship once a week and provide a venue for Harvest, Christmas and Easter Services.

• *Christ Church First School*

Pupils at Christ Church C.E. First School benefit from a rich variety of extra-curricular opportunities. These take place during and after the school day and involve sporting, musical, artistic and academic activities. These clubs are extremely popular. Our choir and artists contributed to the Stone Lights ceremony and advent window event.

In September 2019, we chose not to employ sports coaches to support the teaching of PE across the school. Instead, we have made use of expertise within the MAT and have appointed a teacher for 1 day per week (equivalent) to teach PE to all year groups. This ensures there is continuity of staff, quality first teaching and a wider range of activities to incorporate gymnastics and dance. Mrs Roberts also runs an after-school sports club, which will cover a wide range of different sporting activities. This complements the football club for Y4. Entrust music services deliver our music curriculum and pupils enjoy learning to sing and play musical instruments as a class, enhancing their team.

Our children enjoy a thematic curriculum and this is supported through trips and activity days such as: dragon day, adventurers day, whole school projects, such as Clay School activities and science week activities to name a few.

Open morning – The format is the same across the KET now. Our open morning involved pupils welcoming our visitors and working on classes to showcase the school. We are hopeful that this will lead to new children attending our school in the near future.

Pupils have strong community links with the local church, local businesses and council. Pupils take part in competitions and events that enhance the school and local area. For example, BBC Radio Stoke's litter pick, Stone Town Council's Christmas card competition, Guide Dogs for the Blind blindfolded walk, Remembrance Day parade. The school supports a number of charities each year such as The Stone Food Bank (who receive our harvest gifts), Christian Aid and Younger Minds to name a few.

Our Eco-Heroes are our ambassadors for saving the planet and for saving our schools resources! Christ Church C.E. First School have arranged enrichment trips to support learning across the curriculum. This includes an annual residential trip to Standon Bowers for our Year 4 pupils. This prepares Year 4 for finishing their First School education and make final preparations for their move into Middle Schools. It also reinforces relationships with staff and their peers. We also welcome visiting theatre groups and make as much use of the local area to enrich the school curriculum. (E.g. Downs Banks, Crown Meadow and the canal.)

Our school community continued to benefit from excellent links with the parish team who lead a weekly 'Open Book' worship. We also invite parents into school, on a rota basis, for family worship where classes have the opportunity to showcase the work they have done on the worship theme for the half term. These are always well attended.

2019 Data

2018/19 CCFS	Sch 2017	Sch 2018	Sch 2019	LA	National	2018/19 OFS	Sch 2017	Sch 2018	Sch 2019	LA	National
EYFS GLD	82	84	82.8	74.4	71.8	EYFS GLD	88	92.9	81.3	74.4	71.8
Y1 Phonics	83	87	77.8	83.6	81.9	Y1 Phonics	93	86.7	100	83.6	81.9
Y2 Phonics	96	100	66.7	52.5	55.9	Y2 Phonics	100	100	100	52.5	55.9
KS1 Reading	85	82.1	92.3	77.4	74.9	KS1 Read	83	78.6	93.3	77.4	74.9
Greater depth	31	50	46.2	26.5	25	Greater depth	33	36	20	26.5	25

The Key Educational Trust

KS1 Writing	85	82.1	84.6	72	69.2	KS1 Writing	92	79	80	72	69.2
Greater depth	19	32.1	26.9	15	14.8	Greater depth	0	29	13.3	15	14.8
KS1 Maths	84	89.3	88.5	78.5	75.6	KS1 Maths	75	79	80	78.5	75.6
Greater depth	38	35.7	38.5	22.3	21.7	Greater depth	0	21	20	22.3	21.7
KS1 Science	92	89.3	92.3	84.1	82.3	KS1 Science	92	93	100	84.1	82.3
KS1 GPS	65	92	81			KS1 GPS	92	92	75		
Greater depth	25	32	27			Greater depth	32	32			
KS1 RWM	75	75	84.6	67.9	64.9	KS1 RWM	67	64.3	80	67.9	64.9
Greater depth	15.4	10.7	15.4	11.4	11.2	Greater depth	0	21.4	13.3	11.4	11.2

CCA KS2 SATs	Sch 2017	Sch 2018	Sch 2019	LA 2019	National 2019
Reading	71	78	74	73	73
Greater depth	24	30	23	26	27
Writing TA	90	89	80		78
Greater depth	6	5	26		20
GPS	60	70	76	78	78
Greater depth	7	16	21	34	36
Maths	68	76	81	79	79
Greater depth	24	24	25	24	27
RWM	62	66	65		65
Greater depth	24	3	14		11

In order to have benchmark data which can be compared to other schools nationally, CCA uses GL Assessments in both English and Maths.

A baseline assessment is taken at the start of Year 5 and then at the end of each Academic Year.
The average score for each cohort is 100.

CCA English Attainment – GL Assessment

Cohort	Current Year group	Attainment (Average Scaled Scores)				
		Baseline	End of year 5	End of Year 6	End of Year 7	End of Year 8
2019	5	99.1				
2018	6	107.4	105.1			
2017	7	102.6	102.0	103.8		
2016	8	105.6	105.1	107.1	109.0	
2015	9	101.1	103.0	101.4	105.4	104.8

CCA Maths Attainment – GL Assessment

Cohort	Current Year group	Attainment (Average Scaled Scores)				
		Baseline	End of year 5	End of Year 6	End of Year 7	End of Year 8
2019	5	94.1				
2018	6	98.1	104.2			
2017	7	95.3	100.8	101.7		
2016	8	97.3	105.4	101.8	108.2	
2015	9		100.5	98.2	106.6	110.4

The Key Educational Trust

Directors' Report (continued)

To ensure that standards are maintained, the Trust Academies operate a policy of lesson observations, intervention groups, moderation of assessments, book and planning trawls, pupil voice interviews and learning walks. Data tracking is carried out regularly to facilitate early intervention.

Key Performance Indicators

The following key performance indicators are considered when reviewing performance:

EYFS

Percentage of EYFS pupils achieving a Good Level of Development (GLD)

Key Stage 1

Percentage of Y1 pupils achieving expected standard in Phonics

Percentage of Y2 pupils achieving expected standard in Phonics in retest

Percentage of Y2 pupils achieving expected standard in Reading, Writing, Maths and Science

Key Stage 2

Percentage of pupils achieving scaled score of 100+

Percentage of pupils achieving scaled score of 100+ in Reading, Writing and Maths

Percentage of pupils making expected+ progress from KS1 to KS2 - IDSR

Going Concern

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the three Academies have adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies note of the financial statements.

Financial Review

The majority of the Trust's income in the year was its General Annual Grant (GAG), the use of which is restricted to use in the furtherance of the objects of the Trust. The GAG received during the period covered by this report and the associated expenditure is shown as restricted funds in the Statement of Financial Activities.

Total income for the Trust during the year was £4.041m (2018 £3.636m) and total expenditure was £4.009m (2018 £3.7m), giving rise to a deficit of £0.058m (2018 £0.064m).

The Trust had cash reserves of £1.117m at the year-end (2018 £1.211m).

The Trust's restricted funds at the year-end were £5.031m (2018 £5.515m) and its unrestricted funds were £0.426m (2018 £0.376m).

The Directors remain concerned with the deficit that the Local Government Pension Fund is reporting. (See Note 25 to the Financial Statements).

Reserves Policy

The level of reserves held takes into account the nature of income and expenditure streams, the need to match them with commitments, including future capital projects and the need to maintain sufficient reserves to cover any unexpected urgent expenditure requirements.

The Directors have identified a number of priorities for capital projects to improve the Trust's facilities. The level of reserves will be kept under review by the Board of Directors.

Investment Policy

The Trust holds no realisable investments. It does hold cash at bank and the Board of Directors has adopted a low risk strategy in respect of these funds, their primary concern being to maintain adequate funds in the current account, to cover all anticipated requirements.

The Key Educational Trust

Directors' Report (continued)

Plans for Future Periods

In accordance with the aims of the Key Educational Trust, it will continue to drive improvements in the levels of performance of its pupils at all levels. It will continue its efforts to ensure that all pupils are well prepared for the next stage of their education. The Trust will continue to develop its facilities for its pupils and staff and is currently considering a number of potential projects to improve the premises.

Funds held as Custodian Trustee on behalf of others

During the year ended 31 August 2019, Key Educational Trust did not hold any funds as a custodian trustee on behalf of any other charitable organisation.

Auditor

In so far as the Directors are aware:

- there is no relevant audit information of which the Trust's auditor is unaware; and
- the Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by order of the members of the Board of Directors on 9 December 2019 and signed on its behalf by:

Mrs G Latos (Chair)

The Key Educational Trust

Directors' Statement

Scope of Responsibility

As Directors, we acknowledge we have overall responsibility for ensuring that Key Educational Trust has an effective and appropriate system of control, financial and otherwise. However such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Board of Directors has delegated the day-to-day responsibility to the CEO, as Accounting Officer, for ensuring financial controls conform to the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Key Educational Trust and the Secretary of State for Education. They are also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

Governance

The framework of the Trust is detailed within our Directors Report, starting on page 7 of these financial statements.

Review of Value for Money

As Accounting Officer, the Principal has responsibility for ensuring that the Trust delivers good value in the use of public resources. The Accounting Officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The Accounting Officer considers how the Trust's use of its resources has provided good value for money during each academic year, and reports to the board of Directors where value for money can be improved, including the use of benchmarking data where available. The Accounting Officer has set out in detail how the Trust has delivered improved value for money during the year in the Value for Money Statement issued. A summary of the key areas are as follows:

- Improving educational outcomes
- Financial governance and oversight
- Procurement
- Income generation
- Reviewing controls and managing risk
- Future plans and lessons learned.

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Trust's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Key Educational Trust for the year ended 31 August 2019 and up to the date of approval of the annual report and financial statements.

Capacity to Handle Risk

The Board of Directors has reviewed the key risks to which the Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Directors is of the view that there is a formal ongoing process for identifying, evaluating and managing the Trust's significant risks that has been in place for the period ending 31 August 2019 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Directors.

The Risk and Control Framework

The Trust's system of internal financial controls is based on a framework of regular management information and

The Key Educational Trust

Directors' Statement (continued)

administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Board of Directors;
- regular reviews by the Finance Lead of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performances;
- clearly defined purchasing (asset purchase or capital investment) guidelines;
- delegation of authority and segregation of duties;
- identification and management of risks.

The Board of Directors have considered the need for a specific internal audit function and has retained a service level agreement with Staffordshire County Council. The Key Educational Trust used the Finances committee to carry out the functions of an audit committee. The LA report to the RO giving advice on financial matters and performing a range of checks on the Trust's financial systems – this year the reports have been produced for Christ Church Academy. On a termly basis, the RO reports to the Board of Directors on the operation of the systems of control and on the discharge of the Board of Directors' financial responsibilities. The Directors are satisfied that the RO's function has been delivered in line with the EFSA's requirements. No material control issues have been identified as a result of the RO's work.

Review of Effectiveness

As Accounting Officer, the CEO has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the Responsible Officer;
- the work of the Premises Committee, undertaking the functions of an audit committee;
- the work of the executive managers within the Trust who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance Committee.

Charity Commission general guidance on public benefit.

Approved by order of the members of the Board of Directors on 9 December 2019 and signed on its behalf by:

Mrs G Latos
(Chair)

Mr C M Wright
(Accounting Officer)

The Key Educational Trust

Statement on Regularity, Propriety and Compliance

As Accounting Officer of the Key Educational Trust, I have considered my responsibility to notify the Academy's Board of Directors and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with ESFA terms and conditions of funding, under the funding agreement in place between the Academy and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2018.

I confirm that I and the Academy's Board of Directors are able to identify any material irregular or improper use of funds by the Academy, or material non-compliance with the terms and conditions of funding under the Academy's funding agreement and the Academies Financial Handbook 2018.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the Board of Directors and ESFA.

Mr C M Wright
Accounting officer

9 December 2019

Statement of Directors' Responsibilities

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

Company law requires the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Trust and of the incoming resources and application of resources, including the income and expenditure of the Trust for the year. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS102) 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 Trust will continue in operation.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Trust's transactions and disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are responsible for ensuring that in its conduct and operation the Trust applies financial and other controls which conform to the requirements both of propriety and good financial management. They are also responsible for ensuring that grants received from the Education and Skills Funding Agency, an executive agency of the Department for Education, have been applied for the purposes intended.

In so far as the Directors are aware:

- there is no relevant audit information of which the Trust's auditor is unaware; and
- the Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the Trust's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the Board of Directors on the 9 December 2019.

And signed on its behalf by:

Mrs G Latos
(Chair)

The Key Educational Trust

Independent Auditor's Report to the Members of The Key Educational Trust

We have audited the financial statements of the Key Educational Trust ("the Trust") for the year ended 31 August 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019 issued by the Education and Skills Funding Agency.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Trust's affairs as at 31 August 2019, and of its 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, the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019 issued by the Education and Skills Funding Agency.

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 Trust 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 Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Trust'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 Directors are responsible for the other information. The other information comprises the information included in the Director's 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.

The Key Educational Trust

Independent Auditor's Report to the Members of The Key Educational Trust (continued)

Opinion on other matter 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 Directors' Report (incorporating the strategic report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the 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 Directors

As explained more fully in the Statement of Directors' Responsibilities set out on page 21, the Directors 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 Directors 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 Directors are responsible for assessing the Trust'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 Directors either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.

The Key Educational Trust

Independent Auditor's Report to the Members of the Key Educational Trust (continued)

- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the Trust'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 Trust's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Peter Plant BA FCA (Senior Statutory Auditor)
For and on behalf of Plant & Co Limited, Chartered Accountants and Statutory Auditor
17 Lichfield Street
Stone
Staffordshire
ST15 8NA

Date: 9 December 2019

The Key Educational Trust

Independent Reporting Accountant's Assurance Report on Regularity to The Key Educational Trust and the Education and Skills Funding Agency

In accordance with the terms of our engagement letter dated 1 October 2019 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies: Accounts Direction 2018 to 2019, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by The Key Educational Trust's during the period 1 September 2018 to 31 August 2019 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to The Key Educational Trust and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to The Key Educational Trust and the ESFA those matters we are required to state in a 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 Key Educational Trust and the ESFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of the Key Educational Trust's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of The Key Educational Trust's funding agreement with the Secretary of State for Education dated 29 July 2014 and the Academies Financial Handbook, extant from 1 September 2018, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies: Accounts Direction 2018 to 2019. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 September 2018 to 31 August 2019 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

Approach

We conducted our engagement in accordance with the Academies Accounts Direction 2018 to 2019 issued by the ESFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the Trust's income and expenditure.

The work undertaken to draw our conclusions includes:

- scrutinising ledgers and supporting evidence regarding the use of restricted funds;
- checking opening and closing fund reconciliations;
- reviewing the financial management information prepared by the finance committee and the minutes of the meeting of Directors; and
- undertaking assurance based testing as additional procedures in each area of our audit work, focusing on both the use of funds and the understanding by the accounting officer and Directors of their respective responsibilities, in particular how the systems in place assisted them in fulfilling those responsibilities.

Conclusion

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 September 2018 to 31 August 2019 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

The Key Educational Trust

Independent Reporting Accountant's Assurance Report on Regularity to The Key Educational Trust and the Education and Skills Funding Agency (continued)

Peter Plant BA FCA
Reporting Accountant

Plant & Co Limited
Chartered Accountants and Registered Auditors
17 Lichfield Street
Stone
Staffordshire
ST15 8NA

Date: 9 December 2019

The Key Educational Trust

Statement of Financial Activities for the year ended 31 August 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted Funds £000	Restricted General Funds £000	Restricted Fixed Asset Funds £000	Total 2019 £000	Total 2018 £000
Income and endowments from:						
Donations and capital grants	2	9	-	210	219	168
Transfer from local authority on conversion		-	-	-	-	-
Charitable activities:						
Funding for the Trust's educational operations	5	-	3,782	-	3,782	3,413
Provision of boarding activities	28	-	-	-	-	-
Other trading activities	3	39	-	-	39	54
Investments	4	1	-	-	1	1
Total		49	3,782	210	4,041	3,636
Expenditure on:						
Raising funds	6	-	93	-	93	92
Charitable activities:						
Trust's educational operations	7,8	-	3,848	158	4,006	3,608
Provision of boarding activities	28	-	-	-	-	-
Other		-	-	-	-	-
Total	6	-	3,941	158	4,099	3,700
Net incomed (expenditure)		49	(159)	52	(58)	(64)
Transfers between funds	15	1	30	(31)	-	-
Other recognised gains / (losses)						
Actuarial (losses)/gains on defined benefit pension schemes	15, 25	-	(376)	-	(376)	210
Net movement in funds		50	(505)	21	(434)	146
Reconciliation of funds:						
Total funds brought forward	15	376	(385)	5,900	5,891	5,745
Total funds carried forward	15	426	(890)	5,921	5,457	5,891

All income and expenditure derive from continuing activities.

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

The Key Educational Trust

Balance sheet as at 31 August 2019

	Notes	2019 £000	2019 £000	2018 £000	2018 £000
Fixed assets					
Tangible assets	12		5,921		5,880
Current assets					
Stock		-		-	
Debtors	13	121		116	
Cash at bank and in hand		1,117		1,211	
		<u>1,238</u>		<u>1,327</u>	
Liabilities					
Creditors: Amounts falling due within one year	14	392		496	
Net current assets			<u>846</u>		<u>831</u>
Total assets less current liabilities			<u>6,767</u>		<u>6,711</u>
Creditors: Amounts falling due after more than one year			-		-
			<u>6,767</u>		<u>6,711</u>
Net assets / (liabilities) excluding pension liability					
Defined benefit pension scheme liability	25		1,310		820
Net assets / (liabilities) including pension liability			<u>5,457</u>		<u>5,891</u>
Funds of the Trust:					
Restricted funds					
Fixed asset fund	15	5,921		5,900	
General fund	15	420		435	
Pension reserve	15	(1,310)		(820)	
Total restricted funds			<u>5,031</u>		<u>5,515</u>
Unrestricted income funds	15		<u>426</u>		<u>376</u>
Total funds			<u>5,457</u>		<u>5,891</u>

The financial statements on pages 1 to 48 were approved by the Trustees', and authorised for issue on 9 December 2019 and are signed on their behalf by:

Reverend P Kingman
(Chair)
Company Limited by Guarantee
Registration Number 07702211

The Key Educational Trust

**Statement of Cash Flows
Year Ended 31 August 2019**

	Notes	2019 £000	2018 £000
Cash transferred on conversion		-	-
Cash flows from operating activities			
Net cash provided by/ (used in) operating activities	19	(106)	16
Cash flows from investing activities	21	12	(35)
Cash flows from financing activities	20	-	-
Change in cash and cash equivalents in the reporting period		<u>(94)</u>	<u>(19)</u>
Cash and cash equivalents at 1 September 2018		1,211	1,230
Cash and cash equivalents at 31 August 2019	22	<u>1,117</u>	<u>1,211</u>

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019

1 Statement of accounting policies

General Information

The Key Educational Trust is a company limited by guarantee incorporated in England. The address of the registered office is given in the Reference and Administrative Details beginning on page 2 of these financial statements. The nature of the Trusts operations and principal activities are set out in the Directors' Report beginning on page 7.

Basis of Preparation

The financial statements of the Trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the 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) (Charities SORP (FRS 102)), the Academies Accounts Direction 2018 to 2019 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Going Concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Trust to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements and have concluded that the Trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Trust's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Income

All incoming resources are recognised when the Trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

- **Grants receivable**

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund. Capital grants are recognised when receivable and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

Capital grants are recognised when receivable and are deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

1 Accounting Policies (continued)

- **Sponsorship income**
Sponsorship income provided to the Trust which amounts to a donation is recognised in the Statement of Financial Activities in the period in which it is receivable (where there are no performance-related conditions), where the receipt is probable and it can be measured reliably.
- **Donations**
Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.
- **Other income**
Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the Trust has provided goods or services.
- **Donated goods, facilities and services**
Goods donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. If it is practical to assess the fair value at 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 impractical 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".
- **Donated fixed assets (excluding Transfers on conversion/into the Academy)**
Where the donated good is a fixed asset it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the Trust's accounting policies.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

- **Expenditure on raising funds**

This includes all expenditure incurred by the Trust to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

- **Charitable activities**

These are costs incurred on the Trust trust's educational operations, including support costs and costs relating to the governance of the Trust apportioned to charitable activities.

All resources expended are inclusive of irrecoverable VAT.

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

1 Accounting Policies (continued)

Tangible Fixed Assets

Assets costing £2,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the Government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. The related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the Trust's depreciation policy. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line/reducing balance basis over its expected useful lives, as follows:

Long leasehold land	-	2% straight line
Long leasehold buildings	-	2% straight line
Fixtures, fittings and equipment	-	15% reducing balance
ICT equipment	-	15% reducing balance

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

Valuation of Occupied Property

The property known as Christ Church Academy at Old Road, Stone ST15 8JD is occupied under a 125 year lease, commencing 1 August 2014. The landlords are The Lichfield Diocesan Board of Education and Staffordshire County Council. The property was valued independently upon conversion and was treated as a restricted fixed asset fund donation for the year and included as fixed asset additions on the Balance Sheet.

The property has since been depreciated in accordance with the Trust's accounting policy and the original value has a net book value of £2.072m at the year end.

The properties known as Christ Church CofE (C) First School at Northesk Street, Stone ST15 8EP and Outton CofE (C) First School at Rock Crescent, Stone ST15 8UH are both occupied under individual licences with the Secretary of State and The Lichfield Diocesan Board of Educations, governed by Church Supplemental Agreements dated 30 March 2016.

In accordance with the guidance contained within the Academies Accounts Direction 2015 to 2016, both properties were independently valued upon conversion, were treated as a restricted fixed asset fund donations and were included as fixed asset additions on the Balance Sheet.

The properties have since been depreciated in accordance with the Trust's accounting policy and the original values have a net book value of £1.476m and £1.38m respectively at the year end.

The Directors acknowledge that the guidance relating to the accounting treatment of a property occupied under license has been revised in latest versions of the Accounts Direction. They will review the treatment at each year end, but based on the Church Supplemental Agreements currently in place, they believe that the existing treatment is the most appropriate.

Liabilities

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

1 Accounting Policies (continued)

estimated reliably. Liabilities are recognised at the amount that the Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions

Provisions are recognised when the Trust has an obligation at the reporting date as a result of a past event which it is probable will result in the transfer of economic benefits and the obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Leased Assets

Rentals under operating leases are charged on a straight line basis over the lease term.

Financial instruments

The Trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the academy trust and their measurement basis are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 13. Prepayments are not financial instruments. Amounts due to the charity's wholly owned subsidiary are held at face value less any impairment.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Stock

Where material, stock consists of purchased goods for resale. Where material, stocks are valued at the lower of cost and net realisable value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Taxation

The Trust is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Pensions Benefits

Retirement benefits to employees of the Trust are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in Note 25, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

The LGPS is a funded scheme and the assets are held separately from those of the Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

1 Accounting Policies (continued)

triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses.

Fund Accounting

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Trust at the discretion of the Trustees.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the Education and Skills Funding Agency/Department for Education/sponsor/other funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and includes grants from the Education and Skills Funding Agency/Department for Education.

Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

The Trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 25, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2019. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

Critical areas of judgement

The Trustees do not believe that there are any areas of judgement that are critical to the financial statements.

2 Donations and capital grants

	Unrestricted Funds £000	Restricted Funds £000	Total 2019 £000	Total 2018 £000
Capital grants	-	205	205	160
Donated fixed assets	-	-	-	-
Other donations	9	5	14	8
	<u>9</u>	<u>210</u>	<u>219</u>	<u>168</u>

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

Income from donations and capital grants was £219,000 (2018 - £168,000) of which £9,000 (2018 - £8,000) was attributable to unrestricted funds, £Nil (2018 - £Nil) was attributable to restricted general funds and £210,000 (2018 - £160,000) was attributable to restricted fixed asset funds.

Contingencies and unfulfilled conditions attaching to Government grants are detailed in note 23, where appropriate.

3 Other trading activities

	Unrestricted Funds £000	Restricted Funds £000	Total 2019 £000	Total 2018 £000
Hire of facilities	4	-	4	10
Provision of educational services	22	-	22	22
Trading income	13	-	13	22
	<u>39</u>	<u>-</u>	<u>39</u>	<u>54</u>

Income from other trading activities was £39,000 (2018 - £54,000) of which £39,000 (2018 - £54,000) was attributable to unrestricted funds, £Nil (2018 - £Nil) was attributable to restricted general funds and £Nil (2018 - £Nil) was attributable to restricted fixed asset funds.

4 Investment Income

	Unrestricted Funds £000	Restricted Funds £000	Total 2019 £000	Total 2018 £000
Short term deposits	1	-	1	1
	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>

Investment income was £1,000 (2018 - £1,000) of which £1,000 (2018 - £1,000) was attributable to unrestricted funds, £Nil (2018 - £Nil) was attributable to restricted general funds and £Nil (2018 - £Nil) was attributable to restricted fixed asset funds.

5 Funding for Trust's educational operations

	Unrestricted Funds £000	Restricted Funds £000	Total 2019 £000	Total 2018 £000
DfE/EFA revenue grants				
General Annual Grant (GAG)	-	3,319	3,319	3,207
Start-up grants	-	-	-	-
Other DfE/EFA grants	-	239	239	80
	<u>-</u>	<u>3,558</u>	<u>3,558</u>	<u>3,287</u>
Other Government grants				
Local authority grants	-	-	-	-
Special educational projects	-	42	42	34
	<u>-</u>	<u>42</u>	<u>42</u>	<u>34</u>
Other income from the Trust's educational operations		182	182	92
	<u>-</u>	<u>3,782</u>	<u>3,782</u>	<u>3,413</u>

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

Funding for Trust's educational operations was £3.782m (2018 - £3.413m) of which £Nil (2018 - £Nil) was attributable to unrestricted funds, £3.782m (2018 - £3.413m) was attributable to restricted general funds and £Nil (2018 - £Nil) was attributable to restricted fixed asset funds.

6 Expenditure

	Staff Costs £000	Non Pay Expenditure Premises £000	Other Costs £000	Total 2019 £000	Total 2018 £000
Expenditure on raising funds	-	-	93	93	92
Trust's educational operations					
Direct costs	2,408	158	275	2,841	2,744
Allocated support costs	572	195	398	1,165	864
	<u>2,980</u>	<u>353</u>	<u>766</u>	<u>4,099</u>	<u>3,700</u>

6 Expenditure (continued)

£Nil (2018 - £nil) of the above expenditure on the Trust's educational operations was attributable to unrestricted funds, £3.941m (2018 - £3.596m) was attributable to restricted general funds and £158,000 (2018 - £150,000) was attributable to restricted fixed asset funds.

	2019 £000	2018 £000
Net income/(expenditure) for the year includes:		
Operating lease rentals	-	-
Depreciation	158	150
(Gain)/Loss on disposal of fixed asset	-	-
Fees payable to auditor for:		
Audit	8	8
Other services	-	-
	<u>166</u>	<u>158</u>

Included within resources expended are the following transactions.

	Total £	Individual items above £5,000 Amount £	Reason
Ex-gratia payments	-	-	n/a
Compensation payments	-	-	n/a
Gifts made by the trust	-	-	n/a
Fixed asset losses	-	-	n/a
Stock losses	-	-	n/a
Unrecoverable debts	-	-	n/a
Cash losses	-	-	n/a

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

7 Charitable Activities

	Total 2019 £000	Total 2018 £000
<i>Direct costs – educational operations</i>	2,841	2,744
<i>Support costs – educational operations</i>	1,165	864
	4,006	3,608

Analysis of support costs

	Total 2019 £000	Total 2018 £000
Support staff costs	572	443
Depreciation	-	-
Premises costs	195	187
Other support costs	196	166
Governance costs	202	68
Total support costs	1,165	864

8 Staff

(a) Staff costs

	2019 £000	2018 £000
Staff costs during the period were:		
Wages and salaries	2,124	2,012
Social security costs	204	196
Operating costs of defined benefit pension schemes	363	348
	2,691	2,556
Supply staff costs	208	217
Staff restructuring costs	-	-
	2,899	2,773

Staff restructuring costs comprise:

Redundancy payments	81	-
Severance payments	-	-
Other restructuring costs	-	-
	81	-

(b) Staff severance payments

No severance payments were made during the year (2018: £Nil).

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

8 Staff (continued)

(c) Staff numbers

The average number of persons (including senior management team) employed by the Trust during the year, and the full time equivalents, was as follows:

	2019 Number	2019 Full-time equivalent	2018 Number	2018 Full-time equivalent
Charitable Activities				
Teachers	33	30.2	34	31.8
Administration and support	51	28.41	44	24.7
Management	9	8	10	10
	<u>93</u>	<u>66.61</u>	<u>88</u>	<u>66.5</u>

(d) Higher paid staff

The number of employees whose employee benefits (excluding employer pension contributions) exceeded £80,000 was:

	2019 No.	2018 No.
£60,001 - £70,000	1	2
£70,001 - £80,000	-	1
£100,001 - £110,000	1	1
	<u>2</u>	<u>4</u>

(a) Key management personnel

The key management personnel of the Trust comprise the Directors and the senior management team as listed on page 2. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the Trust was £529,180 (2018: £726,596).

9 Central services

Central services were provided by the Trust to its academies during the period and it made charges of £127,612 (2018 - £nil) relating thereto.

10 Related Party Transactions – Directors' Remuneration and Expenses

Principal and staff directors only received remuneration in respect of services they provided undertaking the roles of Principal and staff and not in respect of their services as Directors. Other Directors did not receive any payments, other than expenses, from the Trust in respect of their role as Directors. The value of the Directors remuneration was as follows:

C Wright (Principal and Trustee)	£120,001 - £125,000 (2018: £120,001 - £125,000)
A Graham	£75,001 - £80,000 (2018: £50,001 - £55,000)

During the year ended 31 August 2019, travel and subsistence expenses totalling £Nil (2018: £Nil) were reimbursed to the Directors.

Other related party transactions involving the Directors are set out in note 26.

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

11 Trustees' and Officers' Insurance

In accordance with normal commercial practice the Trust has purchased insurance to protect Trustees' and officers from claims arising from negligent acts, errors or omissions occurring whilst on Trust business. The insurance provides unlimited cover on any one claim. The cost of this insurance is included in the total insurance cost.

12 Tangible Fixed Assets

	Leasehold Land and Buildings £000	Furniture and Equipment £000	Computer Equipment £000	Motor Vehicles £000	Total £000
Cost					
At 1 September 2018	6,091	245	152	-	6,488
Transfer on conversion	-	-	-	-	-
Additions	161	5	33	-	199
Disposals	-	-	-	-	-
At 31 August 2019	6,252	250	185	-	6,687
Depreciation					
At 1 September 2018	406	122	80	-	608
Charged in year	125	19	14	-	158
Disposals	-	-	-	-	-
At 31 August 2019	531	141	94	-	766
Net book values					
At 31 August 2019	5,721	109	91	-	5,921
At 31 August 2018	5,685	123	72	-	5,880

13 Debtors

	2019 £000	2018 £000
Trade debtors	0	1
VAT recoverable	83	75
Other debtors	8	-
Prepayments and accrued income	30	40
	121	116

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

14 Creditors: amounts falling due within one year

	2019 £000	2018 £000
Trade creditors	68	145
Taxation and social security	91	85
Other creditors	65	63
Accruals and deferred income	168	203
	<u>392</u>	<u>496</u>

Deferred income

	2019 £000
Deferred income at 1 September 2018	189
Resources deferred in the year	58
Amounts released from previous years	(189)
Deferred income at 31 August 2019	<u>58</u>

At the balance sheet date, the Trust was holding funds relating to the period from 1 September 2019 through to 31 March 2020, including balances for the rates rebate, universal free school meals and devolved formula capital.

15 Funds

	Balance at 1 September 2018 £000	Incoming Resources £000	Resources Expended £000	Gains, Losses and Transfers £000	Balance at 31 August 2019 £000
Restricted general funds					
General Annual Grant (GAG)	391	3,319	(3,379)	31	362
Transfer on conversion	-	-	-	-	-
Other DfE/EFA grants	-	239	(239)	-	-
Other restricted funds	43	224	(209)	-	58
Pension reserve	(820)	-	(114)	(376)	(1,310)
Private sector sponsorship	1	-	-	(1)	-
	<u>(385)</u>	<u>3,782</u>	<u>(3,941)</u>	<u>(346)</u>	<u>(890)</u>
Restricted fixed asset funds					
Transfer on conversion	5,165	-	(140)	-	5,025
DfE/EFA capital grants	281	210	(10)	-	481
Capital expenditure from GAG	454	-	(8)	(31)	415
	<u>5,900</u>	<u>210</u>	<u>(158)</u>	<u>(31)</u>	<u>5,921</u>
Total restricted funds	<u>5,515</u>	<u>3,992</u>	<u>(4,099)</u>	<u>(377)</u>	<u>5,031</u>
Unrestricted funds					
Unrestricted funds	376	49	-	1	426
Total unrestricted funds	<u>376</u>	<u>49</u>	<u>-</u>	<u>1</u>	<u>426</u>
Total funds	<u>5,891</u>	<u>4,041</u>	<u>(4,099)</u>	<u>(376)</u>	<u>5,457</u>

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

15 Funds (continued)

Under the funding agreement with the Secretary of State, the Trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2019.

The specific purposes for which the funds are to be applied are as follows:

Closing Restricted General Funds were as follows:

General Annual Grant (£362,000)

The Principal has in place a schedule of improvements, both in IT and building infrastructure, the costs of which will be made from the GAG fund carried forward. There is no restriction on the balance that can be carried forward on this fund.

Other Restricted

School Fund (£58,000)

This represents the balance of funds held in the School Funds bank account.

Closing Restricted Fixed Asset Funds were as follows:

Transfer from Local Authority on conversion (£5,025,000)

This represents value of assets transferred upon conversion to the Trust, less depreciation accounted for on those assets.

DfE/EFA capital grants (£481,000)

Since conversion, certain amounts of capital expenditure have been financed out of GAG. This balance represents the amount of funding used in this manner, less the depreciation accounted for on those assets.

Capital expenditure from GAG (£415,000)

Since the conversion, certain amounts of capital expenditure have been financed out of GAG. This balance represents the amount of funding used in this manner, less the depreciation accounted for on those assets.

Closing Unrestricted Funds were as follows:

Unrestricted Funds (£426,000)

This fund represents the accumulation of unrestricted funds generated from activities. These funds are held to enable the Trust to accommodate any future GAG deficits and contingency costs.

Total funds analysis by Trust

Fund balances at 31 August 2019 were allocated as follows:

	2019 £000	2018 £000
Christ Church Academy	991	757
Christ Church First School	(130)	48
Oulton First School	(12)	(25)
The Key Educational Trust	(3)	31
Total before fixed assets and pension reserve	846	811
Restricted fixed asset fund	5,921	5,900
Pension reserve	(1,310)	(820)
Total	5,457	5,891

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

15 Funds (continued)

Total cost analysis by Trust

Expenditure incurred by each Trust during the year ended 31 August 2019 was as follows:

	Teaching and Educational Support Staff Costs £000	Other Support Staff Costs £000	Educational Supplies £000	Other Costs (excluding Depreciation) £000	Total 2019 £000	Total 2018 £000
Christ Church Academy	1,722	296	163	466	2,647	2,523
Christ Church FS	397	198	37	134	766	619
Oulton FS	260	35	19	88	402	400
The Key Educational Trust	29	43	2	52	126	9
Total	2,408	572	221	740	3,941	3,551

16 Analysis of net assets between funds

Fund balances at 31 August 2019 are represented by:

	Unrestricted Funds £000	Restricted General Funds £000	Restricted Fixed Asset Funds £000	Total Funds £000
Tangible fixed assets	-	-	5,921	5,921
Current assets	426	812	-	1,238
Current liabilities	-	(392)	-	(392)
Non-current liabilities	-	-	-	-
Pension scheme liability	-	(1,310)	-	(1,310)
Total net assets	426	(890)	5,921	5,457

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

17 Capital commitments

	2019 £000	2018 £000
Contracted for, but not provided in the financial statements	-	-

18 Commitments under operating leases

Operating leases

As at 31 August 2019 the total of the Trust's future minimum lease payments under non-cancellable operating leases was:

	2019 £000	2018 £000
Amounts due within one year	24	19
Amounts due between one and five years	31	28
Amounts due after five years	-	3
	<u>55</u>	<u>50</u>

19 Reconciliation of net income~~d~~ (expenditure) to net cash inflow from operating activities

	2019 £000	2018 £000
Net income / (expenditure) for the reporting period (as per the Statement of Financial Activities)	(58)	(64)
Adjusted for :		
Depreciation (note 12)	158	150
Capital grants from DfE/EFA and other capital income	(210)	(160)
Interest receivable (note 4)	(1)	(1)
Fixed assets inherited on conversion	-	-
Cash funds inherited on conversion	-	-
Prepaid costs inherited on conversion	-	-
Defined benefit pension scheme obligation inherited	-	-
Defined benefit pension scheme cost less contributions payable (note 25)	50	68
Defined benefit pension scheme finance cost (note 25)	64	54
(Increase)/decrease in debtors	(5)	(22)
Increase/(decrease) in creditors	(104)	(9)
Net cash provided by (used in) operating activities	<u>(106)</u>	<u>16</u>

20 Cash flows from financing activities

	2019 £000	2018 £000
Repayments of borrowing	-	-
Cash inflows from borrowing	-	-
Net cash provided byd (used in) financing activities	<u>-</u>	<u>-</u>

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

21 Cash flows from investing activities

	2019 £000	2018 £000
Purchase of tangible fixed assets	(199)	(196)
Capital grants from DfE/EFA	210	160
Capital funding received from sponsors and others	-	-
Receipts from sale of tangible fixed assets	-	-
Interest receivable (note 4)	1	1
Net cash provided by (used in) investing activities	12	(35)

22 Analysis of cash and cash equivalents

	2019 £000	2018 £000
Cash in hand and at bank	1,117	1,211
Total cash and cash equivalents	1,117	1,211

23 Contingent Liabilities

During the period of the funding agreement, in the event of the sale or disposal by other means of any capital asset for which a Government Capital grant was received, the Trust is required to either re-invest the proceeds or to repay the Secretary of State for Education and Skills the same proportion of the proceeds of the sale or disposal as equates with the proportion of the original cost met by the Secretary of State, as the Secretary of State may require.

24 Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.

25 Pension and similar obligations

The Trust's employees belong to two principal pension schemes: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff, and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Staffordshire County Council. Both are multi-employer defined-benefit schemes.

The latest actuarial valuation of the TPS was 31 March 2012 and of the LGPS 31 March 2013.

Contributions amounting to £18,884 (2018: £18,308) were payable to the schemes at 31 August 2019 and are included within creditors.

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

25 Pension and similar obligations (continued)

Teachers' Pension Scheme

Introduction

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in Academies and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

Valuation of the Teachers' Pension Scheme

Not less than every four years the Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge (currently 14.1%);
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million;
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations; and
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%.

The TPS valuation for 2012 determined an employer rate of 16.4% from September 2015. The next valuation of the TPS is currently underway based on April 2016 data, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 September 2019.

The pension costs paid to TPS in the period amounted to £245,432 (2018: £239,943).

A copy of the valuation report and supporting documentation is on the [Teachers' Pensions website](#).

Under the definitions set out in FRS 102, the TPS is a multi-employer pension scheme. The trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The trust has set out above the information available on the scheme.

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

25 Pension and similar obligations (continued)

Local Government Pension Scheme

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2019 was £161k, of which employer's contributions totalled £128k and employees' contributions totalled £33k. The agreed contribution rates for future years are 24.5% for employers and 5.5%-7.5% for employees.

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of Trust closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013.

Principal Actuarial Assumptions

	At 31 August 2019	At 31 August 2018
Rate of increase in salaries	2.7%	2.8%
Rate of increase for pensions in payment / inflation	2.3%	2.4%
Discount rate for scheme liabilities	1.8%	2.5%
Inflation assumption (CPI)	2.7%	2.7%
Commutation of pensions to lump sums	50%	50%

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed live expectations on retirement age 65 are:

	At 31 August 2019	At 31 August 2018
<i>Retiring today</i>		
Males	21.1	22.1
Females	23.4	24.4
<i>Retiring in 20 years</i>		
Males	22.2	24.1
Females	24.8	26.4

Sensitivity analysis

	At 31 August 2019	At 31 August 2018
Discount rate (-5%)	13%	13%
Salary increase rate (+5%)	2%	3%
CPI rate (+5%)	10%	10%

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

25 Pension and similar obligations (continued)

Local Government Pension Scheme (continued)

The Trust's share of the assets and liabilities in the scheme:

	Fair value at 31 August 2019 £000	Fair value at 31 August 2018 £000
Equities	1,084	954
Bonds	351	259
Property	128	109
Cash	31	42
Total market value of assets	1,594	1,364

The actual return on scheme assets was £50,000 (2018: £51,000).

Amounts recognised in the statement of financial activities

	2019 £000	2018 £000
Current service cost (net of employee contributions)	(218)	(216)
Net interest cost	(24)	(24)
Benefit changes, gain/(loss) on curtailment and gain/(loss) on settlement	-	-
Total operating charge	(242)	(240)

Changes in the present value of defined benefit obligations were as follows:

	2019 £000	2018 £000
At 1 September	2,184	2,055
Current service cost	218	216
Interest cost	64	54
Employee contributions	33	32
Actuarial (gain)/loss	426	(159)
Curtailments and settlements	-	-
Benefits paid	(21)	(14)
Effect of business combinations and disposals	-	-
At 31 August	2,904	2,184

The Key Educational Trust

Notes to the Financial Statements for the Year Ended 31 August 2019 (continued)

25 Pension and similar obligations (continued)

Local Government Pension Scheme (continued)

Changes in the fair value of Trust trust's share of scheme assets:

	2019 £000	2018 £000
At 1 September	1,364	1,147
Expected return on assets	40	30
Actuarial gain/(loss)	50	51
Employer contributions	128	118
Employee contributions	33	32
Assets distributed on settlements	-	-
Transfer in of new members	-	-
Benefits paid	(21)	(14)
Effect of business combinations and disposals	-	-
At 31 August	1,594	1,364

26 Related Party Transactions

Owing to the nature of the Trust's operations and the composition of the board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the Trust has an interest.

No related party transactions took place in the period of account.

27 Events after the balance sheet date

There were no material events up to 9 December 2019 being the date of the approval of the financial statements by the Trustees.

28 Trust boarding trading account for the year ended 31 August 2019

No boarding took place during the accounting period.

Extract from Stone Neighbourhood Plan

(Referendum due May 2021)

Policy CAF5: Local Green Infrastructure (LGI)

The areas detailed as LGI in Appendix C of this Plan are designated as Local Green Infrastructure which are to be regarded as part of the green infrastructure network which Policy N4 of the Plan for Stafford Borough protects and commits to enhance and expand.

Extract from the Plan for Stafford Borough

(Adopted June 2014)

Policy N4 The Natural Environment & Green Infrastructure

The Borough's natural environment will be protected, enhanced and improved by:

- a. Implementation of the Staffordshire Biodiversity Action Plan, the Stafford Borough Green Infrastructure Strategy and guidance including 'Biodiversity by Design' or any other successor documents to increase and enhance biodiversity, in terms of habitats and species as well as geological conservation or geodiversity through appropriate management for a network of:
 - i. Designated Sites (international, national, regional and local);
 - ii. Biodiversity Action Plan habitats and species populations;
 - iii. Wildlife Corridors and Ecological Networks;
- b. Conservation and enhancement of water courses and their settings for their landscape character, biodiversity and recreational value, particularly for the Borough's extensive rivers and extensive canal system;
- c. Protecting, conserving and enhancing the natural and historic environment and irreplaceable semi-natural habitats, such as ancient woodlands, and ancient or veteran trees;
- d. Increasing the ability of landscapes and ecosystems to adapt to different weather patterns and climate change, by increasing the range and extent of habitats, informed by Biodiversity Opportunity mapping;
- e. Ensuring that no new development takes place in areas where environmental

risks, particularly flooding, cannot be properly managed;

f. Any new development where damage to the natural environment is unavoidable must include measures to mitigate and / or compensate such impacts, through the establishment of replacement habitats or features, including appropriate site management regimes.

The Borough's green infrastructure network, as defined on the Policies Map, will be protected, enhanced and expanded:

g. Networks of open spaces for formal and informal recreation, natural corridors, access routes and watercourses will be enhanced and created, where those networks:

- i. protect the setting of landscape, heritage and natural (biodiversity and geodiversity) assets;
- ii. reverse habitat fragmentation due to having suffered past loss and degradation;
- iii. provide recreational opportunities for new and existing communities;
- iv. provide open breaks between neighbouring residential areas and business developments.

h. The network of existing access routes will be improved and expanded to allow sustainable commuting, including:

- i. shared surfaces to reduce vehicle speeds;
- ii. providing safe, attractive and well-signed walking and cycling routes between residential areas, employment centres, green spaces and the wider countryside.

i. Local landscape and heritage features should:

- (i) Be conserved and enhanced and inform the master planning and design of new neighbourhoods;
- (ii) be positively managed to conserve and enhance their significance and contribution to the character of the landscape;
- (iii) be accessible to local communities, as appropriate, for leisure and recreation.

j. Development will support implementation of the Severn and Humber River

Basin Management Plans and not pose a barrier to the meeting of their objectives for any watercourse. To alleviate the effects of climate change and meet the objectives of the Water Framework Directive, new development should:

- i. Include measures such as Sustainable Drainage Systems and street trees;
 - ii. Provide a variety of Green spaces and habitat networks as a flood storage / management function (where appropriate);
 - iii. Provide adequate development easement from watercourses (culverted or otherwise);
 - iv. Incorporate proposals for deculverting and renaturalisation of watercourses;
 - v. Where issues have been identified within the Water Cycle Study, developers should submit a Water Statement that includes evidence to demonstrate that there is already adequate sewerage infrastructure in place, or that it will be in place prior to occupation;
 - vi. Support fish migration through the removal of barriers in river channels such as weirs, or where this is not possible, construction of fish passes.
- k. All new developments will:
- i. Be set within a well designed and maintained attractive green setting, demonstrated through a detailed management plan where appropriate;
 - ii. Provide a variety of spaces to meet the needs of people and nature;
 - iii. Provide safe opportunities for sustainable transport;
 - iv. Refer to the Staffordshire Ecological Record to ensure natural habitats and species in the locality are protected.

From: Pagoulatou, Marianna (AMEY) <marianna.pagoulatou@staffordshire.gov.uk>
Sent: 21 January 2021 10:47
To: TMU@STAFFORDSHIRE.PNN.POLICE.UK; Town Clerk;

Subject: D4274L/A34 Fillybrooks and Yarnfield Lane, Stone - Public Consultation
Attachments: A34 Fillybrooks_Yarnfield Lane - Consultation Letter.pdf; D4274L R01 01 P2 Consultation.pdf

Our Ref: D4274L/A34 Fillybrooks and Yarnfield Lane

Dear Sir/Madam,

As part of the Divisional Highway Programme, Staffordshire County Council working in partnership with Amey, have been commissioned to provide road safety improvements along the A34 Fillybrooks and Yarnfield Lane, Stone. Please see the attached consultation letter and drawing D4274L-R01-01-P2 to familiarise yourself with the proposals for this scheme.

As the statutory consultee within the district we would like to hear your views on the proposed road safety improvements. Please kindly follow the link below which will give you an opportunity to register your comments on the proposed scheme.

www.staffordshire.gov.uk/A34Fillybrooks_YarnfieldLane

Alternatively, you may wish to email me directly in order to confirm your support for the proposed scheme or to provide any additional comments you may have.

I would be grateful if you could complete the online questionnaire by **Thursday, 04 February 2021**. If no response is received by this date, we shall proceed under the assumption that you do not object to the proposal.

If you have any questions, please do not hesitate to contact me. I look forward to hearing from you.

Kind regards,

Marianna

Marianna Pagoulatou BSc (Hons), MSc, MICE
Civil Engineer | Staffordshire | Consulting and Rail

t: | **m:** | **e:** marianna.pagoulatou@staffordshire.gov.uk
Amey Design Hub | 3rd Floor No. 1 Staffordshire Place | Tipping Street | Stafford | ST16 2DH



Disclaimer

This e-mail (including any attachments) is only for the person or organisation it is addressed to. If you are not the intended recipient you must let me know immediately and then delete this e-mail. If you use this e-mail without

permission, or if you allow anyone else to see, copy or distribute the e-mail, or if you do, or don't do something because you have read this e-mail, you may be breaking the law.

Liability cannot be accepted for any loss or damage arising from this e-mail (or any attachments) or from incompatible scripts or any virus transmitted.

E-mails and attachments sent to or received from staff and elected Members may be monitored and read and the right is reserved to reject or return or delete any which are considered to be inappropriate or unsuitable.

Do you really need to print this email? It will use paper, add to your waste disposal costs and harm the environment.

The Owner/Occupier(s)

Street Name

Town

Staffordshire

POSTCODE

Staffordshire County Council

1 Staffordshire Place

Tipping Street

Stafford

ST16 2DH

Enquiries: www.staffordshire.gov.uk/reportit

Website: www.staffordshire.gov.uk/Highways/roadworks

Email: trafficregulationorders@staffordshire.gov.uk

FAO: Mike Smith

22 January 2021

Our Ref: D4274L/A34 Fillybrooks and Yarnfield Lane

Proposed installation of new Vehicle Activated Sign (VAS), warning sign and road marking. Undertaking vegetation clearance, cleaning of sign faces, removal and adjustment of existing signs.

Dear Sir or Madam,

I am writing to you to inform you that as part of its ongoing review of safety of the highway network, Staffordshire County Council are proposing to carry out several improvements and amendments that aim to increase safety and improve visibility along the A34 Fillybrooks and Yarnfield Lane.

Starting with the A34 Fillybrooks, a new staggered junction warning Vehicle Activated Sign (VAS) is proposed to be installed on the northbound carriageway grass verge, approximately 122m from the junction with Yarnfield Lane. This is to make drivers aware of the road layout ahead and eliminate the number of accidents occurring at the junction. A total of 6 accidents has been recorded at this junction, between November 2016 and August 2020, one of which resulted in a serious injury. Vegetation clearance is recommended on the southbound carriageway verge, specifically at Yarnfield Lane junction and alongside Grove Road, to increase forward visibility of the signs and therefore allow more time for drivers to adjust their vehicles accordingly. The proposed vegetation clearance is subject to change, based on the findings of an ecological survey to be carried out on 21st January. The existing speed camera and speed limit signs on the southbound verge of the A34 Fillybrooks, opposite Grove Road, is suggested to be taken down from the lighting column located south of a pedestrian path with a gate, facing towards the east and cutting through the vegetation, and re-mounted on the lighting column immediately to the north of the path. This is because they are currently mounted on a lighting column adjacent to a layby. Larger vehicles such as lorries could potentially hide the signs.

A new junction ahead warning sign with 2no. supplementary plates is proposed to be installed on Yarnfield Lane, approximately 138m from the junction with the A34 Fillybrooks, complimented by a new 'Slow' road marking. The new signs and road marking will contribute towards eliminating the number of accidents in the junction with the A34 Fillybrooks, by warning drivers in advance of the junction. Vegetation clearance is additionally recommended alongside the southbound verge of Yarnfield Lane, for a length of approximately 90m, to increase forward visibility of the new signs. Similarly to the A34 Fillybrooks, the proposed vegetation clearance along Yarnfield Lane is subject to change, based on the findings of an ecological survey to be carried out on 21st January. Lastly, it is suggested that the 'Dual carriageway ahead' sign, opposite 'The Wayfare' pub on Yarnfield Lane, is taken down to tip-off site, while the existing camera sign is to be detached and remounted facing west.



Cleaning of sign faces near the A34 Fillybrooks and Yarnfield Lane junction as well as of the speed limit and speed camera signs on the A34 Fillybrooks southbound verge, between the junction with Yarnfield Lane and Grove Road, is also considered as part of this proposal.

The proposals listed above can be seen in the attached drawing D4274L-R01-01-Consultation.

If you have any comments you would like to make regarding the proposals for this scheme, then please fill out the survey by scanning the QR code below, visit the URL below or by post to the above address by Thursday, 04 February 2021, marked 'For the attention of Mike Smith'.

www.staffordshire.gov.uk/A34Fillybrooks_YarnfieldLane

Yours faithfully,

A handwritten signature in black ink, reading 'M. Pagoulatou', is centered on a light blue rectangular background.

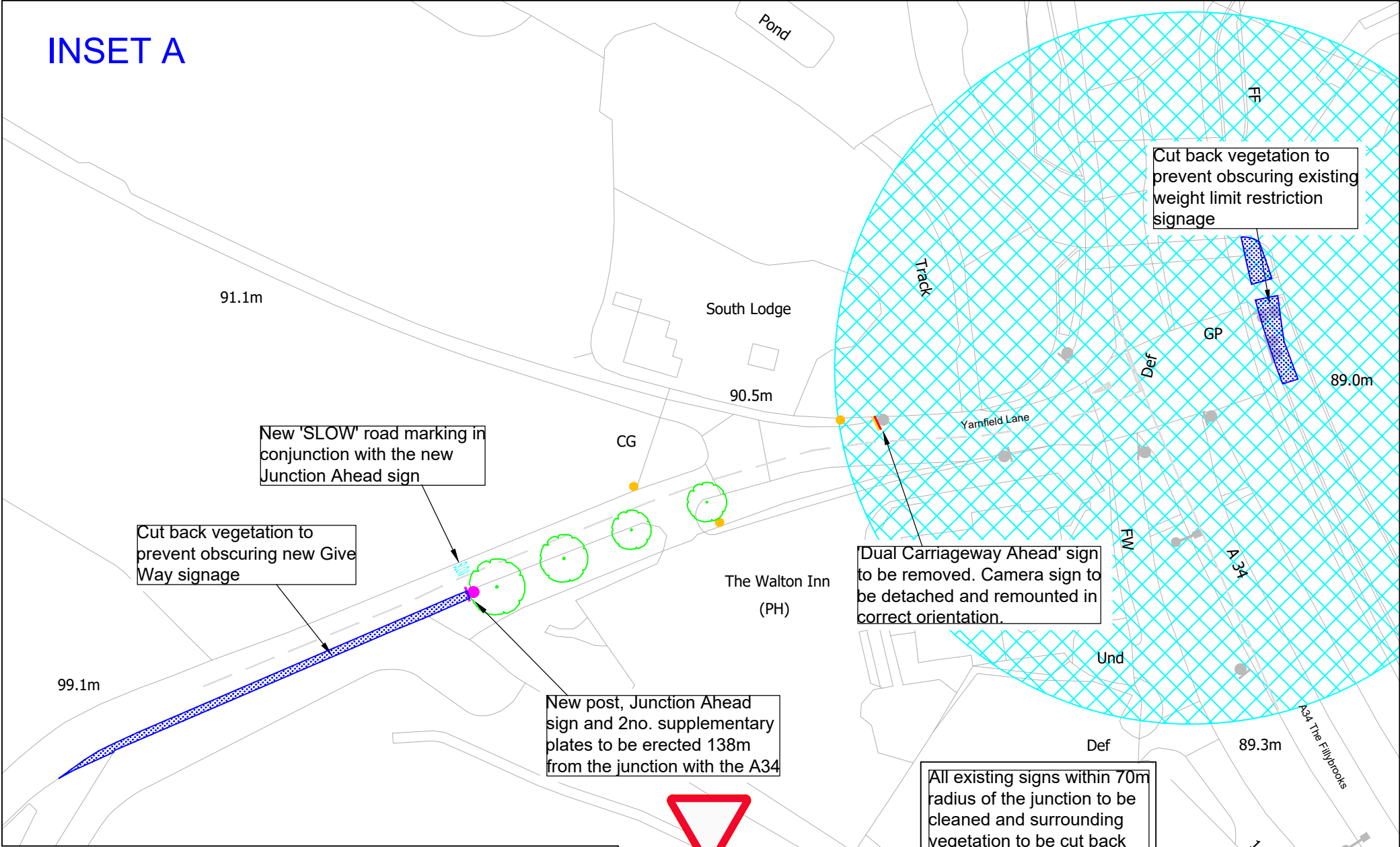
Marianna Pagoulatou
Civil Engineer
Staffordshire County Council



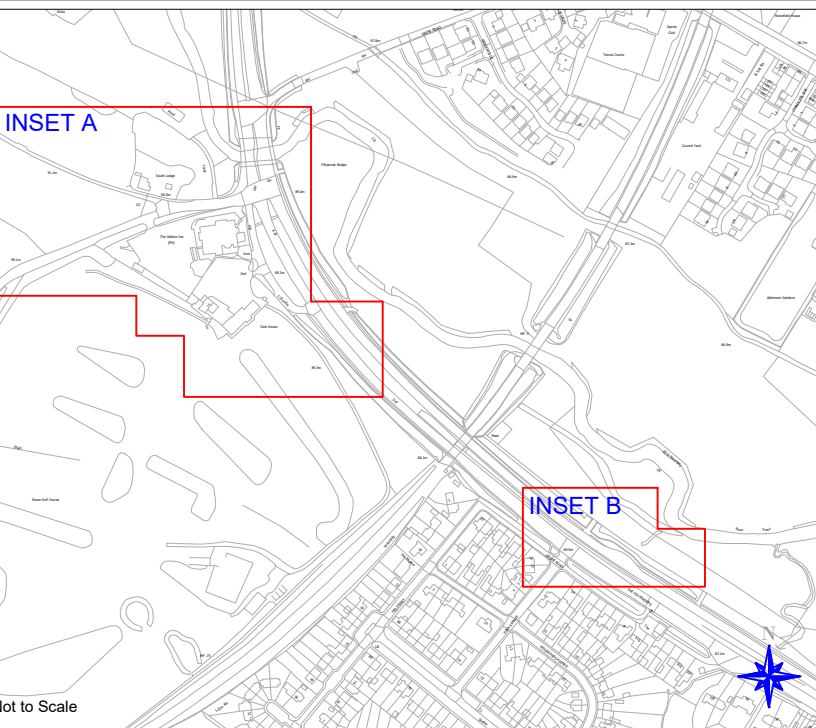
the knot unites



INSET A



INSET A



INSET B



Key: Proposals:

- New Vehicle Activated Sign and Posts
- New Non Illuminated Sign and Post
- New Road Markings
- Remove & Dispose of Non Illuminated Sign
- Detach Sign for Relocation
- Re-mount detached Sign
- Amend Existing Sign Assembly
- Area of Existing Signs to be cleaned

Key: Existing Features - To remain:

- Road Markings - White
- Sign on Post
- Lighting Column
- SU Pole
- Feeder Pillar
- Fixed Speed Camera
- Tree
- Maintainable Highway

P2	Updated vegetation clearance areas	MP	17.12.2020
P1	Reinstate Camera Sign, Yarnfield Lane. Relocate Advance Give Way sign.	GLH	21.09.2020
P0	Original Drawing	GLH	29.07.2020
Rev	Detail	By	Date
Revisions			
Original Version	Preliminary		<input checked="" type="checkbox"/>
Drawn: GLH	For comment		
Design: GLH	For tender		
Date: July 2020	For construction		
	As constructed		
	Other		

Checked by:-

Approved by:- (Drawing NOT approved if this box is empty)



Project Name: D4274L VAS Installation

Drawing Title: Amey Consulting Consultation - General Arrangement

Grid reference: Original Drawing Size: A3 Dimensions: m Scale: 1:1000 Copyright: Amey

Drawing No: D4274L/R01/01 Rev: P2



Staffordshire
Pension Fund
Local Government Pension Scheme

Staffordshire Pension Fund

Exit Credits Policy

Issue Date

February 2021

Staffordshire Pension Fund

Exit Credits Policy

Introduction

The Local Government Pension Scheme (Amendment) Regulations 2020 came into force on 20 March 2020 and are retrospectively effective from 14 May 2018.

If an employer becomes an exiting employer on or after 14 May 2018 under Regulation 64 of the 2013 Local Government Pension Scheme (LGPS) Regulations (as amended) it may be entitled to receive an exit credit.

Determination

In accordance with Regulation 64(2ZAB) of the LGPS Regulations 2013, the Administering Authority will determine the amount of any exit credit (which may be zero) by taking into account the factors set out in Regulation 64(2ZC):

- (a) the extent to which there is an excess of assets in the fund relating to that employer over the liabilities specified in paragraph (2)(a);
- (b) the proportion of this excess of assets which has arisen because of the value of the employer's contributions;
- (c) any representations to the administering authority made by the exiting employer and, where that employer participates in the scheme by virtue of an admission agreement, any body listed in paragraphs (8)(a) to (d)(iii) of Part 3 to Schedule 2 to these Regulations; and
- (d) any other relevant factors.

Exit Valuation

When an employer becomes an exiting employer, Staffordshire Pension Fund (the Fund) must obtain from the Fund Actuary:

- (a) an actuarial valuation as at the exit date of the liabilities of the Fund in respect of benefits in respect of the exiting employer's current and former employees; and
- (b) a revised rates and adjustments certificate showing the exit payment due from the exiting employer; or the excess of assets in the Fund relating to that employer over its liabilities as calculated by the valuation

When commissioning the valuation from the actuary, the Fund will also request the actuary to confirm the proportion of any excess of assets which has arisen because of the value of the employer's contributions. This a factor the Fund must have regard to when making its determination as to the amount of the exit credit.

Notification

The Fund will notify its intention to make a determination on whether to pay an exit credit to:

- the exiting employer;
- where the exiting employer is a 'transferee' admission body, the scheme employer in connection with that body (i.e. the letting authority); and
- where the exiting employer is an admission body of any type, any other body that has given a guarantee in respect of the admission body.

Policy

In determining whether an exit credit may be payable, Staffordshire Pension Fund (the Fund), will review each case on its own merits and will apply the following guidelines:

1. For pre 14 May 2018 admissions, the Fund will take into account the fact that original commercial contracts between admission bodies and letting authorities/guarantors could not have been drafted with regard to the May 2018 regulation changes that implemented exit credits retrospectively. Subject to any representations to the contrary, it will be assumed that the employer priced the contract accordingly and that no subsequent agreements covering the ownership of exit credits have been negotiated.
2. The basis for calculating an employer's pension liabilities to determine the level of any exit credit, will generally be as set out in the Fund's Funding Strategy Statement.
3. No exit credit will be payable to an admission body which participates in the Fund via a mandated pass through approach, as set out in the Funding Strategy Statement.
4. Employers within a funding pool (e.g. the Town and Parish Councils pool or a Multi Academy Trust with more than one school in the Fund) will not normally receive an exit credit payment, upon leaving the Fund, provided the remaining participants of the pool take responsibility for the residual assets and liabilities after the employer has exited.
5. If an employer becomes an exiting employer under Regulation 64 of the 2013 LGPS Regulations (as amended) an exit payment may be due to the Fund. If the employer enters into an arrangement or a 'Deferred Debt Agreement' with the Fund, over such period of time as the Fund considers reasonable, to pay the exit payment, no exit credit will be payable at any future date in relation to that specific agreement, unless the agreement explicitly requires it.
6. The Fund may calculate an exit credit payment which reflects any contractual pension risk sharing provisions between the exiting employer and the letting authority and/or other relevant scheme employer. This information, which will include which party is responsible for which funding risk, must be presented in writing to the Fund and in clear terms. The document must be agreed by the exiting employer and the letting authority and/or other relevant scheme

employer and presented to the Fund no later than one month after the exiting employer ceases participation in the Fund. Where a variation to the original letting contract is required to facilitate any agreement containing the required information, this will be agreed between the exiting employer and the letting authority and/or other relevant scheme employer.

7. Where a guarantor or similar arrangement is in place, but no formal risk sharing arrangement exists, the Fund may consider any representations as to how the approach to setting contribution rates, payable by the exiting employer during its participation in the Fund, reflects which party is responsible for funding risks. This may inform the determination of the value of any exit credit payment.
8. If an employer leaves on the 'gilts exit basis' as set out in the Funding Strategy Statement, any exit credit will normally be paid in full to the employer, subject to consideration of the individual circumstances.
9. If an admission agreement ends early, the Fund will consider the reason for the early termination, and whether that should have any relevance on the Fund's determination of the value of any exit credit payment.
10. If a scheduled body or resolution body becomes an exiting employer due to a reorganisation, merger or take-over, no exit credit will generally be paid.
11. If there is any doubt about the applicable LGPS benefit structure at the date of exit (e.g. McCloud remedy), the Fund's actuary may include an estimate of the possible impact of any resulting benefit changes when calculating an employer's pension liabilities to determine the level of any exit credit.
12. The Fund will take into account whether any contributions due or monies owed to the Fund remain unpaid by the exiting employer at the cessation date. If contributions or monies are due to the Fund, the Fund will notify these to the exiting employer and will deduct these from any exit credit payment.
13. Costs associated with the determination of an exit credit payment will be deducted from any exit credit payment at the Fund's discretion.
14. The Fund will consider any representations made by the letting authority and/or other relevant scheme employer regarding monies owed to them by the exiting employer in respect of the contract/services under which the exiting employer participates in the Fund. These representations must be made in writing to the Fund in clear terms no later than one month after the exiting employer ceases participation in the Fund. Where a variation to the original letting contract is required to facilitate any agreement containing the required information, this will be agreed between the exiting employer and the letting authority and/or other relevant scheme employer.
15. The Fund's final decision will be made by the Head of Treasury & Pensions in the first instance, in conjunction with advice from the Fund's Actuary, and/or legal advisors and Director of Corporate Services where necessary, in consideration of the points held within this policy. Where any dispute remains

unresolved, the parties will use the internal dispute resolution procedure specified in MHCLG guidance and Regulations.

16. The Fund acknowledges that there may be some situations which are bespoke in nature and do not fall into any of the categories set out above. In these situations, the Fund will take into account the factors it considers to be relevant in determining whether an exit credit is payable, including representations from relevant parties. The Fund's decision on how to make an exit credit determination in these instances will be final.
17. The Fund will advise the exiting employer of the exit credit amount due to be repaid and seek to make the payment within six months of the exit date. In order to meet the six-month timeframe, the Fund requires prompt notification of an employer's exit and for all data and relevant information to be provided as requested. The Fund is unable to make any exit credit determination or payment until it has received all data and information required and if the delay caused by the Fund requiring data means the 6 month date is passed, the parties will work constructively to enable the Fund to reach its decision as soon as possible thereafter.
18. If there is any dispute from either party with regards interpretation of contractual, risk sharing or guarantor agreements as outlined above, the Fund will withhold payment of any exit credit until such disputes are resolved by the letting authority and/or other relevant scheme employer and the exiting employer.

Appeals

If a party involved in the exit credit process set out in this Policy wishes to dispute the Fund's determination, this must be routed through the Fund's Internal Dispute Resolution Procedure (IDRP).

<https://www.staffspf.org.uk/Employers/Internal-Dispute-Resolution-Procedure.aspx>

If the relevant party is still unhappy with the exit credit determination, having gone through all the stages of the IDRP, they may be able to take a complaint to the Pensions Ombudsman.

Review

This Exit Credits Policy will be reviewed at least every three years as part of the triennial Actuarial Valuation process or following any relevant changes in the LGPS Regulations.

December 2020

From: Campaigns and Engagement
<campaigns.engagement@staffordshire.pnn.police.uk>
Sent: 22 January 2021 16:05
To: Campaigns and Engagement
Subject: Staffordshire Police survey - Your police. Your voice.
Attachments: Partner Brief and Social Media for Parish Councils.docx; Your Police Your Voice facebook.jpg; Your Police Your Voice Twitter.jpg

Good afternoon

We are keen to get your feedback.

Today we've launched the 'Your police. Your voice.' survey, and we're urging you to get involved and give your feedback on crime and policing in Staffordshire.

The survey is anonymous and should take less than 10 minutes to complete. You can access it online until noon Monday February 8th 2021 by visiting www.staffordshire.police.uk/yourpoliceyourvoice

We are keen to understand the issues that matter most to our communities, and your feedback will enable us to get a better understanding of these issues to ensure that services and resources are being delivered in the best way to address any concerns. Ultimately this will help us to continually improve the service we deliver across the county and help the force achieve its vision of a safer Staffordshire.

If you are unable to complete this electronically you can request a hardcopy by emailing campaigns.engagement@staffordshire.pnn.police.uk

We would appreciate your help in spreading the word about this survey as we are keen to get as many responses as possible. Please feel free to forward the survey link to your friends, family or colleagues so they can share their thoughts too.

To assist in any promotions you'll find an information pack and social graphics attached to this email.

Thanks for your assistance, we hope to hear from you.

Staffordshire Police



Corporate Communications
Staffordshire Police HQ
Weston Road
Stafford
ST18 0YY

Campaigns.engagement@staffordshire.pnn.police.uk

"A safer Staffordshire"

The information contained in this e-mail and attachments is confidential and is intended only for the named person or organisation to which it is addressed. It is protected by copyright law and may be legally privileged. If you have received it in error please disregard and advise me immediately.

Any unauthorised disclosure or use of such information may be a breach of legislation or confidentiality. Staffordshire Police cannot accept liability for any loss or damage arising from this e-mail or attachments, from incompatible scripts or from any virus transmitted.

E-mails sent and received from and by members of staff and officers of Staffordshire Police may be monitored for purposes including virus scanning, unauthorised e-mail usage and obscene or inappropriate material.

Staffordshire Police reserves the right to read all such material and to reject and return any material which is considered either to be a security risk or unsuitable. Any monitoring will comply with the legislation currently in force and in particular the Human Rights Act 1998.

To find out more about our work visit www.staffordshire.police.uk

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
01/12/2020	D/DBT 020/20	Prism Solutions	Line Rental Nov 2020	£44.45	Dec-20
01/12/2020	D/DBT 020/20	Prism Solutions	Line Rental Nov 2020	£46.69	Dec-20
03/12/2020	D/DBT 020/20	Stafford Borough Council	SBC Rates Station	£225.00	Dec-20
03/12/2020	D/DBT 020/20	Stafford Borough Council	SBC Rates FJC	£434.00	Dec-20
03/12/2020	D/DBT 020/20	Stafford Borough Council	SBC Rates Mkt Sq	£52.00	Dec-20
04/12/2020	ELEC 40/20	Rock Awnings	8 Additional side panels to split double marquees	£172.49	Dec-20
04/12/2020	ELEC 40/20	Robert Mincher	Expenses - ILCA course for R Mincher	£99.00	Dec-20
07/12/2020	D/DBT 020/20	EE	Monthly Mobile Plan	£21.28	Dec-20
07/12/2020	ELEC 40/20	Current Electrical & Property Services	Marquee set up - Nov 2020	£415.00	Dec-20
07/12/2020	D/DBT 020/20	EE	Monthly Mobile Plan	£21.28	Dec-20
07/12/2020	D/DBT 020/20	EE	Monthly Mobile Plan - office	£22.00	Dec-20
09/12/2020	ELEC 40/20	Mailing room	Qtr Frank M/c Rental Jan-Mar 2021	£60.00	Dec-20
09/12/2020	ELEC 40/20	Siemens Ltd	Photocopier lease and service fee	£175.00	Dec-20
09/12/2020	ELEC 40/20	Water Logic	Water Cooler Rental Nov 2020	£5.00	Dec-20
09/12/2020	ELEC 40/20	J G Fenn Ltd	Laminating Pouches	£33.54	Dec-20
09/12/2020	ELEC 40/20	Society of Local Council Clerks	SLCC Annual Membership 2021	£234.00	Dec-20
10/12/2020	D/DBT 020/20	British Gas Lite	Elec 61 High St	£11.35	Dec-20
10/12/2020	D/DBT 020/20	British Gas Lite	Elec - feeder pillar 1	£8.80	Dec-20
11/12/2020	ELEC41/20	Chubb Fire	FJC Service 12 x Extinguishers	£171.37	Dec-20
11/12/2020	ELEC41/20	Christmas Plus	Additional Switch On Attendance	£246.00	Dec-20
14/12/2020	ELEC41/20	MEB Total Ltd	FJC - Fire Alarm Test	£72.00	Dec-20
14/12/2020	ELEC41/20	Virgin Media Business	Broadband Fibre - Dec 2021	£51.75	Dec-20
15/12/2020	ELEC41/20	Altodigital Networks Ltd	Photocopier Copies Sep to Dec 2020	£13.84	Dec-20
15/12/2020	ELEC41/20	MEB Total Ltd	Annual Boiler Service	£192.50	Dec-20
15/12/2020	ELEC41/20	EDG Security Limited	Station - Fire Alarm Service and replace smoke detector	£120.00	Dec-20
15/12/2020	ELEC41/20	MJ Plant	Maint of Town borders & Walton Roundabout	£4,004.00	Dec-20
15/12/2020	ELEC41/20	Altodigital Networks Ltd	Extended Parts Warranty 22/12/20 to 21/12/21	£169.00	Dec-20
15/12/2020	ELEC41/20	J G Fenn Ltd	Gel Wrist Supports x 2	£34.54	Dec-20
15/12/2020	ELEC41/20	MEB Total Ltd	Annual Boiler Service	£192.50	Dec-20
16/12/2020	D/DBT 020/20	Opayo by Elavon	Sage Pay - Nov 2020	£15.00	Dec-20

Date	Reference	Supplier	Description	Amount	Month
17/12/2020	D/DBT 020/20	Zoom Video Comm Inc	Zoom monthly fee Dec / Jan 2021	£47.96	Dec-20
18/12/2020	Elec 42/20	Stafford Borough Council	Install / remove bollards on High St Oct - Dec 2020	£398.61	Dec-20
18/12/2020	Elec 42/20	Stafford Borough Council	Empty Amphi litter bin Oct - Dec 2020	£46.55	Dec-20
18/12/2020	Elec 42/20	Lexis Nexis	Arnold Baker12th Ed	£149.99	Dec-20
18/12/2020	Elec 42/20	Stone in Bloom	Supply 100 christmas trees	£1,500.00	Dec-20
18/12/2020	Elec 42/20	Stafford Borough Council	Empty 6 x dog bins on towpath Oct - Dec 2020	£138.55	Dec-20
18/12/2020	Elec 42/20	Miscellaneous	Grant - min no GP30/304	£310.00	Dec-20
21/12/2020	D/DBT 020/20	World Pay	Worldpay transaction fees - Nov 2020	£3.71	Dec-20
21/12/2020	D/DBT 020/20	World Pay	Worldpay misc charges Nov 2020	£24.99	Dec-20
21/12/2020	D/DBT 020/20	World Pay	Worldpay managed service fee - Nov 2020	£12.50	Dec-20
21/12/2020	D/DBT 020/20	Pozitive Energy	Gas Usage - Nov 2020	£134.73	Dec-20
21/12/2020	D/DBT 020/20	Pozitive Energy	Elec Usage - Nov 2020	£224.75	Dec-20
21/12/2020	D/DBT 020/20	Pozitive Energy	Elec Usage - Nov 2020	£110.07	Dec-20
22/12/2020	Elec 43/20	Veolia ES (UK) Ltd	Waste Removal - Nov 2020	£57.92	Dec-20
22/12/2020	Elec 43/20	Veolia ES (UK) Ltd	Waste Removal - Nov 2020	£69.92	Dec-20
24/12/2020	Elec 43/20	Current Electrical & Property Services	Marquees - Dec 2020	£865.00	Dec-20
29/12/2020	D/DBT 020/20	The Arch Rent Collectors	Station Rent 25/12/20 to 24/03/21	£1,087.50	Dec-20
29/12/2020	D/DBT 020/20	Prism Solutions	Prism Support service - Dec 2020	£714.92	Dec-20
30/12/2020	D/DBT 020/20	Pozitive Energy	Gas Usage - Nov 2020	£55.69	Dec-20