



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press

Contact: Gina Wilding
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Despatch date: 4th October 2017

COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at
The Guildhall, Mill Street, Ludlow, on
Monday 9th October 2017 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Shropshire Council Parking Consultation***
- ***Annual Core Grants***

The public may speak at this meeting

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

1. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
2. **Apologies**
3. **Declarations of Interests**
Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
6. **Minutes** - to approve as a correct record and sign the open and closed session **COUNCIL** minutes of **WEDNESDAY 30TH AUGUST** and **MONDAY 18th SEPTEMBER 2017**.

'The minutes must be signed and loose leaf pages initialled at the meeting which they record or at the next meeting, by the person presiding thereat' LGA 1972, Sch 12, para4 (1)

Members are reminded:
All proposed amendments or queries relating to the minutes should be reported to the Town Clerk by 10.00 am on the day of the meeting, if required, responses will be given as soon as practicable, but not necessarily at the meeting.

All Committee minutes must be received without discussion or debate.
7. **Items to Action** – To note the items to action sheet from the previous two Council meetings held on the 18th SEPTEMBER 2017.

ITEM	Attachment
8. SHROPSHIRE COUNCIL CONSULTATIONS To revise the draft response to Shropshire Council regarding its parking consultation (closing date 17 th October 2017).	8
9. ANNUAL CORE GRANTS a) To note the criteria for Annual Core Grant applications. b) To receive presentations from Organisations, who did not speak on the 18 th September 2017, in support of their applications	9a No papers



namely:-

Citizen's Advice

Crucial Crew

Friends of the Corve and Teme

Ludlow Assembly Rooms

Ludlow in Bloom

c) To **consider** Annual Core Grant applications for:-

9c

Friends of Whitcliffe Common

Ludlow & Area Youth Partnership

Ludlow Concert Band

Ludlow Football Stadium Partnership

Ludlow Fringe

Ludlow Homestart

South Shropshire Youth Forum

Teme Weirs Trust

Visitor Information Centre (LAR)

Citizen's Advice

Crucial Crew

Friends of the Corve and Teme

Ludlow Assembly Rooms

Ludlow in Bloom

10. **TEMPORARY ROAD CLOSURE**

To note temporary road closure from 9-13 October in Temeside

M e m b e r s h i p

Councillors Gill (Town Mayor); Sheward (Deputy Mayor); Clarke; Cobley; Garner; Ginger; Jones; Lyle; Mahalski; Parry; O'Neill, Paton; Perks; Pote; and Smithers.

**The next Council meeting will be held on the
30th October 2017**

MINUTES

FULL COUNCIL – WEDNESDAY 30TH AUGUST 2017



OPEN & CLOSED SESSION MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 30th AUGUST 2017 at 7:00PM**

FC/153 PRESENT

Chairman: Mayor Gill

Councillors: Clarke (7:07); Copley; Ginger; Jones; Lyle; Mahalski; Parry; Paton; Pote; Sheward and Smithers.

Officers: Gina Wilding, Town Clerk

FC154 HEALTH & SAFETY

The Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

FC/155 APOLOGIES

Apologies for absence were received from Councillor Garner.

FC/156 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None Declared

Conflicts of Interest

None Declared

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
All Cllrs	7	contract with Conservation Architect
Cllr Lyle	7	knows Stephen Treasure
Cllr Parry	7	knows Stephen Treasure
Cllr Mahalski	7	knows Stephen Treasure
Cllr Ginger	7	knows Stephen Treasure
Cllr Clarke	7	knows Stephen Treasure
Cllr Jones	7	knows Stephen Treasure
Cllr Pote	7	knows Stephen Treasure
Cllr Sheward	7	knows Stephen Treasure
Cllr Smithers	7	knows Stephen Treasure

FC/157 PUBLIC OPEN SESSION (15 minutes)

Mr Owen Elias, Lower Broad Street, Ludlow, Former Mayor of Ludlow – Mr Elias asked members if Council had been consulted on and had formed a view regarding business rates and parking in Ludlow.

The Mayor replied that the members had identified concerns regarding the proposed changes to parking, but the consultation was ongoing, so Council had not expressed its considered views to Shropshire Council at this time.

Cllr Ginger explained that the council were very concerned about the detrimental impact of changes to business rates in Ludlow and he had worked with Ludlow Chamber of Trade to raise awareness. In June, Cllr Ginger attended a meeting in Ludlow with Ludlow's MP and Senior National and Regional Advisors from the Valuation Office, Ludlow's situation was explained at the meeting and assistance from the Valuation Office was requested. The fact that senior officers came to Ludlow shows that the matter is being given serious consideration, but the Valuation Office officers did state that they can only make changes to the national structure of their policy – and it would not be possible to make localised changes. The outcome of the meeting is still awaited.

FC/158 UNITARY COUNCILLORS SESSION

Viv Parry, Ludlow South – Cllr Parry informed those present that a Parking Consultation Meeting with Officers from Shropshire Council in attendance would take place at Ludlow Women's Centre on 5 September from 2-6pm.

A Dementia Friendly & Loneliness Awareness Meeting would take place on 27 September from 6-8pm; and a representative from the Alzheimer Society would be in attendance.

FC/159 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED (unanimous) TG/JS

That the public be excluded and the meeting continue in closed session.

FC/160 GUILDHALL

The Mayor expressed members' thanks to Mr Belchere for helping them to understand the construction of the building and the conservation issues relating to the Guildhall.

RESOLVED (10:1:1) GG/GP

- i) To seek advice from the Conservation Architect regarding a specification for the essential roof works, internal ceiling plaster work and repairs to the windows that would be achievable within a £106,000.00 budget.
- ii) To be advised of the potential consequences of any revision to works.
- iii) The revised specification is brought back to next council meeting on 18 September 2017.

The meeting closed at 8.40pm

Town Mayor

Date

MINUTES

FULL COUNCIL – MONDAY 18TH SEPTEMBER 2017

MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 18th SEPTEMBER 2017** at **7.00 PM**.

FC/161 PRESENT

Chairman: Mayor Gill

Councillors: Clarke; Cobley; Garner; Ginger; Lyle; Mahalski; Parry; Paton; Perks; Pote; Sheward and Smithers.

Officers: Naomi Brotherton, Senior Admin Assistant

FC162 HEALTH & SAFETY

The Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

FC/163 APOLOGIES

Apologies for absence were received from Councillors Jones and O'Neill.

FC/164 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr N Paton	12	Committee Member of the Fringe
Cllr J Smithers	12	Treasurer/Trustee for SSYF and member of the Ludlow Area Youth Partnership
Cllr E Garner	12	LTC Rep for SSYF

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr M Clarke	10	Car owner and resident
Cllr A Cobley	10	Car owner and resident
	20	Member of Disciplinary Panel
Cllr E Garner	10	Car owner
	12	LTC Rep for Ludlow Area Youth Partnership
Cllr G Ginger	10	Car owner and resident
Cllr T Gill	12	Steward/Volunteer at Ludlow Assembly Rooms
Cllr A Mahalski	10	Car owner and resident
Cllr V Parry	10	Unitary Councillor, Car owner and resident

	12	Chair Ludlow in Bloom Stewart at Ludlow Assembly Rooms
Cllr N Paton	10	Car owner and resident
Cllr Perks	10	Car owner and resident
Cllr R Pote	10	Car owner and resident
Cllr C Sheward	10	Car owner and resident
Cllr J Smithers	10	Car owner and resident

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr A Cobley	12	Friends of Whitcliffe Common Friends of the Teme Weirs Trust Friends of Ludlow Assembly Rooms
	8a	Due to be visited by daughter, baby due in a month. May need to use MLU.
Cllr E Garner	12	LTC Rep Ludlow Area Youth Partnership & SSYF
Cllr D Lyle	12	Knows members of Friends of Whitcliffe Common, Ludlow Area Youth Partnership, Ludlow Homestart, SSYF, Fringe Festival, Visitor Information Centre and Ludlow Football Stadium.
Cllr A Mahalski	12	Friends of Whitcliffe Common, Friends of Ludlow in Bloom
Cllr V Parry	12	Involved with the Ludlow Youth Partnership
Cllr N Paton	12	LTC Rep Ludlow Area Youth Partnership & SSYF
Cllr R Pote	12	Friends of the Corve & Teme
Cllr C Sheward	14	Submitted the request at Item 14.
Cllr J Smithers	14	Treasurer for SSYF and member of the Ludlow Area Youth Partnership

FC/165 PUBLIC OPEN SESSION (15 minutes)

Daphne Jones, Chair of the Friends Whitcliffe Common – Ms Jones explained that Whitcliffe Common comprised of 52 acres of common land. Historically in 1960s the current Mayor then had all the common land registered. She described the Committee being made up of volunteers and funds were raised through membership, grants and fundraising events. Work was continuous due to the nature of the site and mainly carried out by volunteers and qualified professionals called in when required. This work allowed continued access for the public. She added that it was a well-loved asset of the Town and hoped that the Town Council would look favourably on their application.

Following a question from Cllr Parry Ms Jones confirmed that the Friends had been applying for a grant from the Town Council for around ten years and that

professional help was sought for tree work, of which half the cost was funded from the Shropshire Wildlife Trust.

Mark Kirby, CLP Ludlow – Mr Kirby explained that he was a personal contributor to the hospital and campaigner for the hospital and Maternity Led Unit (MLU). He stated that there were still challenges but wanted to make the point that although we lived in the 21st Century babies in Ludlow were potentially being born in situations that were dangerous. He went on to say that the NHS stated that patients had a choice of which hospitals to birth at, but this had been structured in such a way that roughly 85% of births were occurring at the Consultant Led Unit in Shrewsbury, and this gave the appearance that the MLUs were not being used. He said that he had been informed that 78% of women who were assessed at 10 weeks were deemed as high risk and therefore not able to choose local MLUs. The prognosis he said was not always followed through as pregnancy progressed and those patients who had been reassessed as 'not high risk' had then not been offered the choice of using local MLUs. He spoke of the CCG equity and not all areas having MLUs. He said in his opinion should the MLU at Ludlow close this could have ramifications on the remaining hospital services and future.

Councillor Perks sympathised with the situation stating that although the Town Council could do little directly it had written to PropCo regarding the renewal of the lease and enquired if a response had been received. The Mayor confirmed that this would be followed up.

Alison Hiles, Mum, Resident and founder member of Save Ludlow MLU – Mrs Hiles informed Council that she had attended a CCG review and confirmed that activity was at its highest at Consultant Led Units. She reinforced that should the Ludlow MLU close this would devalue the remaining services on offer at the hospital. Mrs Hiles thanked the Town Council for its support and hoped that the MLU would remain open now and for the use of future generations.

Marilyn Gaunt, Defend our NHS – Ms Gaunt highlighted that there were anomalies with the statements provided by SaTH regarding the closure of the MLUs. The press release made by SaTH stated that the closures of the MLUs were due to escalating sickness at Telford Hospital which required staff relocation from MLUs to Telford. A report which had been released showed that maternity staff absence due to sickness was 3.9% when compared to all services across the hospital was 4.8%. Sickness in maternity services had not escalated. Phillip Dunne had spoken to Simon Wright (CEO of SaTH) and he had stated that sickness across the board had been 6.7%, which was at odds with the report. SaTH have been reducing staff in obstetrics over the last two years which is one of the major reasons why shortages have occurred. Since the three units were closed, there has been an escalation in both sickness and resignations. This has largely been due to increased pressures on MLU based midwives having to travel to Telford, instead of their closer Units, changing shift patterns resulting in work overload and the stress this causes.

At a meeting today Sarah Jamieson, Head of Midwifery at the Princess Royal Hospital had stated that there would be no problem recruiting she had interviewed

57 people and vacancies would be filled shortly but the tariffs would not allow for the 70 posts required to keep rural MLUs open, as this required £1.5 million in funding, which was not available. She added that SaTH had stated the position was not about money, but clearly in her opinion, it was.

Sue Campbell, Resident, Defend our NHS and update re: ShropDoc – Ms Campbell read out an email from Gill George summarising a GGC meeting on the 13th September, relating to ShropDoc. ShropDoc had been in financial difficulties for some time and could not continue with the present level of funding. Their recovery plan showed a reduced level of service offered through a reduction in staff numbers. The current contract was due to end September 2018 but could not continue until then. The 111 service was already picking up a proportion of calls and it had been noted by the CCG that there had been an increase in ambulances called out and patients A&E visits. 111 operators tended to err on the side of caution, not being clinically trained and their actions guided by a computer system with no knowledge of local services or patients. She added that the level of care was different as often ShropDoc could cover issues early. Central Government is encouraging large regional bids and the absorption of GP out of hours services into NHS 111, but individual CCG's do have freedom to maintain existing local arrangements if they are when these are in the interests of patients.

FC/166 UNITARY COUNCILLORS SESSION

Councillor Tracey Huffer, Ludlow East – Councillor Huffer explained that she had attended a meeting regarding the MLU services where the NHS trust had explained they had engaged with the community but it transpired that only one GP had been contacted, no health visitors and only 120 users/mothers. She felt that this was scary and somewhat lacking. She confirmed that a Task & Finish Group at Shropshire Council had been formed and there would be a final meeting this coming Wednesday where public health workers, GP's and Midwives had been invited to attend. She explained that she had contacted 27 GPs and had 6 responses. Most had confirmed that if the MLU closed they would not be prepared to take up the slack, as they were concerned about litigation and the problems surrounding childbirth.

Councillor Huffer added that First Responders were volunteers and one Responder who was aged 72 had been informed that he would be expected to visit Mums if they were in labour. She felt that this was extremely serious, as so much could go wrong and that it would be an ongoing fight for care of mothers in the local community.

Turning to the current issue in Ludlow regarding Legionella and temporary closure of the Feathers Hotel, she explained that there had been a Scrutiny meeting at Shropshire Council. Officers agreed that lessons could be learnt and that things should have been handled in a better way as there was probably not the need to publicise it, as most water tanks had legionella in them and establishments carried out regular water tests to control the issue.

Councillor Andy Boddington, Ludlow North – Councillor Boddington declared that he had attended the Local Joint Committee last Thursday where Councillor Peter Nutting, Leader and Portfolio Holder for Strategy, had announced that the parking strategy would raise £2.5 million, whereas Officers didn't corroborate this. Councillor Boddington went on to say that Councillor Nutting had also expressed the desire for the Town Council to take on the maintenance and administration of local car parks. Councillor Boddington said that if this happened there would be funds for a fit for purpose Park and Ride service and the 75% of revenue from the Ludlow car parks, currently spent on administration at Shropshire Council, would be available to the Town Council for other services.

Cllr Viv Parry, Ludlow South – Councillor Parry informed Council that she had received an invitation for all Town and Parish Councils to a free training session and workshop on the 2nd October on Vision, Ambition and Growth in relation to Shropshire Council's Growth Strategy. It would be at the Walker Theatre starting at 9.15am and was open to all key partners to participate, talk to Officers, for delivery and workshop ideas.

FC/167 OPEN MINUTES – 31st JULY 2017

RESOLVED (11:0:2) TG/CS

That the open minutes of the Council meeting held on the 31st July 2017, be approved as a correct record and signed by the Chairman.

FC/168 CLOSED MINUTES – 31st JULY 2017

RESOLVED (11:0:2) TG/AC

That the closed minutes of the Council meeting held on the 31st July 2017, be approved as a correct record and signed by the Chairman.

FC/169 ITEMS TO ACTION

RESOLVED (unanimous) TG/DL

That the Items to Action be noted.

FC/170 UPDATE ON MATERNITY SERVICES AT LUDLOW HOSPITAL

The Mayor stated that he had received apologies from the Women and Children's Maternity Services Unit as staff had been called into work to undertake midwife duties and worked into early hours of the morning.

FC/171 SHROPDOG LETTER

7.39pm Councillor Clarke left the meeting

RESOLVED (11:0:1) GP/JS

- i) To express support for the Shropdoc Service and note the letter
- ii) To seek clarification regarding the likelihood and possible implications of any early closure of the service.

FC/172 PRESENTATION FROM THE LUDLOW ASSEMBLY ROOMS

Ms Helen Hughes, Chief Executive, thanked the Town Council for the opportunity to speak on the work of the Assembly Rooms. She stated that she wanted to give an overview and explain the proposed developments.

7.41pm Councillor Clarke re-joined the meeting.

She indicated that May 2018 would be Assembly Rooms 25th anniversary. The entertainment that the Assembly Rooms provided included, live theatre, shows and films. Ms Hughes went on to highlight that a link had been forged this year with a community pantomime academy of musical theatre which had catered for three junior schools. In addition to the main auditorium the Assembly Rooms had Oscars and the Studio which was in constant use from local groups such as choirs, Zumba, orchestra and yoga, table tennis to name a few. Over the last week she had counted 25 local organisations using the rooms. Plus during the school holidays more workshops were organised such as young people's theatre and puppetry.

Ms Hughes explained that there was a film programme of 140 films and 300 screenings which offered a good mix for everyone, from foreign films to those block busters and actors which drew in larger numbers. Plus to encourage more younger people to use the Assembly Rooms a 16-30 film club had been created with a 'buy one ticket bring one person free' and a family ticket had been proposed to help reverse the 30% national decrease in cinema going.

She stated that a previous meeting a Councillor had suggested raising ticket prices but she explained that this was not a simple option as film distributors took a large percentage, and the Assembly Rooms wanted films accessible for all.

Ms Hughes pointed out that the Assembly Rooms were now catering for dementia sufferers, with its popularity and activities growing in the last 18 months. Staff and volunteers had received training.

Regarding the capital project which had been discussed for some years, so far the Assembly Rooms had still got to raise £100k but the target was still £1.2m. The vision was for the Assembly Rooms to become self-sufficient. The plans included putting in a new box office, café, modern toilets with the main entrance

onto the square, where the previous Visitor Information Centre was. Hurdles to overcome were re-negotiating a lease with Shropshire Council for the building, something LAR had done back in 2014 but Shropshire Council now wanted to change this, and she thanked the Town Council for their support in the past.

RESOLVED (unanimous) TG/GP

- i) The Town Council applauds the Assembly Rooms for attracting over £1m in grant funding to make the capital infrastructure changes necessary to its journey to become a self-sustaining organisation;
- ii) The Town Council supports the Assembly Rooms in their negotiations with Shropshire Council and other interested parties to ensure that the grants offered by the external funding bodies can be taken up and the capital programme started as soon as possible.

FC/173 SHROPSHIRE COUNCIL – PARKING CONSULTATION

The Mayor explained that members had been asked for their comments after the last Council meeting and the report was the result.

There was considerable discussion and Members made the following comments:-

- Residents living in the red zone are being penalised for having the hardest job to park and lack of garages;
- Resident should have parking permits, it is difficult park in Ludlow;
- A list of counter charges could be made and sent back to Shropshire Council
- We could have a green aspect; the more polluting the vehicle, the permit cost is increased;
- LAR are hoping that car owners are not forced to pay up until 8 pm at night as this will affect them greatly; especially volunteers who may not be in a position to pay.
- Residents sell their parking permits onto other people, this is an abuse of the system;
- Charging is covered in 5.6 of the document;
- Second car owners should have to pay more;
- 'Pop and shop' should not be removed;

RESOLVED (unanimous) GP/MC

That an extraordinary council meeting is convened prior to the consultation closing date on the 17th October to agree a response to Shropshire Council's parking consultation.

FC/174 SHROPSHIRE COUNCIL LIBRARY CONSULTATION

The Mayor highlighted that all library users had had the opportunity to respond to the survey and invited members to complete the survey individually.

RESOLVED (unanimous) TG/DL

That the consultation be noted.

FC/175 BUDGET WORKING GROUP

RESOLVED (12:0:1) TG/GP

To approve the draft budget consultation documentation layout, consultation method and proposed consultation period, subject to the following amendments:

- i) Page 1 – add after the 31.27%, the Band D Council tax rate and how much it would increase to in a monetary figure;
- ii) Page 1 – amend ‘Provide local services cut by Shropshire Council and increase the Town Council’s precept’ to read ‘Not to take over local services from Shropshire Council to avoid increasing costs to residents’;
- iii) Page 2 – Replace the wording ‘Support Funding, Neutral and Cut Funding’ with three boxes labelled 1, 2, and 3: supported by the wording ‘Please tick your priority –1: high priority 3: low priority.’

8.38 pm - Councillor Clarke left the meeting.

8.40 pm – Councillor Clarke re-joined the meeting.

FC/176 ANNUAL CORE GRANT CRITERIA

RESOLVED (unanimous) GG/RP

That the Annual Core Grant Criteria be noted.

FC/177 PROJECT SUPPORT GRANTS

RESOLVED (unanimous) GG/RP

That the budget for Project Support Grants for 2018/19 remains at £4,000.

FC/178 ANNUAL CORE GRANTS

The Mayor invited representatives from organisations present to speak in support of their application for an Annual Core Grant.

Friends of Whitcliffe – Daphne Jones, Chair

Ms Jones re-iterated that Whitcliffe Common was an asset to Ludlow and needed to be looked after. It was enjoyed by visitors and residents alike and that work was carried out twice a month on the area. She added that the work on the common could only continue with funding.

RESOLVED (7:1:5) TG/VP

- i) To invite the representatives from organisations attending the meeting to speak in support of their applications;
- ii) To amend the annual grant procedure and defer decisions regarding public grant funding in 2018/19 to a single extraordinary council meeting.

FC/179 The Mayor then invited the remaining organisations present to speak in support of their applications.

Ludlow Area Youth Partnership – Councillor T Huffer

Councillor Huffer thanked the Town Council for its support in previous years. She explained that the Youth Partnership was solely for young people and was a not for profit Partnership. She thanked Town Councillors for their support of the three craft afternoons which had taken place this year. Detached workers continued to work on Friday and the annual fireworks display on Gallow bank was planned for the 30th October. She stated that more volunteers were needed for the Friday Youth Club and that training sessions would be provided. She added that members of the Partnership were due to visit Tenbury to see how their youth café was organised with a view to starting one in Ludlow. Councillor Huffer also outlined that the building the Youth Club was in was currently safe as Shropshire Council were also using it as a corporate building and Shropshire Council staff were sharing the space.

Ludlow Football Stadium - The Mayor read out a statement which had been provided by the Football Stadium, a copy of which has been attached to these minutes.

Ludlow Fringe Festival – Anita Bigsby

Mrs Bigsby thanked the Town Council for their support and explained that the Fringe was asking for more funding than previously. She explained that

there had been in-depth research in the arts and its social benefits. It would also have a positive outcome on increasing tourism. 65% of the people surveyed during the fringe lived outside the SY8 postcode and the survey also showed that small businesses had benefitted.

She went on to say that the Fringe provided a unique opportunity in the calendar to celebrate the community and offered enjoyable experiences. There were around 150 Fringe Festivals in the UK and she highlighted that Ludlow was fast becoming unique with its programme of events which were organised on a shoestring budget. The Fringe increased opportunities to re-engage with the youth and schools.

Mrs Bigsby informed Council that the Fringe would be applying again for Lottery and Arts Funding but would have to have commitment from match funders. Finally Mrs Bigsby stated that the Fringe were looking for a permanent space to operate from which would give them more continuity.

FC/180 EXTENSION OF MEETING

RESOLVED (unanimous) TG/GP

That the meeting be extended for 30 minutes.

FC/181 Ludlow Fringe Festival Marketing, Samantha Coles

Ms Coles explained that she organised the Marketing Material for the Fringe Festival. She stated that the marketing attracted good visitors and acts but the website was undergoing a dramatic change to make it more user friendly for acts who could upload information and would also be linked to a database. This would free up the time of the organisers and in turn enable the Fringe to expand. She stated that the website wanted to include places to stay, shop and eat and the feedback received from visitors was that events needed to be advertised more.

Sam went on to say that the funding would enable a brochure and increased distribution. Currently the brochure was funded by local businesses via advertising but there was only so much local businesses could be approached.

She added that out of 300 survey forms they had had 78 replies that visitors had stayed in Ludlow, and from this it was established that ticket sales had increased by 12% compared to the previous year. Ultimately the Fringe wanted to build on this.

Following a question from Councillor Parry, Mrs Bigsby said that the Fringe Festival was a not for profit organisation and had completed its fifth year this year.

Visitor Information Centre, Gareth Williams, Chair, Ludlow Assembly Rooms

Mr Williams explained that the application had been made due to the withdrawal of £25k funding from Shropshire Council, which had previously been agreed through a Service Level Agreement. He drew Members attention to the fact that a Visitor Information Centre (VIC) was vital for any Town as online services could not be relied upon. He said that the advantages of having a VIC presence was that this encouraged people to stay in Ludlow, increased footfall and in turn helped local businesses and suppliers.

He reminded Council that three years ago Shropshire Council decided to withdraw the service and the Assembly Rooms (LAR) had taken on this role, and despite being located upstairs in LAR the average footfall had been 18k visitor over three years.

The VIC was run by volunteers and Mr Williams stated that although it was not the core business of LAR it fitted with their charitable objectives. He went on to say that the application was not the full cost of funding required but that the Council had already heard that when the capital project happened the VIC would be relocated with the box office.

FC/182 TOWN PLAN

The Mayor and Councillor Parry thanked Councillor Garner for her work on the Town Plan.

RESOLVED (unanimous) CS/DL

To note the launch information and key dates for Ludlow Town Plan consultation.

FC/183 PEACE MEMORIAL

Councillor Sheward informed Council that Sunday 24th September had been adopted as Peace Sunday and organised by the Fellowship of Reconciliation. To mark the event he sought permission for the Ludlow Quaker Meeting to use the Peace Memorial for a short meeting before their main service to start at 9.30am for some readings and a short period of silence. He indicated that other Churches would also be involved.

RESOLVED (unanimous) GP/VP

That permission is granted to the Ludlow Quaker Meeting for use of the Peace Memorial on Sunday 24th September for a short service.

FC/184 SUSPEND STANDING ORDERS

RESOLVED (unanimous) TG/VC

To suspend Standing Orders to reconsider the item regarding Committee Membership.

FC/185 REVIEW OF STANDING ORDERS WORKING GROUP

RESOLVED (unanimous) TG/DL

That a Review of Standing Orders Working Group is created.

FC/186 MEMBERSHIP OF REVIEW OF STANDING ORDERS WORKING GROUP

The Mayor invited self-nominations for the Review of Standing Orders Working Group.

RESOLVED (unanimous)

That the membership for the Review of Standing Orders Working Group be Councillors Garner, Ginger, Lyle, Parry, Sheward and Smithers.

FC/187 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED (unanimous) TG/GP

That the Town Council appoints Councillor Parry to be the second Representative on SALC.

FC/188 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) TG/CS

That Standing Orders be re-instated.

FC/189 RECOMMENDATIONS FROM POLICY & FINANCE 11th SEPTEMBER 2017

PF/38 POLICIES

Customer Care Policy

RECOMMENDED (unanimous) AC/MC

That The Customer Care Policy be adopted as a fit for purpose document subject to clarification of the Health & Safety requirements for checking Play Areas.

PF/39 LOCAL GOVERNMENT TRANSPARENCY CODE 2015

RECOMMENDED (unanimous) GP/AC

That:-

- a) *The Local Government Transparency Code 2015 be adopted.*
- b) *The Town Clerk reports back to the Committee to explain how the Council complies with this Code.*

RESOLVED (12:0:1) AC/TG

That the recommendations from the Policy & Finance Committee meeting held on the 11TH September 2017 be approved:

POLICIES

Customer Care Policy

That The Customer Care Policy be adopted as a fit for purpose document subject to clarification of the Health & Safety requirements for checking Play Areas.

LOCAL GOVERNMENT TRANSPARENCY CODE 2015

That:-

- a) *The Local Government Transparency Code 2015 be adopted.*
- b) *The Town Clerk reports back to the Committee to explain how the Council complies with this Code.*

FC/190 RECOMMENDATIONS FROM SERVICES 4TH SEPTEMBER 2017

S/44 BUDGET RECOMMENDATIONS

MARKET FEES

RECOMMENDED (3:2:0) MC/GP

That Market Fees are increased by 3% in line with inflation.

S/45 STREET TRADING

RECOMMENDED (4:1:0) MC/GP

That:-

- i) *Castle Street and Tower Street trading pitch fees increase by 3% in line with inflation, and*
- ii) *The Bullring pitch and the High Street pitch are reviewed separately at the next Services meeting to establish if the pitch rate adequately reflects the location and trading potential of the pitches.*

S/46 CEMETERY FEES

RECOMMENDED (Unanimous) MC/GP

To increase Cemetery Fees by 5%. The increase includes a 3% inflation rise and also a further 2% to assist with the costs of future development of the site.

S/47 CALENDAR OF EVENTS

RECOMMENDED (Unanimous) MC/GG

That the fees for the Calendar of Events 2018 remain unchanged.

RESOLVED (11:0:2) AC/GG

That the recommendations from the Services Committee meeting held on the 4th September 2017 be approved.

BUDGET RECOMMENDATIONS

MARKET FEES

That Market Fees are increased by 3% in line with inflation.

STREET TRADING

That:-

- i) Castle Street and Tower Street trading pitch fees increase by 3% in line with inflation, and
- ii) The Bullring pitch and the High Street pitch are reviewed separately at the next Services meeting to establish if the pitch rate adequately reflects the location and trading potential of the pitches.

CEMETERY FEES

To increase Cemetery Fees by 5%. The increase includes a 3% inflation rise and also a further 2% to assist with the costs of future development of the site.

CALENDAR OF EVENTS

That the fees for the Calendar of Events 2018 remain unchanged.

9.24 pm Councillor Mahalski left the meeting.

FC/191 COMMITTEE & WORKING GROUP MINUTES

Policy & Finance Committee 24th July 2017

RESOLVED (11:0:1) AC/TG

That the minutes from the Policy & Finance Committee held on 24th July 2017 be received.

FC/192 Representational Committee 23rd August 2017

RESOLVED (11:0:1) GG/CS

That the minutes from the Representational Committee held on 23rd August 2017 be received.

FC/193 Services Committee 4th September 2017

RESOLVED (11:0:1) MC/TG

That the minutes from the Services Committee held on 4th September 2017 be received.

9.26 pm Councillor Mahalski re-joined the meeting.

FC/194 Staffing & Appeals Committee Meetings 11th August, 30th August and 5th September 2017

RESOLVED (11:0:2) TG/CS

That the minutes from the Staffing & Appeals Committee Meetings held on 11th August, 30th August and 5th September 2017 be received.

FC/196 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED (unanimous) TG/GP

That the public be excluded and the meeting continue in closed session.

The meeting closed at 9.45pm

Town Mayor

Date

NB Closed session minutes will be issued.



CLOSED SESSION MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 18th SEPTEMBER 2017 at 7:00PM**

FC/197 GUILDHALL ROOF

9.28 pm Councillor Gill left the meeting and Councillor Sheward chaired the following item.

RESOLVED (unanimous) GG/GP

- i) To approve the acceptance of the insurance offer;
- ii) And subject to receipt of the insurance money, to approve the revisions of the schedule of work to be undertaken by Treasure & Son.

9.30pm Councillor Gill re-joined the meeting and continued to chair the meeting.

FC/198 EXTENSION OF THE MEETING

RESOLVED (unanimous) TG/GP

That the meeting be extended for 15 minutes.

FC/199 CEMETERY

RESOLVED (10:0:3) GG/MC

To delegate decision making regarding the grave digging application to the Town Clerk.

FC/200 LEADER FUNDING APPLICATION

RESOLVED (unanimous) TG/GP

- i) To thank Councillor Garner for her work
- ii) To support the submission of an Expression of Interest for EU funding.

The meeting closed at 9.45pm

Town Mayor

Date

ITEMS TO ACTION

Council 18th September 2017

Items to Action

Minute No	<u>Resolution</u>	Action	Status	Date
28/09/15				
FC/150	<p><u>GUILDHALL ACCESS</u></p> <p><u>RESOLVED</u> (unanimous) VP/CS</p> <p>That the following recommendations be approved:-</p> <ul style="list-style-type: none"> i) Subject to necessary approvals, a wall mounted post box be installed, suitable for wheelchairs; ii) Subject to necessary approvals, a bell accessible by wheel chair users is installed; iii) Full contact details are displayed outside the Guildhall, including telephone numbers and email addresses so that contact can easily be made with staff members. 	<p>Application to be made to Historic England.</p> <p>Contact details displayed in noticeboard outside Guildhall</p>	<p>Pending</p> <p>Complete</p>	<p>6/10/15</p>
09/11/15				
FC/189	<p><u>PROPERTY UPDATE</u></p> <p><u>RESOLVED</u> (unanimous) GP/AC</p> <p>That:-</p> <ul style="list-style-type: none"> i) The quotation from Hook Mason, Conservation Architects is accepted; ii) The Town Clerk has delegated authority to liaise with the conservation architect and Historic England to create a specification for improvements and repairs; 	<p>Letter to Hook Mason TC to liaise with HE.</p>	<p>Complete</p> <p>Complete</p>	<p>16/12/15</p> <p>10/11/15</p>

Council 18th September 2017

Items to Action

	iii) The initial claim lodged with the Town Council's insurers is noted, and that further quotations and information will be supplied when available; iv) Members support the Town Clerk in a business continuity disaster recovery plan; v) A review of the suitability of the Guildhall for Town Council use is undertaken when practicable;	Business continuity recovery plan drawn up. Review to be undertaken when practicable.	Complete Pending	10/11/15
20/01/16				
FC/215	<u>TOWN WALLS</u> <u>RESOLVED</u> (unanimous) PK/MC That the background information and minutes be noted.			
FC/216	<u>RESOLVED</u> (unanimous) GP/GG That:- i) the Town Council seek advice from Historic England prior to appointing a structural engineer and project manager; ii) a press release announcing the appointment of the structural engineer would be made as soon as practicable.	Structural engineer and project manager appointed. Press release when practicable.	Complete Ongoing	06/07/16
20/06/16				
FC/63	<u>LOCAL SERVICES</u> <u>RESOLVED</u> (unanimous) GG/GP That:- i) The revised proposal from Shropshire Council be noted; ii) The Memorandum of Co-operation be adopted			

Council 18th September 2017

Items to Action

	iii) A meeting is arranged with the LJC Parish Councils and the focus for a referendum is included in the meeting.	Meeting to be arranged.	Pending	
25/07/16				
FC/88	<p><u>PRESENTATION FROM THE HOUSMAN SOCIETY</u></p> <p><u>RESOLVED</u> (unanimous) CS/JS</p> <p>That the Town Clerk discusses the proposals regarding Ludlow's connection with the works and life of A E Housman in more detail with Mr Hunt.</p>	TC to liaise with Mr Hunt.	Ongoing	
FC/96	<p><u>RECOMMENDATIONS FROM SERVICES COMMITTEE 18TH JULY 2016</u></p> <p><u>RESOLVED</u> (unanimous) GG/JS</p> <p>That the recommendations from the Services Committee on the 18th July 2016 be approved.</p> <p><u>CEMETERY PLOTS</u></p> <ul style="list-style-type: none"> i) That Section I is used only for burials and no further reserved graves are accepted in this area; ii) All pre-purchased reserved graves are allocated in section L, iii) One new row is created on section L and extend entries are recorded for plot L in the burial register to record additional plots. <p><u>MUSLIM BURIALS</u></p>		Complete	21/09/16

Council 18th September 2017

Items to Action

	<p>That:-</p> <ul style="list-style-type: none"> i) It is recognised that there is a finite capacity at Henley Road Cemetery and Ludlow Town Council must ensure that best use of the area for the residents of the parish. ii) A statistical report is compiled using historic burial rates to predict future demand and likely lifespan of the remaining space in the cemetery; and the report is brought back to members. 	<p>Letter to the Iman and Cllr from Craven Arms.</p> <p>Statistical report to go to Service Cttee.</p>	Pending	
07/11/16				
FC/191	<p><u>ANTI-SOCIAL BEHAVIOUR</u></p> <p><u>RESOLVED</u> (unanimous) GP/MC</p> <p>That:-</p> <ul style="list-style-type: none"> i) the Town Council supports the actions of the Police, Ludlow Town Centre Residents Association and Unitary Councillors to curtail recent anti-social behaviour; ii) the Town Council undertakes a review on the effectiveness of public money committed to town centre CCTV. 	<p>Review on costs of CCTV.</p>	<p>Complete</p> <p>Pending</p>	<p>7/11/16</p>

Council 18th September 2017

Items to Action

07/11/16					
FC/191	<p><u>ANTI-SOCIAL BEHAVIOUR</u></p> <p><u>RESOLVED</u> (unanimous) GP/MC</p> <p>That:-</p> <p>iii) the Town Council supports the actions of the Police, Ludlow Town Centre Residents Association and Unitary Councillors to curtail recent anti-social behaviour;</p> <p>iv) the Town Council undertakes a review on the effectiveness of public money committed to town centre CCTV.</p>	Review on costs of CCTV.	GW GW	Complete Pending	7/11/16

13/03/17				
FC/274	<u>COMMITTEE RECOMMENDATIONS</u> <u>Services Committee 20th February 2017</u> <u>RESOLVED</u> (Unanimous) RJ/AC That the open and closed recommendations from the Services Committee meeting held on the 20 th February 2017 be approved: <u>WASTE MANAGEMENT</u> That subject to receipt of details of a fourth contractor and a like for like quotation, the Town Clerk has delegated authority to award the waste management contract for Ludlow Market and Henley Road Cemetery to the most appropriate contractor.	Another quotation sought. Quotations requested.	Complete	22/9/17
19/6/17				
FC/93	<u>TOWN WALLS UPDATE</u> <u>RESOLVED</u> (unanimous) MC/CC That:- i) The background information is noted; ii) The project is progressed and a Structural Engineer is appointed with the support from the Town Walls Trust and the independent Heritage & Planning Consultant.	Structural Engineer appointed.	Ongoing	
FC/95	<u>JOINT FUNDING LETTER</u>			

Council 18th September 2017

Items to Action

	<u>RESOLVED</u> (unanimous) TG/CS That:- i) Advice is sought from the Town Walls Trust regarding funding applications. ii) A single item application for the Town Walls is made to the HLF.	TC to liaise with TWT. Application to be made.	Pending	
FC/100	<u>LINNEY HOUSE</u> <u>RESOLVED</u> (unanimous) MC/TG That:- i) Advice is sought from the Town Council's Solicitor; ii) Councillor Sheward's offer to search the archives at Shropshire Council is accepted.	Advice sought from LTC solicitor. Cllr Sheward to research.	Ongoing Complete	19/6/17
31/07/17				
FC/142	<u>RESOLVED</u> (unanimous) AC/GG That the recommendations from the Policy & Finance Committee meeting held on the 10 th April 2017 be approved, subject to amendments from Ellis Whittam. <u>POLICIES</u> <u>Health and Safety Policy and Handbook</u> That:- a) the Town Clerk write a letter to Ellis Whittam expressing the Town Council's dissatisfaction that the Health and Safety Policy and Handbook were provided to the Council with so	Letter to EW. Await for amended	Pending	

Council 18th September 2017

Items to Action

	<p>many inaccuracies relating to the corporate structure of the Council.</p> <p>b) Ludlow Town Council supports the current practice and continued development of standard operating procedures.</p> <p>c) the Health and Safety Policy and Handbook are adopted as a fit for purpose document subject to the correction of the inaccuracies relating to the corporate structure of the Council.</p>	document. Then adopt.		
18/09/17				
FC/171	<p><u>SHROPDOG LETTER</u></p> <p><u>RESOLVED</u> (11:0:1) GP/JS</p> <p>i) To express support for the Shropdoc Service and note the letter;</p> <p>ii) To seek clarification regarding the likelihood and possible implications of any early closure of the service.</p>	Letter to ShropDoc	Complete	27/09/17
FC/173	<p><u>SHROPSHIRE COUNCIL – PARKING CONSULTATION</u></p> <p><u>RESOLVED</u> (unanimous) GP/MC</p> <p>That an extraordinary council meeting is convened prior to the consultation closing date on the 17th October to agree a response to Shropshire Council's parking consultation.</p>	Extraordinary FC meeting arranged for 11/10/17.	Complete	26/09/17
FC/178	<u>ANNUAL CORE GRANTS</u>			

Council 18th September 2017

Items to Action

	<u>RESOLVED (7:1:5) TG/VP</u> i) To invite the representatives from organisations attending the meeting to speak in support of their applications; ii) To amend the annual grant procedure and defer decisions regarding public grant funding in 2018/19 to a single extraordinary Council meeting.	Extraordinary FC meeting arranged for 11/10/17.	Complete	26/09/17
FC/186	<u>MEMBERSHIP OF REVIEW OF STANDING ORDERS WORKING GROUP</u> <u>RESOLVED (unanimous)</u> That the membership for the Review of Standing Orders Working Group be Councillors Garner, Ginger, Lyle, Parry, Sheward and Smithers.	Committee Membership amended and circulated to Cllrs and Staff.	Complete	27/09/17
FC/187	<u>REPRESENTATIVES ON OUTSIDE BODIES</u> <u>RESOLVED (unanimous) TG/GP</u> That the Town Council appoints Councillor Parry to be the second Representative on SALC.	Letter to SALC and Cllr informed.	Complete	27/09/17
FC/189	<u>RECOMMENDATIONS FROM POLICY & FINANCE 11th SEPTEMBER 2017</u>			

Council 18th September 2017

Items to Action

	<p><u>RESOLVED (12:0:1) AC/TG</u></p> <p>That the recommendations from the Policy & Finance Committee meeting held on the 11TH September 2017 be approved:</p> <p><u>POLICIES</u></p> <p><u>Customer Care Policy</u></p> <p>That The Customer Care Policy be adopted as a fit for purpose document subject to clarification of the Health & Safety requirements for checking Play Areas.</p> <p><u>LOCAL GOVERNMENT TRANSPARENCY CODE 2015</u></p> <p>That:-</p> <ol style="list-style-type: none"> The Local Government Transparency Code 2015 be adopted. The Town Clerk reports back to the Committee to explain how the Council complies with this Code. 	<p>Policy adopted and saved in digital folder and paper copy.</p> <p>Policy adopted and saved in digital folder and paper copy. Item to go onto a future P&F meeting.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	
FC/190	<p><u>RECOMMENDATIONS FROM SERVICES 4TH SEPTEMBER 2017</u></p> <p><u>RESOLVED (11:0:2) AC/GG</u></p> <p>That the recommendations from the Services Committee meeting held on the 4th September 2017 be approved.</p>			

Council 18th September 2017

Items to Action

	<p><u>BUDGET RECOMMENDATIONS</u></p> <p><u>MARKET FEES</u></p> <p>That Market Fees are increased by 3% in line with inflation.</p> <p><u>STREET TRADING</u></p> <p>That:-</p> <p>i) Castle Street and Tower Street trading pitch fees increase by 3% in line with inflation, and</p> <p>ii) The Bullring pitch and the High Street pitch are reviewed separately at the next Services meeting to establish if the pitch rate adequately reflects the location and trading potential of the pitches.</p> <p><u>CEMETERY FEES</u></p> <p>To increase Cemetery Fees by 5%. The increase includes a 3% inflation rise and also a further 2% to assist with the costs of future development of the site.</p> <p><u>CALENDAR OF EVENTS</u></p> <p>That the fees for the Calendar of Events 2018 remain unchanged.</p>	<p>Budget updated. Information passed to MO to diarise for 2018/19.</p> <p>Budget updated. Fees to be diarised for 2018/19. Bull Ring and High Street pitches to go onto next Services Agenda.</p> <p>Budget updated. Fees to be diarised by Cemetery Officer for 2018/19.</p> <p>No change required.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p></p> <p>26/9/17</p> <p>27/09/17</p> <p></p>
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Council 18th September 2017

Items to Action

FC/197	<u>GUILDHALL ROOF</u> <u>RESOLVED</u> (unanimous) GG/GP i) To approve the acceptance of the insurance offer; ii) And subject to receipt of the insurance money, to approve the revisions of the schedule of work to be undertaken by Treasure & Son.	Approve offer. Upon receipt of money approve revisions.	Complete Ongoing	21/09/17
FC/199	<u>CEMETERY</u> <u>RESOLVED</u> (10:0:3) GG/MC To delegate decision making regarding the grave digging application to the Town Clerk.	Letter to applicant.	Pending	

RESPONSE TO SHROPSHIRE COUNCIL PARKING CONSULTATION



DRAFT RESPONSE TO SHROPSHIRE COUNCIL'S PARKING CONSULTATION

October 2017

TOURISM BASED ECONOMY

Ludlow is a small market town with an economy based firmly on tourism. At its centre is one of the finest Mediaeval castles in the UK with its rich history as well as a magnificent parish church, Ludlow is visited by thousands of tourists each year.

Shropshire Council recognises Ludlow as an important tourism destination in Shropshire. In the Core Strategy for Planning, Ludlow is described as 'an important tourist destination and has achieved international renown as a centre for quality local food and drink.'

Shropshire Hills Area of Outstanding Natural Beauty Partnership, together with Shropshire Council, commissioned Sustainable Tourism Strategy for The Shropshire Hills and Ludlow 2011-2016, identifies, ' Shropshire was an important focus for pioneering geological research in the 19th Century, with place names such as Ludlow and Wenlock recognised internationally as series of rocks.' And goes on to state that 'Ludlow in particular has an established and national reputation for its building heritage and for its food and drink.'

Over many years, Ludlow has developed an economy that has weathered the decline of the traditional town centre throughout the UK and emerged with an economy that is successful. As successful as Ludlow is, the interplay and balance of the town's business & tourism economies is critical and any dramatic change in the balance of any of these factors could well lead to a rapid and terminal decline in the overall local economy.

Shropshire council must employ joined up thinking and recognise the importance of a fit for purpose parking strategy.

KEEPING BUSINESS TICKING OVER

The Town Centre layout means that off-street and on-street metered parking is severely restricted.

It is essential for the town's economy that there is a steady turnover of on and off-street parking.

People who work in the town also require long stay parking provision.

On-street bays in the town centre should be remarked to ensure efficient use of the limited space and create an additional 12 on-street parking.

'POP AND SHOP'

The current 'pop and shop' 15-minute grace must be maintained because removal of the 'pop and shop' scheme would deter regular local shoppers and decrease the all-important rotation of spaces.

Pop and shop is important to local traders because regular local customers are the bread and butter income that can be counted on throughout the year – visitor income is subject to significant fluctuations that are ultimately beyond the control of the shop keeper.

NIGHT-TIME ECONOMY

The proposed extension of chargeable parking times from 6pm-8pm would irreparably harm the night-time economy of the town.

- It is an unnecessary cost that would deter people from using the restaurants (6:30-7:30pm is a very popular time for meals)
- It is an unnecessary cost that will deter visitors to the Assembly Rooms (LAR) because most productions begin at begin before 8pm. LAR needs to look after its customer base because the rural population only offers a limited number of customers.
- It is an unnecessary cost that will deter the volunteers that keep the Assembly Rooms open to paying customers.

MAKING THE BEST USE OF LIMITED PARKING

The way visitors, shoppers and workers use the town's limited parking resources is very important. Ludlow needs a range of parking options in order to maximize the town's potential as a place to live, work and to visit.

Short Stay Car Parking - Castle Street Car Park & Galdeford [upper tier].

These are the spaces nearest to the town centre and are the places where the majority of shoppers and casual visitors like to park to allow for a short visit to shops and amenities. There needs to be quick turnover short term parking available at Castle Street Car Park and Galdeford [upper tier]. There is already provision for market trader parking, which is important because it supports the market at a time when other market are in significant decline, so there is no capacity for residents parking in these car parks.

Medium and Long Term Car Parking

Galdeford [lower tier] and Smithfield need to be longer stay to provide for those who wish to spend more time in the town. These are, in fact, the provisions that apply now and they have proved successful since they were introduced for the simple reason that they provide the necessary range of time slots that people require.

Coach Parking

It is important to the economy of town that the provision for coach parking is retained.

Market trader permits

Ludlow Town Council would support the continuation of the market trader permit scheme operated by Shropshire Council for a limited number of parking spaces at Castle Street & Galdeford Car Parks. The permits are sold on the Town Council at face value to market traders. The scheme recognises itinerant nature and labour intensive stock issues related to market trading.

Resident's permit scheme

Very few houses in the centre of Ludlow have individual garage space or private parking, the vast majority open directly onto the pavement of town centre streets and residents have to use the parking bays in those streets.

The residents permit parking system is no longer fit for purpose and needs a radical overhaul. There is widespread abuse of this system including many non-resident vehicles displaying resident's permits.

The documentation required to obtain a permit must ensure:

- the vehicle registered to the property – evidenced by the vehicle logbook [VRM]
- Only a single vehicle should be registered on each ticket for £50
- The ticket should have an easily monitored unique ID code such as a barcode or QR. This will allow CEOs to scan/check for illegally photocopied permits [a current abuse]
- In the red zone, a second car at the same address should pay £100 [people living in the centre of Ludlow should be encouraged to have a single car], although care needs to be taken to avoid unintended discrimination, and registered disabled second driver at the same address should only pay the standard [£50] cost. Shropshire Council could lead the way by introducing "Green friendly" parking.
- Registered vehicles must fit into the on-road parking bays
- Tradespeople are covered under a separate waiver scheme
- Residents who do not have a vehicle registered to their address will also be entitled to visitor permits at the same rate for a small admin charge.

It is essential that this scheme is monitored rigorously to stamp out abuse. This is why the need for an easily scanned unique code is essential to the scheme.

PARK & RIDE IMPROVEMENT

It is essential to the lifeblood of the town that a 'fit-for-purpose' Park & Ride (P&R) service is provided to run 7 days per week. The production of a parking ticket issued at the out-of-town site [Eco Park] should entitle a driver and one passenger to travel into and out of the town at a reduced cost. P&R routes must be as direct as possible and as frequent as is practicable.

- To have an important tourist centre unable to provide a P&R service on what is often the busiest day of the week [Sunday] makes no financial sense at all.
- Signage needs to be improved, carefully worded and placed to direct tourist traffic away from the wholly inadequate medieval street layout and towards a regular cheap P&R service run from the edge of town. This would ease congestion, remove the endless circling of visitor cars searching for parking as well as providing a greater turnover of spaces for residents and other townspeople alike.

PRICING

Whilst accepting that there may be a need to raise the charges to take into consideration inflation, any increase should only be in line with inflation and should not alter the ratio of long and short term charges.

Changes imposed to benefit the admin processes and revenue streams of Shropshire Council are not fit for purpose for Ludlow. The only beneficiary of the increased Sunday charges is Shropshire Council's coffers. That the proposed increases were astronomical at 167% and 273%. That the proposals are biased towards those who "can afford to pay" and have deep pockets.

The new higher charges in Castle Street Car Park would penalise shoppers, workers and tourists.

The unique qualities of Ludlow, its distance from the County Town and the current destination of parking revenues mean that the temptation to treat the town as a 'cash cow' for the Unitary Council must be resisted at all costs. Even small increases in charges will have a detrimental effect and large increases could be seriously counter-productive.

LOCAL REVENUE TO SUPPORT THE LOCAL ECONOMY

Revenue destination is an extremely important consideration. At the present time, the revenue from all parking charges is collected by Shropshire Council. None of this money is returned to specifically benefit Ludlow.

Shropshire Council must recognise the importance of a fit for purpose parking strategy that works to support Ludlow.

CRITERIA ANNUAL CORE GRANTS



CORE GRANT CRITERIA

Organisations will be considered for a Ludlow Town Council grant aid where they meet the following criteria:

1. The organisation is based, or has a local branch, in Ludlow.
2. The work of the organisation directly benefits a number of residents of Ludlow.
3. The organisation has a written constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. Account will be taken regarding how much money the organisation has, including any special reserves set aside for particular projects. Additionally, if the balance is high in relation to spending then an explanation will be required to justify the reasons why the organisation is still applying for a grant.
5. The organisation has its own bank account with at least 2 authorised signatories.
6. The organisation is non-party political and non-profit making. Individuals will not be funded.
7. Retrospective applications will not be considered.
8. Applications should be linked to a specific project but consideration will also be given to grant applications for revenue funding.
9. Grant applications that require matching funding as evidence of local/community support to lever in additional grants from other funding sources will also be considered.
10. Applications for the subsequent financial year will be considered annually at Full Council meetings in August and September

Conditions

Any Grant Aid awarded must be used for the purposes stated on the application only. If the organisation decides that it wishes to spend the monies on an alternative project it must ask the Council for written permission to do so.

Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Ludlow Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

Successful organisations must:

1. Be prepared to participate in any publicity or awareness initiatives organised by the Council.
2. Be willing to attend a reception organised by Ludlow Town Council to receive their cheque.
3. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and where possible provide Ludlow Town Council with photograph(s) of the project funded.
4. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts, a copy of which should be sent to the Town Council as soon as it has been published.

ANNUAL CORE GRANT APPLICATIONS

Organisation	Current	Requested 2018/19
Citizen's Advice (Shropshire)	£2,000	£2,000
Crucial Crew	£300	£650
Friends of the Corve & Teme	£500	£500
Friends of Whitcliffe Common	£0	£500
Ludlow & Area Youth Partnership	£750	£1,200
Ludlow Assembly Rooms	£15,000	£15,000
Ludlow Concert Band	£500	£500
Ludlow Football Stadium Partnership	£500	£500
Ludlow Fringe	£2,000	£7,000
Ludlow In Bloom	£2,500	£3,000
Ludlow Homestart	£500	£1,000
South Shropshire Youth Forum	£0	£2,000
Teme Weirs Trust	£300	£300
Visitor Information Centre (LAR)	£0	£8,000
Total Amount	£24,850	£42,150

ANNUAL CORE GRANT APPLICATION

FRIENDS OF WHITCLIFFE COMMON

05 SEP 2017

FRIENDS OF WHITCLIFFE COMMON

President
The Earl of Plymouth
Vice President
Denis Nash

Hilary Bufton
Treasurer
buftons@talktalk.net

Charity No. 1078639

Gina Wilding,
Town Clerk,
Ludlow Town Council,
The Guildhall,
Mill Street,
Ludlow,
Shropshire. SY8 1AZ.

Dear Madam,

ANNUAL CORE GRANT FUNDING 2018/2019 FRIENDS OF WHITCLIFFE COMMON

On behalf of the Trustees of the Friends of Whitcliffe Common I enclose the completed Annual Core Budget Grant Application Form for 2018/2019. I also enclose a copy of our most recent accounts.

You will see from our accounts that our reserves look healthy but I would like to point out that that on professional advice we have a reserve fund of £35,000.00 for dealing with unforeseen emergencies. As we have already spent in excess of £10,000.00 in the current financial year you will see that this leaves us with a very small working balance.

If you would like any further information please do not hesitate to contact me.

Yours faithfully,



Hilary E. Bufton
Hon. Treasurer

Chairman: Daphne Jones

Secretary: Daphne Jones

Treasurer: Hilary Bufton

105 SEP 2017

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

Name of Group/Organisation

FRIENDS OF WHITCLIFFE COMMON

Address

56 GREENACRES, LUDLOW, SHROPSHIRE.

Post Code:

SY21LY

Email:

buftons@talktalk.net

Tel No:

01584 274515

Contact Person

Title:

MRS.

First Name:

HILARY

Surname:

BUFTON

Position held in Group:

HON. TREASURER

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

1078639

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

MANAGE A 32 ACRE SITE KNOWN AS WHITCLIFFE COMMON, LUDLOW.
FINANCED BY MEMBERSHIP FEES, DONATION, GRANTS (THIS YEAR LUDLOW P.C ONCE) + FUNDRAISING.

How many people are in your group/organisation

11 TRUSTEES, A VOLUNTEER WORKFORCE + 284 MEMBERS

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

TOWARDS THE ANNUAL MANAGEMENT OF THE COMMON. PAYING FOR PROFESSIONAL PEOPLE TO UNDERTAKE WORK OUR VOLUNTEERS ARE UNABLE TO DO (ie. Tree Surgeons). THE CONTINUING RESTORATION OF MEMORIAL SEATS ON THE COMMON - THIS WORK IS CARRIED OUT BY A LOCAL FIRM. THE UPKEEP + RESTORATION OF THE CIRCULAR PATH USABLE BY ALL MEMBERS OF THE PUBLIC INCLUDING THE DISABLED. FUEL FOR STRIMMERS ETC. USED TO KEEP DOWN PLANT GROWTH ON PATHS + SEATS.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

ALL RESIDENTS + VISITORS TO LUDLOW WISHING TO USE,
FREE OF CHARGE, THIS ENVIRONMENTAL SPACE. IT IS
IMPOSSIBLE TO GIVE A FIGURE FOR THIS.
ALL MEMBERS OF THE GROUP / ORGANISATION ARE FROM LUDLOW
INCLUDING THE VOLUNTEER WORKFORCE.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

£500.00

Financial year(s) that funding will cover:

2018 / 2019

If a grant is awarded, please state who the cheque should be made payable to:

FRIENDS OF WHITELIFFE COMMON

DECLARATION

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1 *A.E. Butler*
(Person submitting form)

Date: 4.9.2017

Signature 2 *Daphne Jones*
Date: 4/9/17

(Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
--	---

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

05 SEP 2017

THE FRIENDS OF WHITCLIFFE COMMON
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017


Whittingham Riddell
chartered accountants

THE FRIENDS OF WHITCLIFFE COMMON

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THE FRIENDS OF WHITCLIFFE COMMON

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2017

Trustees

Ann Dyke
Jo Phelps
John Barnard
Vince Bufton
Barbara Hall
Rick Summers
Andy Wright
Daphne Jones, Chair
Harvey Griffiths, Vice Chair
Hilary Bufton, Treasurer
Daphne Jones, Secretary

Charity registered number

1078639

Principal office

56 Greenacres, Ludlow, Shropshire, SY8 1LY

Accountants

Whittingham Riddell LLP, 4 The Business Quarter, Eco Park Road, Ludlow, Shropshire, SY8 1FD

THE FRIENDS OF WHITCLIFFE COMMON

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

The Trustees present their annual report together with the financial statements of for the 1 April 2016 to 31 March 2017.

Objectives and Activities

a. Policies and objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The Trustees have examined the major strategic business and operational risks which the charity faces and confirm the policies, procedures and systems have been established so that the necessary steps can be taken to lessen those risks and to enable regular reports to be provided.

b. Activities for achieving objectives

Shropshire Wildlife Trust holds the lease of Whitcliffe Common for 99 years as from September 2009. The Trustees have been raising funds for the care and maintenance of the Whitcliffe Common and work to a Management Plan agreed with the Shropshire Wildlife Trust and their Reserves Manager working on the long term plan for the future maintenance and care of the common.

Achievements and performance

a. Review of activities

The Committee is pleased to report that the income of the charity has remained sufficient to enable the necessary ongoing maintenance and management of the common to proceed as planned and also to maintain reserves for the purpose of funding any unforeseen work which may become necessary on the common in the future.

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue 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.

b. Reserves policy

The reserve of funds at 31 March 2017 was £51,012 (2016: £48,040), which is considered adequate to fund further work as required. Funds are held in interest bearing accounts including COIF Charity funds which the committee feel gives an adequate return on capital invested. The committee have considered the need for retention of funding to meet unexpected and abnormal costs and a reserves policy is in place to maintain a fund in order to meet such costs.

THE FRIENDS OF WHITCLIFFE COMMON

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2017

Structure, governance and management

a. Constitution

The principal object of the charity is to provide funds to maintain, repair, restore, and preserve, for the benefit of the public, Whitcliffe Common.

There have been no changes in the objectives since the last annual report.

b. Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

c. Organisational structure and decision making

The Friends of Whitcliffe Common is managed by an Executive committee in accordance with rules which are stated in the Constitution dated 30 September 1999. The committee consists of the principal honorary officers and not less than six other members all of whom are elected at the Annual General Meeting. A committee member is nominated by Ludlow Town Council and another by Ludford Parish Council.

THE FRIENDS OF WHITCLIFFE COMMON

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2017

Trustees' responsibilities statement

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

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

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

This report was approved by the Trustees on 27 July 2017 and signed on their behalf by:

Daphne Jones, Chair

THE FRIENDS OF WHITCLIFFE COMMON

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2017

Independent Examiner's Report to the Trustees of The Friends of Whitcliffe Common

I report on the financial statements of the charity for the year ended 31 March 2017 which comprise the Statement of Financial Activities and Balance Sheet, with the related notes.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

THE FRIENDS OF WHITCLIFFE COMMON

INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements which accord with the accounting records, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) and in other respects comply with the accounting requirements of the Act.
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated:

Graham Worton FCA

Whittingham Riddell LLP
Chartered Accountants
4 The Business Quarter
Eco Park Road
Ludlow
Shropshire
SY8 1FD

THE FRIENDS OF WHITCLIFFE COMMON

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
INCOME FROM:				
Donations and legacies	2	5,684	5,684	4,061
Other activities	3	7,861	7,861	7,088
Investments	4	114	114	145
TOTAL INCOME		13,659	13,659	11,294
EXPENDITURE ON:				
Charitable activities:				
Costs of charitable activities	5	8,604	8,604	6,088
Other resources expended	6	1,843	1,843	2,005
Governance	7	240	240	240
TOTAL EXPENDITURE		10,687	10,687	8,333
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES		2,972	2,972	2,961
NET MOVEMENT IN FUNDS		2,972	2,972	2,961
RECONCILIATION OF FUNDS:				
Total funds brought forward		48,040	48,040	45,079
TOTAL FUNDS CARRIED FORWARD		51,012	51,012	48,040

The notes on pages 9 to 15 form part of these financial statements.

THE FRIENDS OF WHITCLIFFE COMMON

**BALANCE SHEET
AS AT 31 MARCH 2017**

	Note	£	2017 £	£	2016 £
CURRENT ASSETS					
Cash at bank and in hand		51,252		48,281	
CREDITORS: amounts falling due within one year	10	(240)		(241)	
NET CURRENT ASSETS			51,012		48,040
NET ASSETS			51,012		48,040
CHARITY FUNDS					
Unrestricted funds	11		51,012		48,040
TOTAL FUNDS			51,012		48,040

The financial statements were approved by the Trustees on 27 July 2017 and signed on their behalf, by:

Hilary Bufton, Treasurer

The notes on pages 9 to 15 form part of these financial statements.

THE FRIENDS OF WHITCLIFFE COMMON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

The Friends of Whitcliffe Common constitutes a public benefit entity as defined by FRS 102.

First time adoption of FRS 102

These financial statements are the first financial statements of The Friends of Whitcliffe Common prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities SORP 2015 (SORP 2015). The financial statements of The Friends of Whitcliffe Common for the year ended 31 March 2016 were prepared in accordance with previous Generally Accepted Accounting Practice ('UK GAAP') and SORP 2005.

Some of the FRS 102 recognition, measurement, presentation and disclosure requirements and accounting policy choices differ from previous UK GAAP. Consequently, the Trustees have amended certain accounting policies to comply with FRS 102 and SORP 2015.

1.2 Fund accounting

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

Investment income, gains and losses are allocated to the appropriate fund.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES (continued)

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

1.4 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.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

THE FRIENDS OF WHITCLIFFE COMMON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES (continued)

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.8 Liabilities and provisions

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 estimated reliably. Liabilities are recognised at the amount that the charity 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 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.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. VOLUNTARY INCOME

	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Membership fees	1,572	1,572	1,229
Donations	2,912	2,912	2,832
Grants	1,200	1,200	-
	<u>5,684</u>	<u>5,684</u>	<u>4,061</u>
Total 2016	<u>4,061</u>	<u>4,061</u>	

THE FRIENDS OF WHITCLIFFE COMMON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

3. FUNDRAISING INCOME

	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Fundraising	4,278	4,278	4,762
Seats	1,800	1,800	300
Other	1,783	1,783	2,026
	<u>7,861</u>	<u>7,861</u>	<u>7,088</u>
Total 2016	<u>7,088</u>	<u>7,088</u>	

4. INVESTMENT INCOME

	Unrestricted funds 2017 £	Endowment funds 2017 £	Total funds 2017 £	Total funds 2016 £
Bank interest receivable	-	-	-	13
COIF interest	114	-	114	132
	<u>114</u>	<u>-</u>	<u>114</u>	<u>145</u>
Total 2016	<u>145</u>	<u>-</u>	<u>145</u>	

5. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted funds £	Total 2017 £	Total 2016 £
Insurance	711	711	697
Maintenance of Common	3,447	3,447	2,720
Seats	2,254	2,254	1,041
Fundraising	2,192	2,192	1,630
	<u>8,604</u>	<u>8,604</u>	<u>6,088</u>
At 31 March 2016	<u>6,088</u>	<u>6,088</u>	

THE FRIENDS OF WHITCLIFFE COMMON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

6. OTHER RESOURCES EXPENDED

	Unrestricted funds £	Total 2017 £	Total 2016 £
Sundries	1,262	1,262	1,605
General stationery and printing	581	581	400
	<u>1,843</u>	<u>1,843</u>	<u>2,005</u>
At 31 March 2016	<u>2,005</u>	<u>2,005</u>	

7. GOVERNANCE COSTS

	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Accountancy fees	240	240	240

8. NET INCOME/(EXPENDITURE)

During the year, no Trustees received any remuneration (2016 - £NIL).

During the year, no Trustees received any benefits in kind (2016 - £NIL).

7 Trustees received reimbursement of expenses amounting to £1,597 in the current year, (2016 - 1 Trustee - £18).

9. AUDITORS' REMUNERATION

The Independent Examiner's remuneration amounts to an Independent Examination fee of £ 240 (2016 - £ 240), and other services fees of £ NIL(2016 - £ NIL).

THE FRIENDS OF WHITCLIFFE COMMON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

10. CREDITORS: Amounts falling due within one year

	2017 £	2016 £
Accruals and deferred income	240	241

11. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2016 £	Income £	Expenditure £	Balance at 31 March 2017 £
Unrestricted funds				
General Funds	48,040	13,659	(10,687)	51,012

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2015 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2016 £
Unrestricted funds					
General Funds	45,079	11,294	(8,333)	-	48,040
	45,079	11,294	(8,333)	-	48,040
Total of funds	45,079	11,294	(8,333)	-	48,040

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2017 £	Total funds 2017 £
Current assets	51,252	51,252
Creditors due within one year	(240)	(240)
	51,012	51,012

THE FRIENDS OF WHITCLIFFE COMMON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	<i>Unrestricted funds 2016 £</i>	<i>Total funds 2016 £</i>
Current assets	48,281	48,281
Creditors due within one year	(241)	(241)
	<u>48,040</u>	<u>48,040</u>

13. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

14. FIRST TIME ADOPTION OF FRS 102

It is the first year that the charity has presented its financial statements under SORP 2015 and FRS 102. The following disclosures are required in the year of transition. The last financial statements prepared under previous UK GAAP were for the year ended 31 March 2016 and the date of transition to FRS 102 and SORP 2015 was therefore 1 April 2015. As a consequence of adopting FRS 102 and SORP 2015, a number of accounting policies have changed to comply with those standards.

The policies applied under the charity's previous accounting framework are not materially different to FRS 102 and have not impacted on funds or net income/expenditure.

THE FRIENDS OF WHITCLIFFE COMMON

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

		2017 £	2016 £
CHARITY INCOME			
Membership fees	2,912	2,832	
Donations	1,572	1,229	
Fundraising	4,278	4,762	
Bank interest	-	13	
COIF interest	114	132	
Grants	1,200	-	
Payments for Seats	1,800	300	
Sundries	1,783	2,026	
TOTAL CHARITY INCOME		13,659	11,294
LESS: CHARITY EXPENDITURE			
Insurance	711	697	
Maintenance of Common	3,447	2,720	
Fundraising	2,192	1,630	
Postage and stationery	581	400	
Payments for Seats	2,254	1,041	
Accountancy	240	240	
Sundries	1,262	1,605	
TOTAL CHARITY EXPENDITURE		10,687	8,333
NET INCOME FROM CHARITABLE SOURCES		2,972	2,961
NET INCOME FOR THE YEAR		2,972	2,961

ANNUAL CORE GRANT APPLICATION

LUDLOW & AREA YOUTH PARTNERSHIP

05 SEP 2017

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

Name of Group/Organisation

Ludlow and Area Youth Partnership

Address

Ludlow Youth Centre, Ludlow

Post Code: SY8 1RT

Email: linda.monteith@shropshire.gov.uk

Tel No: 07990085443

Contact Person

Title: Ms

First Name: Linda

Surname: Monteith

Position held in Group: Sectary

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

The Youth Partnership was set up on behalf of young people in Ludlow and Cleve Local Joint Committee area. The group as representatives from Shropshire Council, Ludlow Town Council, Shropshire Positive Activities and Local Youth Groups, LJC rep, police, Churches together and Local schools

The Youth Partnership is tasked with organising events for young people in the Ludlow area and securing funding. All funding for activities is sought through grants.

How many people are in your group/organisation

20+

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

For a few years, Ludlow Youth Partnership has delivered outreach sessions on Ludlow School Leavers Day for the year 11's on their last school day. The partnership works alongside the police, school and a local store donates bottled water. This idea started from an idea with the local community alcohol scheme and has been successful over a few years.

The Youth Partnership runs craft afternoons in the Easter and summer holidays for children that may not get the chance to do other things; these are held at the Rockspring community centre and Dodmore. The Youth Partnership works with partners to provide different activities on the day. Currently we work with the Police, Ludlow Foyer, Loudwater, Churches together and SYA. Low cost snacks are available so every family no matter of family size or income can enjoy the afternoon.

Lastly, Ludlow Community Fireworks are provided by Ludlow Youth Partnership and SSHA. This event is free but donations are welcome. Again, the event is provided for the whole town so families regardless of income or size can come together and enjoy the fireworks on Gallows Bank. The community help organise and volunteer on the night making it a community event which has become highly successful

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

Leavers Day – 100 young people gather at the Linney where youth workers engage with them.

Craft afternoons- just over 100 young people attended the three events in 2017 plus parents

Community Firework Event – this event sees over 400+ people gather on gallows bank plus over 40 volunteers from the community helping to organise the event

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

£1,200

Financial year(s) that funding will cover:

2018

If a grant is awarded, please state who the cheque should be made payable to:

Ludlow Youth Partnership

DECLARATION

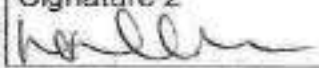
We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1 
(Person submitting form)

Date: 5. September 2017

Signature 2  Date: 5. September 2017.

(Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
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Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

Ludlow Area Youth Partnership

Constitution

This constitution was adopted on the 15th day of September 2014

1. NAME

The name of the Association shall be Ludlow Area Youth Partnership ('The Association')

2. OBJECTS

The objects of the Association shall be to benefit the community by:
Improving the social, economic and environmental well being of the young people residing in Ludlow and the surrounding area.

3. POWERS

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- a) Power to raise funds and invite and receive contributions
- b) Power to organise activities, events, lectures, discussions and to produce leaflets and other publicity material.
- c) Power to consult the public by arranging meetings and surveys.
- d) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects and to exchange information and advice with them
- e) Power to do all such other lawful things as are necessary for the achievement of the objects

4. MEMBERSHIP

- a) Full membership of the Association shall be open to all persons aged 18 years or over interested in furthering the objects.
- b) In addition, the following organisations will be requested to send a representative to the Association:

- Ludlow Town Council
- Shropshire Council
- West Mercia Police
- South Shropshire Youth Forum
- South Shropshire Housing Association
- Ludlow Boxing Club
- Ludlow College
- Churches Together
- Ludlow Young Farmers
- Ludlow Girl Guides
- Ludlow Football Club
- S.S.G.C
- Ludlow Fringe
- All schools in the area

- c) The Association may for good and sufficient reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Association, accompanied by a friend, before a final decision is made.

5. SUBSCRIPTION

All members shall pay such subscription as the Annual General Meeting shall from time to time determine.

6. MANAGEMENT OF THE ASSOCIATION

- a) The Association shall be managed by a Committee to be elected annually at the first general meeting after the Annual General Meeting.
- b) The Committee shall consist of a Chairperson, a Secretary, Treasurer (the Officers) and at least 5 other members.
- c) All members of the Association shall be members of the committee.
- d) All committee members will be fully paid members prior to appointment (if a subscription is implemented)
- e) If vacancies occur among the Officers, the Committee shall have the power to fill them from among its members.
- f) The Committee may co-opt up to three people to serve on the Committee until the next Annual General Meeting.
- g) All members of the Committee shall retire from office at the annual general meeting following the date on which they came into office but they may be re-elected or re-appointed.

7. MEETINGS

- a) The Committee shall hold at least four ordinary general meetings each year.
- b) There shall be a quorum when at least one third of the members of the Committee or four members of the Committee, whichever is the greater, are present at a meeting.
- c) Every matter shall be determined by a majority of the members of the Committee present and voting. In case of equality of votes the Chairman shall have a second or casting vote.
- d) Minutes shall be kept as a record of the proceedings of the meetings of the Committee and any of its sub-committees.
- e) The Committee may appoint one or more sub-committees providing that all acts and proceedings of the sub-committees shall be fully and promptly reported to the Committee. Any sub-committee shall have at least 3 members of the Committee and may in addition co-opt up to 2 further people who are full members of the Association.

B. ANNUAL GENERAL MEETING

- a) There shall be an annual general meeting which shall be held as soon as practicable after the end of the Association's financial year. Members shall be given at least 14 days notice.

- b) The Committee shall present the report and accounts of the Association for the preceding year.
- c) Nominations for election to the Committee must be made by members of the Association in writing before the commencement of the meeting.
- d) The quorum at a general meeting shall be 5 members, or one quarter of the members, whichever is the greater.

9. SPECIAL GENERAL MEETING

The Committee may at any time call a special general meeting of the Association stating the business to be discussed. A special meeting may also be called by the Secretary if a written request is received from at least 5 members. At least 14 days notice shall be given for special general meetings.

10. FINANCE

- a) All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.
- b) The funds of the Association including all donations, contributions and bequests shall be paid into an account operated by the Committee in the name of the Association at such bank as the Committee shall from time to time decide.
- c) All cheques drawn on the account must be signed by two Officers and must be approved by the Committee.
- d) The Committee shall:
 - i. keep accounting records
 - ii. prepare an annual statement of accounts
 - iii. have the accounts independently examined

11. AMENDMENTS

The constitution will be reviewed annually and any amendments decided by a majority of members present at a general meeting.

12. DISSOLUTION

- a) The Association may be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting.
- b) Such proposals to dissolve the Association shall take effect only if agreed by a two-thirds majority of members present and voting at the meeting.
- c) Surplus funds of the Association, if it is dissolved, shall be given or transferred to such other charitable institution or voluntary organisation having similar objects as the members of the Association may determine or failing that shall be applied for some other charitable purpose.

13. ARRANGEMENTS UNTIL THE FIRST ANNUAL MEETING

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Committee were references to the persons whose signatures appear at the bottom of this document.

This Constitution was adopted on the date mentioned above by the persons whose signatures appear below:

Name (Block capitals)	Signature	Position
Tracey Huffer		Chair
VICTORIA TURNER		Community Action
SUE PARRY		Neighbourhood Management offices + Treasurer of LAUP.
E V Parry		LT SSC
CAROLINE GEORGE		SSGC
MIKE GOTT		SSHA
Neil RICHARDSON		Churches Together
ANITA BIGSBY		MD LUDLOW FRINGE
Linda Macereth		Secretary
Richardson		SS-f

Lea-on youth Partnership accounts to go with
'Core funding Grant application'

Current funding available for each youth project

	£	Notes
Youth Festival / Craft Afternoons	1,063.98	
Community Fireworks	2,822.53	
Resilient Communities	5,000.00	
Junior Art Project	182.40	SYA to invoice for work
Youth Commissioning	550.00	
General	330.00	
Speed Dating / Consultation	300.00	
Senior Youth Club	3,349.42	
Rockspring Gardening Project	41.30	
Junior Youth Club	100.00	
Detached	741.62	
Total in bank at 31/3/17	14,481.25	

Please note

highlighted green - This is not Youth Partnership money. The Youth Partnership is holding this on behalf of Shropshire Council

highlighted pink - This has now been spent

Community fireworks money is spent already on this years event

The only money the Youth Partnership has is the £330.00 in the general account (the other not state above is ring fenced for other projects) Many thanks.

ANNUAL CORE GRANT APPLICATION

LUDLOW CONCERT BAND

27 JUL 2017



ANNUAL CORE BUDGET GRANT

APPLICATION

Applications must be submitted by the 1st August

CONTACT DETAILS

Name of Group/Organisation

LUDLOW CONCERT BAND

Address

3 Elm walk
ludlow
Shropshire

Post Code:

SY8 2LX

Email: amanda.pope@mypostoffice.co.uk

Tel No: 01584 873418
work

01584 875608 home

Contact Person

Title: Mrs

First Name: AMANDA ~~REEVES~~

Surname: REEVES

Position held in Group: TREASURER

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

WE ARE A COMMUNITY WIND BAND, made up of local amateur musicians. WE PLAY FOR LOCAL EVENTS, FUND RAISERS AND CIVIC EVENTS.

How many people are in your group/organisation 30

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

WE WILL USE FUNDING TO GO TOWARDS new music REHEARSAL ROOM HIRE, uniforms and Equipment for the band.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

20 Are from Ludlow who are in the band.
About 2000 people from Ludlow directly benefit from ~~to~~ our playing at events, we also help tourism and promote the town in the wider community. Youngsters also benefit as we actively encourage and help younger players by giving free lessons **FINANCIAL DETAILS** and put them through music exams.

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council £500

Financial year(s) that funding will cover: ~~2017/18~~ 2018/19

If a grant is awarded, please state who the cheque should be made payable to:

LUDLOW CONCERT BAND

DECLARATION


We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1
(Person submitting form)

Date: 27/7/17

 Amanda Reeves

Colin Reems

Signature 2

Date: 27/7/17

(Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

I have: (Please tick)	<input checked="" type="checkbox"/> Answered every question <input checked="" type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity) <input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement
-------------------------------------	---

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT FULL COUNCIL MEETINGS HELD IN AUGUST AND SEPTEMBER 2016 RESPECTIVELY.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 1ST AUGUST 2016.

Completed Application Forms should be returned to:
Gina Wilding, Town Clerk, Ludlow Town Council,
The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
Tel: 01574 871970 Email: townclerk@ludlow.gov.uk

Finances of Ludlow Concert Band 2015/2016

Income

Balance C/F 2014/2015	£1,453.41
Annual grant 2014/15 Ludlow Town Council received 9 April 2016	£500.00
Annual grant 2015/16 Ludlow Town Council received 9 April 2016	£500.00
Donations from playing out	£813.37
Private Voluntary Contributions	£650.00
Total	£3,916.78

Expenditure

Hire of weekly rehearsal room (Rugby Club) subsidised Sep, Oct, Nov, Dec Unsubsidised Jan-June (6months)	£85.00 £416.00
Purchase of extra uniforms	£105.97
Musical equipment	0
Band equipment 2 gazebos 6mx2m	£1,064.95
Music Purchases	£531.86
Ink for printer	£23.36
Public Liability Insurance	£115.30
Refreshments, tea, coffee, Remembrance Sunday	£52.11
Cash in hand	0
Balance at Lloyds Bank	£1,522.23
Total	£3,916.78

C/F	£1,522.23
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Ludlow Concert Band Constitution

1. Name:- The name of the organisation shall be "Ludlow Concert Band"

2. Aims:- The aims of the band are to provide musical entertainment for the general public by achieving the best possible musical standards in public performance and for its members to gain satisfaction and pleasure from playing. The band will promote live musical performance in the locality and especially South Shropshire through the giving of public concerts and participation in other musical events.

3. Membership of The Band

3.1 The band will consist of Adult Members and Child Members.

3.2 Only Adult members shall have voting rights - The term adult member shall refer to a person over the age of 14 years.

3.3 Officers of the Band Committee will be elected by the members at the A.G.M.

3.4 The Level of subscription and date of payment will be determined by the members at the A.G.M.

3.5 The names and addresses of all members will be recorded in a suitable ledger. The instrument played and any Band property in a members possession will be recorded.

3.6 Players may join the Band either through nomination by the Musical Director to the committee or by a personal audition by the Musical Director at his or her own discretion. Non-playing persons may be invited by the committee to become members. Once members are invited to join they fill in a membership form.

3.7 Membership shall automatically cease in the case of any member who does not attend any practice session during a period of time which includes 8 practice sessions, or who attends fewer than 5 practice sessions in 12 months, unless the Secretary is informed of a satisfactory (in the opinion of the committee) reason for such non-attendance.

3.8 Members who intend to resign should do so in writing.

3.9 The Committee reserves the right to review the membership of any member of the society or the MD, if that member is not perceived to be working towards the objectives of the society.

4. Guest Players and Deputy Players

4.1 The Musical Director is authorised to invite guest or deputy players to rehearse or play with the Band at performances.

4.2 The Treasurer is authorised to reimburse travelling expenses of guest or deputy players.

5. Officers and Committee

5.1 The management of the Society shall be in the hands of a Committee consisting of the following officers

- Chairman
- Treasurer

- Secretary
- and at least 3 other members of the Society

who shall have the power to act and co-opt additional support for the committee. A quorum for the committee is 5 members.

The officers and other Committee members shall be elected by and out of the Society's members at the A.G.M;- they shall hold office until the next A.G.M and be eligible for re-election.

If the MD will be entitled to participate at committee meetings if he/she is not already a member.

5.2 The Committee shall hold at least 3 ordinary meetings a year. A special meeting may be called at any time by the Chairman, or by any 2 members of the Committee, upon not less than 4 days notice being given to the other members of the Committee of the matters to be discussed, but if the matter includes the appointment of a co-opted member then not less than 21 days notice must be given.

5.3 The Chairman shall act as chairman at meetings of the Committee. If the Chairman is absent from any meeting, the members of the Committee present shall choose one of their number to be Chairman before any other business is transacted.

5.4 The quorum shall be 5.

5.5 Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the Chairman of the meeting has a "casting" vote.

5.6 The Committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

5.7 The Committee shall keep minutes of the proceedings at meetings of the Committee any any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

6. Musical Director

6.1 The Musical Director is nominated by the Committee and appointed by the Band by a majority vote.

6.2 The Musical Director can at the discretion of the Committee be reimbursed for travel expenses.

6.3 The Musical Director has discretion over Band repertoire but will consult the Band.

6.4 The Musical Director may nominate to the committee an assistant conductor.

6.5 The Musical Director or his/her Deputy has full control of the Band during musical engagements.

6.6 The Musical Director is entitled to participate at committee meetings but is not required to

attend unless requested by the secretary.

7. Management

The Committee shall carry out the administration of the Band's affairs.

7.1 All the arrangements for the concerts and other events and control of the finance shall be in the hands of the committee.

7.2 The Society's year run from 24th September to 23rd September.

7.3 The Society shall not be responsible for any injury, loss or damaged property during any event or rehearsal organised by the band.

8. Conduct of Players

8.1 Players shall maintain their instruments in good playing order.

8.2 Players are responsible for the care and safe keeping of Band Property on loan to them.

8.3 Players should discuss with the MD any musical activities outside the Band that may affect their commitment to the Band.

8.4 Players when playing out should uphold the dignity of the Band and not do anything which would bring the band into disrepute.

8.5 Players should use their best endeavours to add to the musical quality of the Band.

8.6 The Committee may expel a member from the Band for misconduct.

8.7 Any member who has a grievance may request that it be heard by the Chairholder. The Chairholder will attempt to resolve any grievance and his/her decision is final.

8.8 Any member of the band shall return any Band property to the committee. It should be returned in a satisfactory condition, and the committee may levy a charge for any wilful or negligent loss or damage to property whilst in a member's possession. The committee may request inspection of Band property at any reasonable time.

9. Band Property

9.1 Band property such as instruments can be loaned to players for the use of playing in the band.

9.2 Instruments may also be loaned to players who are not able to play in the band yet, but are taking lessons with a view to joining the band. If any person no longer intends to play or has not taken lessons in 6 months should return the property to the band.

9.3 Band property on loan shall not be sold or otherwise disposed of without the consent of the committee. The borrower is fully responsible for any loss or damage to instruments, equipment or music during the period of the loan.

10. Equal opportunities, child protection

10.1 No individual shall be excluded from membership of the Band or de-barred from any

official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

10.2 A child protection policy is in place and a child protection officer is appointed to oversee its implementation.

11. Finance

11.1 A bank account shall be opened in the name of the Band and transactions shall be authorised by any 2 authorised signatories.

11.2 The band shall receive donations, grants in aid and financial guarantees. Tickets may for any or all of its concerts and other events be offered for sale to the public. The level of fees to be charged for band performances will be determined by the committee.

11.3 The income and property of the Band whencesoever derived shall be applied solely towards promoting the objects of the band as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the band except in payment of legitimate expenses incurred on behalf of the band.

11.4 Ownership of the band's assets will be invested into the Committee as custodians.

11.5 The Treasurer shall submit an up-to-date account at every committee meeting and a financial statement including the assets of the society at the AGM. He/she will also maintain cash books and records of transactions.

11.6 All money received from any source shall be paid into a bank account unless used immediately for band purposes.

12. Annual General Meeting

12.1 Within 2 months of the end of each financial year the members shall be summoned to an AGM of which at least 14 days notice in writing - by letter or email- shall be given to all members.

12.2 The Committee shall present to each AGM the report and accounts of the society for the preceding year.

12.3 Nominations for election to the Chairman must be made by members of the band in writing and must be in the hands of the Secretary of the Committee at least 14 days before the AGM.

12.4 Amendments to the constitution may be altered by 2/3 majority of the members present, provided that 14 days notice of the proposed alteration has been sent to all members.

12.5 The retiring Chairman shall conduct the AGM until election of the new Chairman who will then take the chair.

12.6 There shall be a quorum when at least 50% of the members are at the time.

12.7 The agenda for the AGM

- apologies
- minutes last meeting
- matters arising from last meeting

- report of chairholder
- report of treasurer
- receiving accounts
- election of committee
- other agenda items

13. Special (Extraordinary) General Meeting

A special meeting General Meeting of which at least 14 days notice in writing- must be given to all members, may be called for by the committee. The Notice must state the business to be discussed.

15 Dissolution

In the event of the Band being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to an institution having similar objects to the band. There will be an EGM called to arrange how these assets will be allocated.

ANNUAL CORE GRANT APPLICATION

LUDLOW FOOTBALL STADIUM PARTNERSHIP

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

07 SEP 2017

Name of Group/Organisation

LUDLOW FOOTBALL STADIUM PARTNERSHIP / SNEWSBURY TOWN IN THE COMMUNITY

Address

LUDLOW FOOTBALL STADIUM, BROMFIELD ROAD, LUDLOW, SHROPSHIRE

Post Code:
SY18 2BN

Email: steve.brotherwood@shrewsburytown.co.uk Tel No:

Contact Person

Title: MR

First Name: STEVE

Surname: BROTHERWOOD

Position held in Group: SOUTH SHROPSHIRE
REGIONAL DEVELOPMENT MANAGER

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

1125101

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

STFC are the official charity of Shrewsbury Town Football Club, striving to make a positive difference for all across Shropshire through sport and learning. Governed by the EFC Trust as far main themes are sports participation, Education, Health and Social Inclusion. STFC are the main tenants of the Ludlow Football Stadium.

How many people are in your group/organisation

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

We would like the funding to provide essential equipment in the form of a defibrillator to be based at the Ludlow Football Stadium. With the increasing amount of people playing sport receiving treatment for chest pains and cardiac arrest, we feel a defib onsite would be essential. Our nearest is at home leisure which is a good 5 minute walk away and in the case

of emergency, that time could be critical.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

WEEKLY USERS:

* LUDLOW TOWN JNRS: 190
 * LUDLOW TOWN LADIES: 20
 * LUDLOW FC: 24
 * SHAWBURY UTA: 17

* LUDLOW COLTS: 18

* STATE (U16): 106

* STATE (16+): 30

* PRIMARY SCHOOL ENGAGEMENT: 500

LUDLOW COLLEGE: 18

LUDLOW OJCE 35: 24

6-A-SIDE LEAGUE: 120

WOMEN'S FOOTBALL: 20

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

~~£1000~~ 500

Financial year(s) that funding will cover:

JULY 1st 2017 - JUNE 30th 2018

If a grant is awarded, please state who the cheque should be made payable to:


Shrewsbury Town in the Community

DECLARATION


We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1  MR. S. EDWARDS
 (Person submitting form)

Date: 06.09.2017

Signature 2  MR. S. EDWARDS (06.09.2017)
 (Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
--	---

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER AND OCTOBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

**SHREWSBURY TOWN IN THE COMMUNITY
REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR TO 30 JUNE 2016**

Charity Number 1125101

Baldwins (Shrewsbury) Limited
Column House
7 London Road
Shrewsbury
Shropshire
SY2 6NN

SHREWSBURY TOWN IN THE COMMUNITY

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FOR THE PERIOD TO 30 JUNE 2016**

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SHREWSBURY TOWN IN THE COMMUNITY

**INFORMATION
FOR THE PERIOD TO 30 JUNE 2016**

TRUSTEES: J C Hughes
N Jones
R R Jarvis
M E Bramall
A J Thorn

REGISTERED OFFICE: Greenhous Meadow
Oteley Road
Shrewsbury
Shropshire
SY2 6ST

REGISTERED NUMBER: 6614473

CHARITY NUMBER: 1125101

ACCOUNTANTS: Baldwins (Shrewsbury) Limited
Column House
7 London Road
Shrewsbury
Shropshire
SY2 6NN

SHREWSBURY TOWN IN THE COMMUNITY

TRUSTEES ANNUAL REPORT FOR THE PERIOD TO 30 JUNE 2016

The Trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report with the financial statements of the Trust for the 12 month period to 30 June 2016.

LEGAL STATUS

The company is a registered Charity and a Company limited by guarantee.
The company was incorporated on 9 June 2008, and commenced trading on the same date.

OBJECTIVES OF SHREWSBURY TOWN IN THE COMMUNITY

The principal activity of the Trust is to promote football in the community.

The Charity's objects are for the benefit of the public generally and, in particular, the inhabitants of Shropshire and its surrounding areas:

- To promote community participation in healthy recreation by providing facilities for the playing of association football and other sports capable of improving health;
- To provide and assist in providing facilities for sport, recreation or other leisure time occupation of such persons who have need for such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public at large in the interest of social welfare, and with the object of improving their conditions of life; and
- To advance the education of children and young people through such means as the Trustees think fit in accordance with the law of charity.
- To develop partnerships with other community organisations to produce initiatives that are funded and enable participation of as wide a spread of individuals from the community in activities that will promote healthy and welfare.

INVESTMENT POWERS AND RESTRICTIONS

The income and assets of the Trust shall be applied solely towards the promotion of its Objectives.

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

It has been another positive year for Shrewsbury Town in the Community. As an organisation we have grown considerably in our turnover, employees and projects delivered.

The impact our programmes are starting to make has been unbelievable. With over 7,000 unique participants receiving 3,129 hours of organised delivery, we are rightly proud of the outcomes that have been achieved to a varied demographic across Shropshire.

Our School Sports, National Citizen Service and Disability projects have shown a significant success in terms of retention, growth and feedback. There have been key appointments made in line with our continued growth including the introduction of three programme managers.

Our focus moving forward must be to spend more time in obtaining feedback and insight from our customers and stakeholders on the quality and impact of our delivery and highlight where we can improve in the future. We are incredibly lucky to have a truly dedicated workforce that share the same ambition to always progress and better themselves and the activities that they are involved in.

SHREWSBURY TOWN IN THE COMMUNITY

TRUSTEES ANNUAL REPORT FOR THE PERIOD TO 30 JUNE 2016

RESULTS

The results for the period and the financial position at the end of the period are shown in the attached financial statements.

ACCOUNTANTS

A resolution to re-appoint Baldwins (Shrewsbury) Ltd as accountants for the ensuing year will be proposed at the annual general meeting in accordance with the Companies Act 2006.

TRUSTEES

The Trustees shown below have held office during the whole of the period from 1 July 2015 to the date of this report, unless otherwise stated:

JC Hughes	
ME Bramall	(Appointed 17 May 2016)
AJ Thorn	
RR Jervis	
SA Wain	(Resigned 21 st June 2016)
N Jones	(Appointed 7 th January 2016)
M Williams	(Resigned 7 th January 2016)

The Trustees who are eligible offer themselves for election at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

TRUSTEES RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Trust at the end of the period and of the incoming and outgoing resources for the period then ended.

In preparing these financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

ON BEHALF OF THE TRUSTEES:

.....
R R Jervis - Director
Date: 24 January 2017

SHREWSBURY TOWN IN THE COMMUNITY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD TO 30 JUNE 2016**

		Year Ended 30.06.16	18 Months Ended 30.06.15
	Notes	£	£
INCOMING RESOURCES			
Income from Trust trading activity:			
Grants receivable	2	106,727	222,577
Trust trading income	3	341,255	196,845
		<hr/>	<hr/>
TOTAL INCOMING RESOURCES		447,982	419,422
RESOURCES EXPENDED			
Trust expenditure:			
Costs in furtherance of Trust objectives	4	182,222	266,986
Management and administration	5	255,787	118,748
		<hr/>	<hr/>
TOTAL RESOURCES EXPENDED	6	438,009	385,734
NET INCOMING RESOURCES FOR THE PERIOD		9,973	33,688
 Balance carried forward		 <u>9,973</u>	 <u>33,688</u>

All movements are in Unrestricted Funds.

The Trust has no recognised gains or losses other than the results for the period as set out above.

All of the activities of the Trust are classed as continuing.

SHREWSBURY TOWN IN THE COMMUNITY
SUMMARY STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD TO 30 JUNE 2016

		Year Ended 30.06.16	18 Months Ended 30.06.15
	Notes	£	£
INCOME		447,982	419,422
EXPENDITURE	6	<u>438,009</u>	<u>385,734</u>
OPERATING PROFIT	7	9,973	33,688
		<hr/>	<hr/>
NET RETAINED PROFIT FOR THE FINANCIAL YEAR		<u>9,973</u>	<u>33,688</u>

All of the activities of the Trust are classed as continuing.

SHREWSBURY TOWN IN THE COMMUNITY

**BALANCE SHEET
30 JUNE 2016**

	Notes	30 June 2016		30 June 2015	
		£	£	£	£
FIXED ASSETS					
Tangible assets	9		6,336		7,540
CURRENT ASSETS					
Debtors	10	18,413		7,416	
Cash at bank and in hand		<u>52,429</u>		<u>49,821</u>	
		70,842		57,237	
CREDITORS					
Amounts falling due within one year	11	<u>(6,872)</u>		<u>4,444</u>	
NET CURRENT ASSETS			<u>63,970</u>		<u>52,793</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>70,306</u>		<u>60,333</u>
NET ASSETS			<u>70,306</u>		<u>60,333</u>
FUNDS					
Unrestricted	12		70,306		60,333
			<u>70,306</u>		<u>60,333</u>

SHREWSBURY TOWN IN THE COMMUNITY

**BALANCE SHEET - continued
30 JUNE 2016**

The Trustees are satisfied that the Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 30 June 2016, and that no member or members have requested an audit of its financial statements for the period ended 30 June 2016 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- (a) ensuring that the Charity keeps proper accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the Charity as at the end of each financial period and of its surplus or deficiency for each financial period in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Charity.

The financial statements were approved by the members of the committee on 24 January 2017 and were signed on its behalf by:

.....
R R Jervis - Director

SHREWSBURY TOWN IN THE COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD TO 30 JUNE 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting for Charities' (SORP 2000) and the Companies Act 2006.

Cash flow statement

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the Trust is small.

Income from Trust trading activities

Income represents net invoiced sales of services excluding value added tax.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset, less its estimated residual value, over its estimated useful life:

- Equipment: 20% reducing balance
- Motor vehicles 20% reducing balance

Freehold property is shown in the balance sheet at cost.

2. GRANTS RECEIVABLE

	2016 £	2015 £
Donations	20,861	3,870
Main Grants	85,866	218,707
	<hr/>	<hr/>
	<u>106,727</u>	<u>222,577</u>

3. TRUST TRADING INCOME

	2016 £	2015 £
School coaching	262,598	38,885
Cheerleading	-	4,508
Development Centres	78,657	24,200
Other Trading Income	-	129,252
	<hr/>	<hr/>
	<u>341,255</u>	<u>196,845</u>

SHREWSBURY TOWN IN THE COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE PERIOD TO 30 JUNE 2016

4. COSTS IN FURTHERANCE OF TRUST OBJECTIVES

	2016 £	2015 £
Provision of Trust services		
Hire of Facilities	56,375	50,793
Hire of Services	25,627	13,992
Footballs, tops & prizes	20,511	11,573
Delivery staff	79,709	184,954
Cheerleading Expenses	-	3,750
ST Ladies Expenses	-	1,924
	<u>182,222</u>	<u>266,986</u>

5. MANAGEMENT AND ADMINISTRATION

Analysis of management and administration:

	Salaries	Other costs	Total 2016	Total 2015
	£	£		£
Salaries	162,491	-	162,491	73,647
Managers pension	645	-	645	-
Advertising	-	4,489	4,489	5,220
Motor Expenses	-	35,454	35,454	15,488
Subs &	-	461	461	1,484
Donations	-	-	-	-
Hospitality	-	833	833	2,077
Loss on disposal	-	150	150	-
Sundry expenses	-	2,437	2,437	565
Telephone	-	171	171	1,637
Staff Training	-	3,204	3,204	-
Management fee	-	30,000	30,000	12,000
Legal &	-	-	-	-
Professional	-	4,810	4,810	-
Bad Debts	-	140	140	-
Postage	-	9,170	9,170	83
Accountancy	-	612	612	761
Depreciation	-	694	694	1,835
Bank Charges	-	26	26	3,951
	<u>163,136</u>	<u>92,651</u>	<u>255,787</u>	<u>118,748</u>

SHREWSBURY TOWN IN THE COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE PERIOD TO 30 JUNE 2016

6. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	2016	2015
	£	£	£	£	£
Direct Trust expenditure	79,709	-	102,513	182,222	266,946
Management & Administration	163,136	694	91,957	255,787	118,748
	<u>242,845</u>	<u>694</u>	<u>194,470</u>	<u>438,009</u>	<u>385,714</u>

The aggregate payroll costs were:

	2016	2015
	£	£
Wages and salaries	229,618	245,762
Social security costs	13,227	12,839
	<u>242,845</u>	<u>258,601</u>

Particulars of employees:

The average number of staff employed by the Trust during the financial period amounted to:

	2016	2015
Number of staff (12 full time, 16 part time)	<u>20</u>	<u>18</u>

Other costs:

	2016	2015
	£	£
Facilities hire	56,375	50,793
Legal	4,810	-
Other	133,285	74,505
	<u>194,470</u>	<u>125,298</u>

SHREWSBURY TOWN IN THE COMMUNITY

**NOTES TO THE FINANCIAL STATEMENTS – continued
FOR THE PERIOD TO 30 JUNE 2016**

7. OPERATING DEFICIT

The operating deficit is stated after charging:

	2016 £	2015 £
Depreciation – owned assets	694	1,835
Trustees' emoluments and other benefits etc	-	-
Pension costs	645	2,321
	<u> </u>	<u> </u>

8. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year.

SHREWSBURY TOWN IN THE COMMUNITY

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE PERIOD TO 30 JUNE 2016**

9. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Office equipment £	Totals £
COST				
At 1 July 2015	2,520	6,324	2,152	10,996
Additions	-	-	1,812	1,812
Disposals	-	(3,162)	-	(3,162)
At 30 June 2016	<u>2,520</u>	<u>3,162</u>	<u>3,964</u>	<u>9,646</u>
DEPRECIATION				
At 1 January 2015	-	1,686	1,770	3,456
Charge for period	-	461	233	694
On Disposals	-	(840)	-	(840)
At 30 June 2016	<u>-</u>	<u>1,307</u>	<u>2,003</u>	<u>3,310</u>
NET BOOK VALUE				
At 30 June 2016	<u>2,520</u>	<u>1,855</u>	<u>1,961</u>	<u>6,336</u>
At 30 June 2015	2,520	4,638	382	7,540

10. DEBTORS

	2016 £	2015 £
Trade debtors	8,806	5,835
Other debtors	9,607	1,581
	<u>18,413</u>	<u>7,416</u>

SHREWSBURY TOWN IN THE COMMUNITY
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE PERIOD TO 30 JUNE 2016

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade creditors	11,653	3,194
Other creditors	5,406	12,537
Taxation & Social security	(10,187)	(11,287)
	<u>6,872</u>	<u>4,444</u>

12. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

Unrestricted funds:

	£
At 1 July 2015	60,333
Profit for the period	9,973
 At 30 JUNE 2016	 <u>70,306</u>

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SHREWSBURY TOWN IN THE COMMUNITY FOR THE YEAR ENDED 30 JUNE 2016

We report on the unaudited accounts of the company for the year ended 30 June 2016 as set out on pages 4 to 13.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The Trustees of the Charity (who are also the Directors of the Company for the purposes of Company Law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this period under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. We are qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied ourselves that the Charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all of 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:

- (a) To keep accounting records in accordance with section 130 of the Charities Act; and
- (b) To prepare accounts with accord to the accounting records, comply with the accounting requirements of the Charities 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.

Baldwins (Shrewsbury) Limited
Column House
London Road
Shrewsbury
Shropshire
SY2 6NN

Date: 24 January 2017

ANNUAL CORE GRANT APPLICATION

LUDLOW HOMESTART

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

Name of Group/Organisation

HOME-START SHROPSHIRE

Address

LUDLOW MASCALL CENTRE
LOWER GALDEFORD
LUDLOW

Post Code: SY8 1RZ Email: c.jackson@homestartshropshire.org.uk Tel No: 01584 878532

Contact Person

Title: MISS

First Name: CLAIRE

Surname:
JACKSON

Position held in Group: SCHEME MANAGER

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

1139945

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

Home-Start is a family support charity supporting families weekly in their own homes. we have 30 years experience of supplying valuable early help to ludlow residents. we recruit and train local volunteers to service our delivery. we ~~have~~ are totally self funded relying on Trust, donations & local funding

How many people are in your group/organisation

3 admin (I.F.T.E) 1 MANAGER, 3 COORDINATORS 1 P/Lt (hrs) finance admin 8 staff

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

Please see attached sheet.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

LUDLOW RESIDENTS ONLY

20 WOMEN

INDIRECTLY WE WILL MAKE A DIFFERENCE TO THE FAMILY MEMBERS AFFECTED BY THE PARTICIPATES ILL HEALTH.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

£1000

Financial year(s) that funding will cover:

2018 / 2019

If a grant is awarded, please state who the cheque should be made payable to:

HOME-START SHROPSHIRE LTD.

DECLARATION

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1 *CE Jackson*
(Person submitting form)

Date:

Signature 2 Date:

Lucie Hughes

CHAIRPERSON TRUSTEES

(Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement ^{2015/16 +} 2016/17</p>
--	--

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

* Our accounts for 2016/17 are currently being audited and they are due to be returned mid September. Our accounts show the following:

TOTAL INCOME 16/17 - £161,482

TOTAL EXPENDITURE - £161,073

DEFICIT (YEAR END) - £-2,591

RESERVES - £22,374 in line with reserves policy for closure of the scheme costs.

Ludlow Town Council CORE GRANT

Home-Start Shropshire

How will your grant be used?

Throughout the work we have been undertaking funded by The Lottery, which ends in February 2018, we have identified a key area of work.

We identified that throughout the three year project, majority of the families we have worked with, (which is 214 to date) have circumstances of mental ill health within their family that is affecting the day to day enjoyment of having small children. In particular women throughout the project have been affected by the following Perinatal or post-natal depression/ illness, Depression, Bi-Polar, Anxiety, or Obsessive Compulsive Disorder. We have recognised that these women without help in the community we struggle to support their children start school and be ready to learn, to access the community and attend events or participate in community life, and be able to have the confidence to seek employment or learning opportunities in the future. Most of the women we have supported have had a intervention from a Mental Health Specialist Service, but often following a long wait, or have had to access a service in Shrewsbury, so it has caused further anxieties to get there. There is a mental health study going on looking at the need for community led services to combat mental health, which has raised in markets towns (In England) over the last 5 years by 47%. (Ref: Unlocking Opportunities – The BarnWood Trust (2016))

Home-Start have recently invested in a training programme for staff and some volunteers to be able to deliver a "Something More" 10 week programme to women who need support to reach their potential. We talk about children reaching their potential all the time, but actually without a parent that is able to function and support children, no child would reach their potential. We have run this course at RAF Cosford, with super results. The course reflects on well-being and mindfulness, and one big impact has been women feeling they have become a better and more understanding parent, as they feel they better understand their own needs. We have also seen two women go back into training, as a result from a gain in confidence, and a further three enter back into the workplace.

We would like to offer a Something More course in Ludlow. We would like to run the course for any women in Ludlow town, needless of whether they have young children or not, there would be no age barrier, so opening up the service to the wider community. I recognise from time spent at The Rockspring Centre that women volunteer and attend sessions there that also would benefit from this type of course, which is currently not available to them.

With your contribution, we would like to run a course in September 2018 to support up to 20 women who live locally and feel that they want "Something More" out of life.

The total cost for the course would be £1,850, I am asking that you would consider a contribution to the course.

The course is expensive to run and includes, course administration, Journals for each participate, a paid staff member who has undertaken specialist mental health training, as well as the Something More training, a volunteer who has been Something more trained, the room hire, visits to each delegate before and after the course, light refreshments and a robust evaluation of the course.

The 10 week programme runs once a week for 2 hours, with telephone support in-between by a paid member of staff.

Company registration number: 05354447
Charity registration number: 1139945

Home-Start Shropshire Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2016

Kinder Poole
Chartered Certified Accountants
Suite 9
Mortimer Trading Centre
Mortimer Road
Hereford
HR4 9SP

Home-Start Shropshire Ltd

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The following pages do not form part of the statutory financial statements:

Statement of financial activities per fund	17 to 22
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Home-Start Shropshire Ltd
Reference and Administrative Details

Charity name	Home-Start Shropshire Ltd	
Charity registration number	1139945	
Company registration number	05384447	
Principal office	Ludlow Muscull Centre Lower Galdeford Ludlow Shropshire SY8 1RZ	
Registered office	Roy Fletcher Centre Cross Hill Shrewsbury SY1 1JE	
Trustees	Julia Bennett (Resigned 1 July 2015) Keith Bowley Alison Cundall Peter Dunhill (Resigned 8 September 2015) Donovan Gibbons (Resigned 8 September 2015) Jonathan Hopkinson Lucie Houslow, Chair of Trustees Dawn Yapp-Altinsoy (Resigned 8 March 2016) Carol Brown (Appointed 12 January 2016) Nigel Bishop (Appointed 8 March 2016)	
Accountant	Kinder Pocock Suite 9 Mortimer Trading Centre Mortimer Road Hereford HR4 9SP	

Home-Start Shropshire Ltd

Trustees' Report

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as Trustees. Under the requirements of the Memorandum and Articles of Association the Trustees are elected to serve for a determined period, after which they must be re-elected at the next Annual General Meeting.

The Trustee board comprises individuals with diverse experiences and skills who are committed to achieve and preserve the charity's charter. In this spirit trustees within the charity volunteer their services. The board reviews potential trustees to match their experience and skills to best serve the Charity. Trustees thus identified may be co-opted by the existing trustees for the remainder of a year and are then put forward for election by the members at the Annual General Meeting.

Induction and training of new trustees

Newly elected Trustees are provided with a formal induction which includes guidance and mentoring by the existing Trustees. The induction communicates the responsibilities of a trustee, ensuring that the charity's goals, objectives and members' interests are looked after.

Risk Management

The Trustees are responsible for the management of risks faced by the charity. Risks are identified, assessed and controls established throughout the period.

The key controls used by the charity include:

- Formal agendas for all Board activity
- Strategic planning and budgeting and financial forecasting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels
- Vetting procedures as required by law for the protection of the vulnerable
- Compliance with the Quality Assurance process

Through the risk management processes established for the charity, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Contingent liability

Pensions Trust: If the charity withdraws from the multi-employer pension scheme of which they are a member this action would give rise to a discounted liability amounting to £44,369 as at 1 April 2016. This potential levy has been treated in the financial statements as a contingent liability. There is no actual liability since there has been an active employee member of the pension scheme throughout the accounting period.

OBJECTIVES AND ACTIVITIES

Home-Start is a voluntary organisation, committed to promoting the welfare of families with at least one child under 5 years of age. Volunteers offer regular support, friendship and practical help to families under stress in their homes, helping to prevent family crisis and breakdown.

The objectives of the charity as set out in the constitution are:

Home-Start Shropshire Ltd

Trustees' Report

- a) To safeguard, protect and preserve the good health, both mental and physical of children and parents of children;
- b) To prevent cruelty to and maltreatment of children;
- c) To relieve sickness, poverty and need amongst children and parents of children;
- d) To promote the education of the public in better standards of child care; Principally but not exclusively within the area of Shropshire and its environs

Home-Start aims to increase the confidence and independence of families by:

- offering support, friendship and practical assistance
- visiting families in their own homes, where the dignity and identity of each individual can be respected and protected
- reassuring parents that difficulties in bringing up children are not unusual and encouraging enjoyment in family life
- developing a relationship with the family in which time can be shared and understanding can be developed; the approach is flexible to take account of different needs
- encouraging the parents' strengths and emotional well-being for the ultimate benefit of their own children
- encouraging families to widen their network of relationships and to use effectively the support and services available within the community.

In setting its aims and objectives, the Trustees have regard to the guidance from the Charity Commission on public benefit. The summary of the Charity's achievements and performance demonstrate how the Charity has set out to fulfil its principle charitable objectives.

ACHIEVEMENTS AND PERFORMANCE 2015/2016

Help From The Start

Having been awarded a Big Lottery grant in February 2015, much of this year's work has been, inevitably, concerned with the implementation of this project. The project, 'Help from the Start', (HFTS) is a partnership between Home-Start Shropshire and Home-Start Telford and Wrekin, and aims to support families where there is a woman in pregnancy up to the end of the child's first year of life, dependant on their needs. For Home-Start Shropshire this involved employing four new part-time staff, two coordinators and two administrators from June 2015. The new staff and existing staff have had an enormous task of rebuilding the trust of our traditional referrers and making new contacts to have an understanding with the maternity services. This has taken sometime to achieve, helping them understand the service we wish to offer, so referrals only came in slowly during the Autumn of 2015. At the end of the first year we produced a report to show the progress and it was accepted.

Help From The Start has enabled us to have close cooperation with Home-Start Telford and Wrekin and we will be looking forward to working with them again on another project. The project has generated some new interest with the management of health, social care, and public health services, all of whom sit on a strategic management group for HFTS. This project has enabled all of us to learn new ideas to go forward in reaching isolated, hard to reach families.

Home-Start Shropshire Ltd

Trustees' Report

Administration

The current number of families at the end of March 2016 is 40 families with 87 children supported. There was 415 hours of planned support given by volunteers on 220 visits. 6 of these children were subject to a Child protection Plan. The Hardiker Scales for these families ranged from 1 to 3. These figures reflect the difficulty of restarting following a minimised service for a small period of time and the induction and training time needed for new staff.

A training module has been developed for training volunteers in this new programme and all volunteers on this programme have been trained.

We were also asked to provide breast feeding advice with in a weekly group in Ludlow run by Appletree Theatre, Ludlow. This has developed with advice on weaning as well and is provided by the Ludlow coordinator supported by volunteers.

Last summer we were faced with an office move in Ludlow into the main building of The Ludlow Mascal Centre. We had imagined it would be a simple matter but it was complicated by prolonged difficulties with the telecommunications services but our staff managed it well. We have to thank South Shropshire Furniture Scheme for their help on the move.

Volunteers

During this time considerable work was done to reconnect with volunteers which itself was a major achievement, following the restructuring of the scheme and the necessity of accepting fewer new families during the previous year. However we were still able to retain most volunteers who returned with enthusiasm and attended new courses on the delivery of HFTS. We were able to run a new preparation course in the autumn of 2015, with 13 new volunteers. Our volunteers across the county now number 50. A questionnaire went out in summer 2015 to all volunteers to see how we could improve the communication and support them. Following this, peer group support meetings were set up by the coordinators in each of their areas. These are volunteer led. Each volunteer will have an annual review as an extra to their supervision which will include looking specifically at the volunteer's own needs.

Governance

Following the merger of the schemes in April 2014, for the next year much time was spent on achieving more security over the financial situation. This year we have done a major piece of work checking on our governance and updating this from Home-Start North Shropshire and Oswestry to Home-Start Shropshire. Home-Start UK visited us in September for a QA assessment. This included major work by Trustees and staff on strategic planning with organisational risk assessment, reviewing policies, and board performance. Alongside this strategic planning, specific developmental plans were made for Oswestry and Bridgnorth and surrounding areas. We achieved 99% of the QA assessment by April 2016. The self assessments for running the scheme were achieved in July 2016. This will now continue on a yearly basis as an ongoing piece of work for all eight self assessments.

Staff Changes

In April 2015 we saw the loss of two staff who had worked in the North area for many years, one who felt it was time to move on and another who worked on the Troubled Families programme. This programme is now delivered by Shropshire Council in a different way. Also during the year one of the Key workers in EnHance left our employment.

Home-Start Shropshire Ltd

Trustees' Report

Enhance

This is a partnership between Home-Start Shropshire and YSS with funding by Shropshire Council. This was the second year of a three year project. Enhance is the main Early Years commissioned service in Shropshire providing core service delivery for families with children in the 0-19 age range. The service is delivered by Key Workers, two of whom are Home-Start employees: one full-time and one part-time. These Key Workers have delivered programmes for 46 families and 48 children over an average period of 28 weeks per family.

Trustees

Our previous Chairperson, Donovan Gibbons, retired from the board in September 2015. He led a team through the difficult period of bringing the three Home-Start schemes in Shropshire together. Peter Dunhill, another trustee, retired at the same time after serving Home-Start Shrewsbury for over 25 years; it was sad to see them go.

We were joined by two new trustees in 2016, Carol Brown and Nigel Bishop. We have now developed a new induction process for all new trustees.

The trustees have been working on a planned financial strategy so that we can find more sustainable funding for future years.

FINANCIAL REVIEW

Reserves policy – Summary

The trustees' intention is that reserves are maintained at a level that will ensure that Home-Start's core activity could continue during a period of unforeseen financial difficulty and meet its commitments should the scheme have to foreclose.

The past year has seen an improvement in the financial position, but reserves still remain at an historically low level. The intention remains to rebuild the reserves over the coming years in accordance with the stated reserves policy.

Incoming resources

We are grateful for the generous grants and donations received from the many bodies during the year, which have enabled us to sustain our support for many families across the county. These include: Hall Garth Trust, Millicrope Foundation, Roy Fletcher Charitable Trust, Lady Forrester Trust, Garfield Weston Foundation, Ludlow Town Council, Richard's Castle Soap Box Derby, Ludlow Methodist Church, Lowe and Fletcher, Baron Davenport's Charity, Clun Charitable Trust, Albert Hunt Trust, Abbey Foregate Drama Group, Ludlow Quilters, Ludlow Quakers, Ludlow Rotary Club, Asda Foundation, Craven Arms Bridge Club, Shrewsbury Lace Makers, and a number of generous individual donors.

Restricted income for specific projects was received from: YSS Enhance Project, the Big Lottery, and Keele University.

Outgoing resources

Following the merger of the three separate Home Start trusts in Shropshire to form one trust – Home-Start Shropshire this is the first year in which the full benefit of the merger has been seen. During 2014-15 restructuring was continuing with the resultant associated costs, but during 2015-16 our overhead cost base has now been established at a lower more sustainable level.

Home-Start Shropshire Ltd

Trustees' Report

PLANS FOR THE PERIOD 2016/2017

Following the success of the first year of the Big Lottery funded project, "Help from the Start", we will continue to build on this for the next two years to achieve the target outcomes. During the end of 2016 and the beginning of 2017 we will be looking at how the project can be extended for the years up to 2020. We are continually finding new interest in the project with our partners' referrers and we have discovered new ways of achieving work with the hard to reach families.

This year we will run two new volunteer preparation courses for North Shropshire, Shrewsbury and Bridgnorth areas. We hope through this to boost our numbers of volunteers especially in the north of the county and Bridgnorth. Following these courses we will achieve better equality across the whole county for families. We will continue to build a varied training portfolio to offer our trained volunteers. This will help with volunteer retention as will the continuation of peer support groups and various social gatherings.

Our aim is to have a campaign to recruit trustees both geographically, from all areas in the county and with a wide variety of the skills that the Trustee board needs. We also hope that this will raise our profile throughout the county especially in North Shropshire. As a Trustee board we are aiming to build on the work we have done last year on governance and we will have a timed scaled activity for board meetings throughout the year.

Our core work continues to need extra funding. At present funders are reluctant to fund our existing work and would prefer to fund specific new projects so the challenge is to make the work with families who have children from 2-5 years old into a project. This will mean that we will be continuing to look for funding with this in mind.

We are looking at funding to expand our present work with families via group work again. We hope to establish groups in the more isolated areas of the county possibly Highley, Craven Arms, Market Drayton/Whitchurch areas.

Another source of funding we will explore is partnering with larger organisations and charities. We are currently in partnership to deliver with the project Enhance. Enhance is a project where we are in partnership with YSS, funded by Shropshire Council, which is coming to an end in April 2017. We are seeking to continue our partnership with YSS so that Enhance will continue to give a service of targeted intensive support for children, aged 0 to 19 age range, and their families.

We are aiming to expand and become sustainable as a larger organisation increasing our delivery across the county.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 13 September 2016 and signed on its behalf by:



Lucie Hoangslow, Chair of Trustees
Trustee

**Independent Examiner's Report to the Trustees of
Home-Start Shropshire Ltd**

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

My 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 seeking 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 my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sharon Pocock
Sharon Pocock FCA
Kinder Pocock
Chartered Certified Accountants
12 September 2016

Suite 9
Mortimer Trading Centre
Mortimer Road
Hereford
HR4 9SP

Home-Start Shropshire Ltd

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2016

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	41,103	131,403	172,506	198,219
Activities for generating funds	3	3,175	-	3,175	2,575
Investment income	4	42	-	42	18
Total incoming resources		<u>44,320</u>	<u>131,403</u>	<u>175,723</u>	<u>200,812</u>
Resources expended					
Charitable activities	5	41,586	131,403	172,989	236,373
Governance costs	5	780	-	780	916
Total resources expended		<u>42,366</u>	<u>131,403</u>	<u>173,769</u>	<u>237,289</u>
Net income/(expenditure) before transfers		1,954	-	1,954	(36,477)
Transfers					
Gross transfers between funds		-	-	-	55,778
Net movements in funds		1,954	-	1,954	19,301
Reconciliation of funds					
Total funds brought forward		23,011	-	23,011	3,710
Total funds carried forward		<u>24,965</u>	<u>-</u>	<u>24,965</u>	<u>23,011</u>

All incoming resources and resources expended derive from continuing activities.

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

Home-Start Shropshire Ltd (Registration number: 05384447)

Balance Sheet as at 31 March 2016

		2016		2015	
	Note	£	£	£	£
Fixed assets					
Tangible assets	10		407		500
Current assets					
Debtors	11	3,209		3,210	
Cash at bank and in hand		<u>44,976</u>		<u>50,320</u>	
		48,185		53,536	
Creditors: Amounts falling due within one year	12	<u>(23,627)</u>		<u>(31,124)</u>	
Net current assets			<u>24,558</u>		<u>22,412</u>
Net assets			<u>24,965</u>		<u>23,011</u>
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds			<u>24,965</u>		<u>23,011</u>
Total charity funds			<u>24,965</u>		<u>23,011</u>

For the financial year ended 31 March 2016, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 479.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 13 September 2016 and signed on its behalf by:



Lucie Hounslow, Chair of Trustees
Trustees

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

Home-Start Shropshire Ltd

Notes to the Financial Statements for the Year Ended 31 March 2016

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 16.

Incoming resources

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Incoming resources from tax reliefs are included in the statement of financial activities at the same time as the gift to which they relate.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures and fittings	20% straight line basis
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Home-Start Shropshire Ltd

Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Donations and legacies				
Grants and donations	-	-	-	76,852
Interest on cash deposits	-	-	-	64
	-	-	-	76,916
Grants				
Grants and donations	41,103	131,403	172,506	121,157
Gifts in kind				
Gift Aid tax reclaimed	-	-	-	146
	41,103	131,403	172,506	198,219

3 Activities for generating funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Operating activity 1				
Fundraising	3,175	-	3,175	2,575

4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Interest on cash deposits	42	-	42	18

Home-Start Shropshire Ltd
Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

5 Total resources expended

	Charitable activities	Governance	Total
	£	£	£
Direct costs			
Employment costs	152,857	-	152,857
Establishment costs	7,678	-	7,678
Office expenses	7,827	-	7,827
Subscriptions and donations	3,580	-	3,580
Advertising and promotion	855	-	855
Accountancy fees	-	780	780
Depreciation of tangible fixed assets	192	-	192
	<u>172,989</u>	<u>780</u>	<u>173,769</u>

6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

7 Net income/(expenditure)

Net income/(expenditure) is stated after charging:

	2016 £	2015 £
Depreciation of owned assets	<u>192</u>	<u>500</u>

8 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2016 £	2015 £
Wages and salaries	125,126	183,727
Social security	4,700	8,388
Other pension costs	<u>7,808</u>	<u>5,457</u>
	<u>137,634</u>	<u>197,572</u>

Home-Start Shropshire Ltd
Notes to the Financial Statements for the Year Ended 31 March 2016

continued

9 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Home-Start Shropshire Ltd
Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

10 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2015 and 31 March 2016	<u>5,609</u>
Depreciation	
As at 1 April 2015	5,010
Charge for the year	<u>192</u>
As at 31 March 2016	<u>5,202</u>
Net book value	
As at 31 March 2016	<u>407</u>
As at 31 March 2015	<u>599</u>

11 Debtors

	2016 £	2015 £
Other debtors	<u>3,209</u>	<u>3,210</u>

12 Creditors: Amounts falling due within one year

	2016 £	2015 £
Bank loans and overdrafts	6,667	16,666
Accruals and deferred income	<u>16,960</u>	<u>14,458</u>
	<u>23,627</u>	<u>31,124</u>

Creditors amounts falling due within one year includes deferred income:

	2016 £	2015 £
As at 1 April 2015	13,498	-
Amount released to incoming resources	(13,498)	-
Amount deferred in the year	<u>12,870</u>	<u>13,498</u>
As at 31 March 2016	<u>12,870</u>	<u>13,498</u>

Home-Start Shropshire Ltd

Notes to the Financial Statements for the Year Ended 31 March 2016

..... *continued*

13 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

14 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £7,808 (2015 - £5,457).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Home-Start Shropshire Ltd
Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

15 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

16 Analysis of funds

	At 1 April 2015	Incoming resources	Resources expended	At 31 March 2016
	£	£	£	£
General Funds				
Unrestricted income fund	23,011	44,320	(42,366)	24,965
Restricted Funds				
Lottery Fund	-	80,671	(80,671)	-
Keele University	-	450	(450)	-
YSS	-	50,282	(50,282)	-
	-	131,403	(131,403)	-
	23,011	175,723	(173,769)	24,965

17 Net assets by fund

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Tangible assets	407	407	599
Current assets	48,185	48,185	53,536
Creditors: Amounts falling due within one year	(23,627)	(23,627)	(31,124)
Net assets	24,965	24,965	23,011

Home-Start Shropshire Ltd
Statement of financial activities by fund Year Ended 31 March 2016

	Unrestricted income fund 2016	Unrestricted income fund 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	41,103	77,592
Activities for generating funds	3,175	2,575
Investment income	42	18
Total incoming resources	<u>44,320</u>	<u>80,185</u>
Resources expended		
Charitable activities	41,586	115,746
Governance costs	780	916
Total resources expended	<u>42,366</u>	<u>116,662</u>
Net income/(expenditure) before transfers	1,954	(36,477)
Transfers		
Gross transfers between funds	<u>-</u>	<u>55,778</u>
Net movements in funds	1,954	19,301
Reconciliation of funds		
Total funds brought forward	<u>23,011</u>	<u>3,710</u>
Total funds carried forward	<u>24,965</u>	<u>23,011</u>

This page does not form part of the statutory financial statements.

Home-Start Shropshire Ltd
Statement of financial activities by fund Year Ended 31 March 2016

..... continued

	Lottery Fund 2016	Lottery Fund 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	80,671	6,749
Total incoming resources	<u>80,671</u>	<u>6,749</u>
Resources expended		
Charitable activities	80,671	6,749
Total resources expended	<u>80,671</u>	<u>6,749</u>
Net movements in funds	-	-
Reconciliation of funds		
Total funds brought forward	-	-
Total funds carried forward	<u>-</u>	<u>-</u>

This page does not form part of the statutory financial statements.

Home-Start Shropshire Ltd
Statement of financial activities by fund Year Ended 31 March 2016

..... continued

	Family Solutions 2016	Family Solutions 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	-	36,000
Total incoming resources	-	36,000
Resources expended		
Charitable activities	-	36,000
Total resources expended	-	36,000
Reconciliation of funds		
Total funds carried forward	-	-

This page does not form part of the statutory financial statements.

Home-Start Shropshire Ltd
Statement of financial activities by fund Year Ended 31 March 2016

continued

	Keele University 2016	Keele University 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	450	450
Total incoming resources	<u>450</u>	<u>450</u>
Resources expended		
Charitable activities	450	450
Total resources expended	<u>450</u>	<u>450</u>
Reconciliation of funds		
Total funds carried forward	<u> </u>	<u> </u>

This page does not form part of the statutory financial statements.

Home-Start Shropshire Ltd
Statement of financial activities by fund Year Ended 31 March 2016

..... continued

	Children in Need 2016	Children in Need 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	-	1,732
Total incoming resources	-	1,732
Resources expended		
Charitable activities	-	1,732
Total resources expended	-	1,732
Reconciliation of funds		
Total funds carried forward	-	-

This page does not form part of the statutory financial statements.

Home-Start Shropshire Ltd
Statement of financial activities by fund Year Ended 31 March 2016

..... *continued*

	YSS 2016	YSS 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	50,282	81,696
Total incoming resources	<u>50,282</u>	<u>81,696</u>
Resources expended		
Charitable activities	50,282	81,696
Total resources expended	<u>50,282</u>	<u>81,696</u>
Reconciliation of funds		
Total funds carried forward	<u> </u>	<u> </u>

This page does not form part of the statutory financial statements.

ANNUAL CORE GRANT APPLICATION

SOUTH SHROPSHIRE YOUTH FORUM

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

Name of Group/Organisation

South Shropshire Youth Forum

Address

c/o Rockspring Community Centre, Sanford Road, Ludlow

Post Code: SY8 1SX

Email: richssyf@yahoo.com

Tel No: 07710086395

Contact Person

Title: Mr

First Name: Richard

Surname: Morley

Position held in Group: Youth Manager

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

1068321

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

- SSYF aims to offer some form of youth provision for each market town in South Shropshire for ages 9-25
- Our organisation helps young people become more actively involved in their communities. Engaging and empowering these young people to give them more motivation and a sense of achievement and more confidence to succeed.
- SSYF support young people in their transition to adulthood – including supporting their emotional well-being and their personal development.

SSYF are financed by securing funding bids and small donations

How many people are in your group/organisation

1 Full time staff (Youth worker, manager, secretary) 1 part time admin officer 5 sessional youth work staff, 6 trustees

#HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

Funding will be used to support our organisation which directly benefits young people from Ludlow. Youth projects are delivered on the need of young people in the area and so have to change to meet these needs. Longer, more established projects like the Rockspring garden project have been delivered over the last 4 years –

We are currently recruiting a Youth Forum group for Rockspring and are delivering an outreach project in partnership with Wesley's. The core grant from Ludlow Town Council works to bring in other core funding and vital match funding for projects. This last 12 months or so we have raised/secured approximately £15,000 to pay for direct work with young people. Our turnover each year is approximately £45,000 Our biggest overhead is staff support costs (salaries), we have reduced much of our out goings and currently operate without an office.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

Last year we worked with approximately 60 young people from Ludlow and the garden project directly benefitted 10 local residents.

We hope that our intervention helps the wider community. More young people doing practical and positive activities leads to a greater sense of self-esteem and self-worth. This leads to less incidents of anti-social behaviour. This has an impact on everyone within the community overtime.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

£2,000

Financial year(s) that funding will cover:

2017/18

If a grant is awarded, please state who the cheque should be made payable to:

South Shropshire Youth Forum

DECLARATION

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

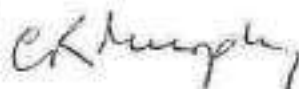
We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1
(Person submitting form)



Date: 4.09.17

Signature 2



Date: 6/9/17

(Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity) <i>emailed</i></p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement <i>emailed</i></p>
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Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

COMPANY LIMITED BY GUARANTEE

Memorandum and Articles

of Association of

SOUTH SHROPSHIRE YOUTH FORUM

Company N^o 3476766

INDUSTRIAL COMMON OWNERSHIP MOVEMENT LIMITED

VASSALLI HOUSE

20 CENTRAL ROAD

LEEDS LS1 6DE

Tel: (0113) 246 1737

Fax: (0113) 244 0002





**CERTIFICATE OF INCORPORATION
OF A PRIVATE LIMITED COMPANY**

Company No. 3476766

The Registrar of Companies for England and Wales hereby certifies that
SOUTH SHROPSHIRE YOUTH FORUM

is this day incorporated under the Companies Act 1985 as a private
company and that the company is limited.

Given at Companies House, Cardiff, the 5th December, 1997

E. P. Owen

MRS. E. P. OWEN

For the Registrar of Companies



COMPANIES HOUSE

The Companies Acts 1985 and 1989
Company Limited by Guarantee and
not having a Share Capital

Memorandum of Association Of
South Shropshire Youth Forum

1. The company's name is South Shropshire Youth Forum (and in this document is called "the Charity").
2. The Charity's registered office is to be situated in England and Wales.
3. The Charities Objects ("the Objects") are to promote the benefit of young people in South Shropshire in any way considered charitable, especially to relieve and prevent suffering caused by mental or physical ill health or by social or economic circumstances.
4. In furtherance of the Objects but not otherwise the Charity may exercise the following powers :
 - (a) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the Charity;
 - (b) to raise funds and to invite and receive contributions; provided that in raising funds the Charity shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations;
 - (c) to acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of any property;
 - (d) subject to clause 5 below to employ such staff, who shall not be directors of the Charity (hereinafter referred to as "the trustees") as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
 - (e) to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects;

- (f) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes or to exchange information and advice with them;
- (g) to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity;
- (h) to do all such other lawful things as are necessary for the achievement of the Objects;

5. The income and property of the Charity shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise by way of profit, to members of the Charity, and no trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity: Provided that nothing in this document shall prevent any payment by good faith by the Charity:

- (1) of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Charity to act in a professional capacity on its behalf: Provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;
- (2) of reasonable and proper remuneration for any services rendered to the Charity by any member officer or servant of the Charity who is not a trustee;
- (3) of interest on money lent by any member of the Charity or trustee at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the trustees;
- (4) of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100th part of the issued capital of that company;
- (5) of reasonable and proper rent for premises demised or let by any member of the Company or a trustee;
- (6) to any trustee of reasonable out-of-pocket expenses.

6. The liability of members is limited.

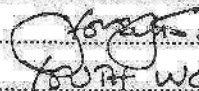

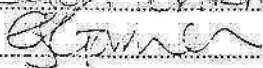
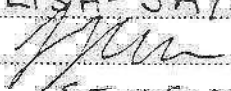
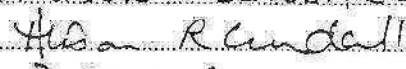
7. Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £10.00) to the Charity's assets if it should be wound up

while he or she is a member or within one year after he or she ceases to be a member, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

8. If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object.


We, the several persons whose names, addresses, signatures and descriptions are below subscribed, are desirous of being formed into a company in pursuance of this Memorandum of Association:

NAMES, SIGNATURES, ADDRESSES AND OCCUPATIONS OF SUBSCRIBERS

Name	PATRICIA JANICE FORSYTH	Address	BYEGARTH, DONKEY LANE,
Signature			ASHFORD CARBONEL, LUDLOW
Occupation	YOUTH WORKER		SHROPSHIRE SY8 4DA
Name	JENNIFER HUGHES	Address	SOUTH HOUSE
Signature			BLEGARTHWOOD
Occupation	PROJECT MANAGER		LUDLOW SHROPSHIRE SY8 6LT
Name	ERICA CARNER	Address	The Mill
Signature			Cannham Ludlow
Occupation	DIRECTOR		SHROPSHIRE SY8 3SH
Name	LISA-JAYNE COOMBS	Address	68 OLD STREET
Signature			LUDLOW
Occupation	STUDENT		SHROPSHIRE SY8 1NX
Name	ALISON RANDALL	Address	MARYVALE
Signature			MILL ST
Occupation	DIRECTOR		LUDLOW SY8 1GH
Name		Address	
Signature			
Occupation			
Name		Address	
Signature			
Occupation			

DATED THIS 26 DAY OF November 1997

Witness to the above signatures:

Name	JOHN B. RIMMER	Address	OAKLEY COTTAGE OAKLEY
Signature			MYND BISHOPS CASTLE SHROPSHIRE
Occupation	YOUTH WORKER		SY9 5EU

**The Companies Acts 1985 and 1989
Company Limited by Guarantee
and not having a Share Capital**

Articles of Association of

South Shropshire Youth Forum

Interpretation

1. In these articles:

"The Charity" means the company intended to be regulated by these articles.

"The Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force.

"The articles" means these Articles of Association of the Charity.

"Clear days" in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

"Executed" includes any mode of execution.

"The memorandum" means the memorandum of association of the Charity.

"Office" means the registered office of the Charity.

"The seal" means the common seal of the Charity if it has one.

"Secretary" means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary.

"The trustees" means the directors of the Charity (and "Trustee" has a corresponding meaning).

"The United Kingdom" means Great Britain and Northern Ireland.

Words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid, words or expressions contained in these Articles shall unless the context requires otherwise, bear the same meaning as in the Act.

Members

- 2. (1).** The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61 shall be members of the Charity. No person shall be admitted a

member of the Charity unless his application for membership is approved by the trustees.

(2). Unless the trustees or the Charity in general meeting shall make other provision under Article 61, the trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two.

General Meetings

3. The Charity shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting and that of the next: Provided that so long as the Charity holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places as the trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.
4. The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or any member of the Charity may call a general meeting.

Notice of General Meetings

5. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called by at least twenty-one clear days notice. All other extraordinary general meetings shall be called by at least fourteen clear days notice but a general meeting may be called by shorter notice if it is so agreed :
 - (1) in the case of an annual general meeting, by all the members entitled to attend and vote; and
 - (2) in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 per cent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all the members and to the trustees and auditors.

6. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

Proceedings at General Meetings

7. No business shall be transacted at any meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
8. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the trustees may determine.
9. The chairman, if any, of the trustees or in his absence some other trustee nominated by the trustees shall preside as chairman of the meeting, but if neither the chairman nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the trustees present shall elect one of their number to be chairman and, if there is only one trustee present and willing to act, he shall be chairman.
10. If no trustee is willing to act as chairman, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
11. A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
12. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
13. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:

- (1) by the chairman; or
 - (2) by at least two members having the right to vote at the meeting; or
 - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
14. Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
 15. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
 16. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
 17. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
 18. A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
 19. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days notice shall be given specifying the time and place at which the poll is to be taken.

Votes of Members

20. Subject to Article 17, every member shall have one vote.
21. No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.

22. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.
23. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.
24. Any organisation which is a member of the Charity may by resolution of its council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity.

Trustees

25. The number of trustees shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
26. The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

Powers of Trustees

27. Subject to the provisions of the act, the memorandum and the articles and to any directions given by special resolution, the business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the trustees by the articles and a meeting of trustees at which a quorum is present may exercise all the powers exercisable by the trustees.
28. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the trustees shall have the following powers, namely:

- (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the Charity;
- (2) to enter into contracts on behalf of the Charity.

Appointment and retirement of trustees

29. At the first annual general meeting all the trustees shall retire from office, and at every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire.
30. Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed trustees on the same day those to retire shall (unless they agree among themselves) be determined by lot.
31. If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.
32. No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless:
 - (1) He is recommended by the trustees; or
 - (2) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or reappointed, be required to be included in the Charity's register of trustees together with a notice executed by that person of his willingness to be appointed or reappointed.
33. No person may be appointed as a trustee :
 - (1) unless he has attained the age of 18 years; or
 - (2) in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 38.

34. Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be included in the Charities register of trustees.
35. Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional trustees are to retire.
36. The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any number fixed by or in accordance with the articles as the maximum number of trustees. A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.
37. Subject as aforesaid, a trustee who retires at an annual general meeting may, if willing to act, be reappointed.

Disqualification and removal of trustees

38. A trustee shall cease to hold office if he
- (1) ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
 - (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
 - (3) resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
 - (4) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated.

34. Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be included in the Charities register of trustees.
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 - (3) resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
 - (4) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated.

Trustees' expenses

39. The trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of trustees or committees of trustees or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.

Trustees' appointments

40. Subject to the provisions of the Act and to clause 5 of the memorandum the trustees may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Charity. Any such appointment may be made upon such terms as the trustees determine. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee. A managing director and a trustee holding any other executive office shall not be subject to retirement by rotation.
41. Except to the extent permitted by clause 5 of the memorandum, no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party.

Proceedings of trustees

42. Subject to the provisions of the articles, the trustees may regulate their proceedings as they think fit. A trustee may, and the secretary at the request of a trustee shall, call a meeting of the trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote.
43. The quorum for the transaction of the business of the trustees may be fixed by the trustees but shall not be less than one third of their number or two trustees, whichever is the greater.
44. The trustees may act notwithstanding any vacancies in their number, but, if the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
45. The trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of trustees at which he is present. But if there is no trustee holding that office, or if the trustee holding it is unwilling to preside or is not present within five minutes

after the time appointed for the meeting, the trustees present may appoint one of their number to be chairman of the meeting.

46. The trustees may appoint one or more sub-committees consisting of three or more trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the trustees would be more conveniently undertaken or carried out by a sub-committee : provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the trustees.
47. All acts done by a meeting of trustees, or of a committee of trustees shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.
48. A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees, shall be as valid and effective as if it had been passed at a meeting of trustees or (as the case may be) a committee of trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the trustees.
49. Any bank account in which part of the assets of the Charity is deposited shall be operated by the trustees and shall indicate the name of the Charity. All cheques and orders for the payment of money from such account shall be signed by at least two trustees.

Secretary

50. Subject to the provisions of the Act, the secretary shall be appointed by the trustees for such term, at such remuneration (if not a trustee) and upon such conditions as they may think fit: and any secretary so appointed may be removed by them.

Minutes

51. The trustees shall keep minutes in books kept for the purpose :
- (1) of all appointments of officers made by the trustees; and
 - (2) of all proceedings at meetings of the Charity and of the trustees and of committees of trustees including the names of the trustees present at each such meeting.

The Seal

REGISTERED COMPANY NUMBER: 03476766 (England and Wales)
REGISTERED CHARITY NUMBER: 1068321

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016
FOR
SOUTH SHROPSHIRE YOUTH FORUM**

Kimberlee & Co
Chartered Accountants
C/O Hunt House Farm
Frith Common
Tenbury Wells
Worcestershire
WR15 8JY

SOUTH SHROPSHIRE YOUTH FORUM

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

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SOUTH SHROPSHIRE YOUTH FORUM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03476366 (England and Wales)

Registered Charity number
1068321

Registered office
Rockspring Community Centre
Sandford Road
Ludlow
Shropshire
SY8 1SX

Trustees
C. Murphy
L. McKnight
J. Cooper
R. Hughes
J. Smithers
V. Parry
G. Barratt

Chair
Vice Chair
Treasurer

Company Secretary
R. D. Morley

Independent examiner
N. I. Kimberlee
Chartered Accountant
Kimberlee & Co
Chartered Accountants
C/O. Hunt House Farm
Frith Common
Tenbury Wells
Worcestershire
WR15 8JY

Bankers
NatWest
15 Bull Ring
Ludlow
Shropshire
SY8 1AG

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Recruitment of new trustees takes place annually, in the run-up to the Annual General Meeting. The process now includes the completion of a written application form, an informal meeting with paid staff and volunteers, and taking part in an interview with the Youth Manager and trustees.

SOUTH SHROPSHIRE YOUTH FORUM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

All new trustees undergo induction and training to ensure that they can participate fully in the new role.

Organisational structure

The Board are the governing body of South Shropshire Youth Forum (SSYF) and they retain responsibility for controlling the management and administration of the organisation. The Board have collective responsibility for the charity and ultimate responsibility for directing its affairs, ensuring that it is solvent and well-run, and delivering the charitable outcomes for the benefit of the public for which it was set up.

The Youth Manager is responsible for the day-to-day management of the organisation.

SSYF paid staff and volunteers carry out SSYF activities in accordance with its charitable aims.

Wider network

SSYF belongs to a variety of local networks across South Shropshire and with the advent of the Unitary Authority in April 2009 has endeavoured to make links across the wider South Shropshire area.

Related parties

SSYF works alongside a wide range of organisations including South Shropshire Furniture Scheme, Shropshire Council, Shropshire Youth Association, Shropshire Hills Area of Outstanding Natural Beauty, South Shropshire Housing Association, West Mercia Police, National Trust, County Training, Caring for God's Acre and local schools and colleges.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's Objectives are "to promote the benefit of young people in South Shropshire in any way considered charitable, especially to relieve and prevent suffering caused by mental and physical ill health or by social or economic circumstances."

SSYF aims to support young people through the transition to adulthood. It offers a variety of projects, activities and themes that are delivered to help address and support the needs of young people in the district.

Significant activities

The following paid staff carried out SSYF activities in the period 2015/16:

9 Sessional Youth Workers

Part-time Finance and Administration Officer

Full-time Youth Manager

Volunteers

SSYF also relies on a committed group of volunteers, working alongside paid staff, to fulfil its aims and objectives.

SOUTH SHROPSHIRE YOUTH FORUM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Activities in the year up to 31st March 2016 and further into 2016 have included:

YOUTH CLUBS & PLAYSCHEMES

Until December 2015 a weekly term time Youth club was delivered at Craven Arms Community centre (CasCA), in addition a regular homework / youth club session was delivered at Rockspring Community centre, Ludlow. Detached sessions were delivered for a period in Ludlow town centre and parks and outreach sessions delivered in Craven Arms.

COMMUNITY PROJECTS

SSYF runs a range of community projects depending on local need. Following on from the UNZIPPED report produced in 2012 this has helped us to set up localised projects such as the Rockspring garden project in Ludlow, the Skate Park committee in Cleobury Mortimer and the Community Action project in Craven Arms. The REACH personal development programme was re-launched with Lacon Child School and Ludlow Foyer.

DIVERSIONARY ACTIVITIES

Activities run in school holiday periods, evening or weekends in young peoples' own free time. Projects include Clee Hill Young Rangers scheme, Taste for Adventure Outdoor adventure scheme in Church Stretton, Rockspring Garden project and Cleobury and Craven Arms Football projects.

GENERAL VOLUNTEERING OPPORTUNITIES

The Youth Forum provide opportunities for supported placements within the community or within the youth projects so people can apply their skills.

PAULINE CLARK AWARD

Fund managed by trustees to assist young people in training and education.

Internal and external factors

Generally funding continues to be an issue for all public and voluntary organisations. This has had a direct impact on SSYF who have seen a continued drop in funding available - The Youth Forum have continued to offer quality projects and as a consequence has seen an increase in workers workload and ability to respond to issues as quickly as they'd like.

Over the last few years the Youth Forum has undergone a series of cost-cutting exercises, including reduction of staff and relocation to the Rockspring Centre.

Shropshire Council has also undergone many changes in recent years, including cuts to budgets and services leaving the voluntary sector left to try to fill some of the gaps in the provision. As an organisation, SSYF, has had pressure to run more traditional youth activities such as Youth clubs.

FINANCIAL REVIEW

Reserves policy

SSYF has a policy to hold in reserve an amount to cover winding up costs if the charity were to close. This would include amounts to cover staff redundancy, rent in lieu of notice, amounts that would be due on contracts for the hire of office equipment, and for legal and professional fees. As of 31st March 2016 this equals £5,938.

Principal funding sources

Income sources have diversified and now includes money from grant applications, fundraising activities, donations, partnership agreements and service level agreements with other local organisations.

SOUTH SHROPSHIRE YOUTH FORUM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

FUTURE DEVELOPMENTS

It has been another challenging year for the Trustees and staff at South Shropshire Youth Forum. It is unfortunate that certain administrative duties were not completed in time to draw in funds for work that had been completed in 2015/16 and so this reflects in the figures for this accounting period. Our capacity to juggle delivery, administrative tasks, generate enough publicity etc is at times extremely difficult. The Trustees are fully aware of the problems and workload being put onto staff and are looking at ways of addressing these. Moving forward, a new funding sub-committee has been set up to try and alleviate some of the fundraising tasks being put onto the full time Manager.

The Youth Forum is celebrating its 20th year next year and is starting to make plans on how we celebrate this success. We hope that this will raise our profile in the area further. On a more practical note, SSYF has to now look at finding a new home now that our formal agreement with South Shropshire Furniture Scheme has come to an end, but the focus is now on how we can maintain our working partnership with them and other organisations.

It is not all negative. There have been some major successes this year including the re-launch of the REACH programme with Lacey Child School and the Foyer. Renewed partnerships with organisations, such as the Foyer, are key to SSYF as we are then in a position to add value and to compliment the work that other organisations do.

Another key area of work has been the process of reviewing our policies and staff handbook and this is reaching completion and we incorporate the new monitoring activity within our cycle of trustee meetings.

As always, the staff and trustees of the SSYF are committed to ensure that the organisation completes its agreed programme, operates within the scope of its business plan, and builds on its financial position during the forthcoming financial year.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 21/03/16 and signed on its behalf by:



R D Morley - Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOUTH SHROPSHIRE YOUTH FORUM

I report on the accounts for the year ended 31 March 2016 set out on pages six to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of the independent examiner's report

My 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 seeking 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 statements below.

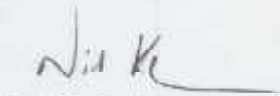
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



N I Kimberlee
Chartered Accountant
Kimberlee & Co
Chartered Accountants
O'O Hunt House Farm
Frith Common
Tenbury Wells
Worcestershire
WR15 8JY

Date: 2/11/16

SOUTH SHROPSHIRE YOUTH FORUM

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted fund £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		-	49,182	49,182	44,653
RESOURCES EXPENDED					
Charitable activities					
Support for young people of South Shropshire		5,820	50,138	55,958	52,022
NET INCOMING (OUTGOING) RESOURCES		(5,820)	(986)	(6,800)	(7,369)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,573	7,712	9,285	16,654
TOTAL FUNDS CARRIED FORWARD		<u>(4,247)</u>	<u>6,726</u>	<u>2,479</u>	<u>9,285</u>

The notes form part of these financial statements

SOUTH SHROPSHIRE YOUTH FORUM

BALANCE SHEET AT 31 MARCH 2016

	Notes	Unrestricted fund £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
CURRENT ASSETS					
Debtors	6	-	5,039	5,039	6,585
Cash at bank		1,692	12,805	14,497	19,015
		1,692	17,844	19,536	25,600
CREDITORS					
Amounts falling due within one year	7	(5,939)	(5,180)	(11,119)	(10,377)
NET CURRENT ASSETS/(LIABILITIES)		<u>(4,247)</u>	<u>12,664</u>	<u>8,417</u>	<u>15,223</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>(4,247)</u>	<u>12,664</u>	<u>8,417</u>	<u>15,223</u>
CREDITORS					
Amounts falling due after more than one year	8	-	(5,938)	(5,938)	(5,938)
NET ASSETS/(LIABILITIES)		<u><u>(4,247)</u></u>	<u><u>6,726</u></u>	<u><u>2,479</u></u>	<u><u>9,285</u></u>
FUNDS					
Unrestricted funds	9			(4,247)	1,573
Restricted funds				6,726	7,712
TOTAL FUNDS				<u><u>2,479</u></u>	<u><u>9,285</u></u>

The notes form part of these financial statements

SOUTH SHROPSHIRE YOUTH FORUM

BALANCE SHEET - CONTINUED
AT 31 MARCH 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.


The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 2/11/16 and were signed on its behalf by:


C Murphy - Trustee


J Cooper - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery, etc	20% on cost
--------------------------	-------------

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Other operating leases	4,000	4,000

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

SOUTH SHROPSHIRE YOUTH FORUM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

4. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	33,153	33,032
Social security costs	2,695	2,687
	<u>35,848</u>	<u>35,714</u>

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

31.3.16	31.3.15
<u>-</u>	<u>-</u>

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Plant and machinery etc. £
COST	
At 1 April 2015 and 31 March 2016	<u>29,198</u>
DEPRECIATION	
At 1 April 2015 and 31 March 2016	<u>29,198</u>
NET BOOK VALUE	
At 31 March 2016	<u>-</u>
At 31 March 2015	<u>-</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade debtors	-	1,546
Other debtors	5,039	5,039
	<u>5,039</u>	<u>6,585</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade creditors	2,141	1,302
Other creditors	8,978	9,075
	<u>11,119</u>	<u>10,377</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.16	31.3.15
	£	£
Other creditors	<u>5,938</u>	<u>5,938</u>

9. MOVEMENT IN FUNDS

	At 1.4.15	Net movement in funds	At 31.3.16
	£	£	£
Unrestricted funds			
General fund	1,573	(5,820)	(4,247)
Restricted funds			
Core Funding	7,712	(986)	6,726
TOTAL FUNDS	<u>9,285</u>	<u>(6,806)</u>	<u>2,479</u>

Net movement in funds included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	-	(5,820)	(5,820)
Restricted funds			
Core Funding	49,152	(50,138)	(986)
TOTAL FUNDS	<u>49,152</u>	<u>(55,958)</u>	<u>(6,806)</u>

10. MEMBERS LIABILITY

The company does not have share capital but is limited by guarantee. In the event of winding up the liability of each member is limited to an amount not exceeding £10.

SOUTH SHROPSHIRE YOUTH FORUM
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	<u>Year Ended</u> <u>31/3/16</u>	<u>Year Ended</u> <u>31/3/15</u>
<u>INCOMING RESOURCES</u>		
<u>Voluntary income</u>		
Church Stretton Town Council	2,885	780
Churches Together - Ludlow	0	400
Cleobury Mortimer Football	305	518
Cleobury Mortimer Council	755	1,000
Cleobury Mortimer Police Fund	17,639	0
Cleobury Mortimer Youth Fund	1,250	610
Craven Arms Youth Club	3,694	9,671
CWA - Friends Glee Hill	0	100
CWA - Rangers Subs	0	156
Donations	1,291	438
Easter Bike Ride	55	93
Euro Quality	500	0
Heritage Lottery	272	9,700
Hobsons Donation	750	0
LA - YP	1,500	0
LCAP - SC - Gardening Project	2,327	2,548
Ludlow Quaker Meeting	200	200
Ludlow Town Council	1,000	1,000
Mayfair Community Centre	0	33
Reserves	275	0
Shropshire Council	0	1,632
SDF	0	2,500
SSFS	11,454	8,474
Stretton LJC Mayfair	0	400
Wesleys Funding	1,000	1,000
Westcroft	0	1,000
	<u>47,152</u>	<u>42,653</u>
<u>Other income</u>		
Employment Allowance	<u>2,000</u>	<u>2,000</u>
<u>Total incoming resources</u>	<u>49,152</u>	<u>44,653</u>

This page does not form part of the statutory financial statements

SOUTH SHROPSHIRE YOUTH FORUM
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	<u>Year Ended</u> <u>31/3/16</u>	<u>Year Ended</u> <u>31/3/15</u>
<u>RESOURCES EXPENDED</u>		
<u>Charitable activities</u>		
Wages	33,153	33,032
Social security	2,696	2,682
Other operating leases	2,000	2,000
Telephone	64	76
Postage and stationery	193	271
Sundries	8	60
Materials and resources	849	349
Travel	668	582
Venue hire	2,115	784
Motor expenses	333	160
Activities	7,433	3,475
Subscriptions	10	26
Office equipment	95	489
	<u>49,606</u>	<u>43,976</u>
<u>Governance costs</u>		
Accountancy	988	1,152
	<u>988</u>	<u>1,152</u>
<u>Support costs</u>		
<u>Management</u>		
Wages	1,808	2,288
Other operating leases	2,000	2,000
Insurance	987	897
Sundries	536	443
Provision for winding up	0	1,213
Bank charges	33	43
	<u>6,364</u>	<u>6,894</u>
<u>Total resources expended</u>	<u>55,958</u>	<u>52,022</u>
<u>Net expenditure</u>	<u>£(6,806)</u>	<u>£(7,369)</u>

This page does not form part of the statutory financial statements

ANNUAL CORE GRANT APPLICATION

TEME WEIRS TRUST

05 SEP 2017**ANNUAL CORE BUDGET GRANT APPLICATION***Applications must be submitted by the 8th September 2017***CONTACT DETAILS**

Name of Group/Organisation

TEME WEIRS TRUST

Address

3, CASTLE VIEW TERRACE
LUDLOW

Post Code:

SY8 2NG

Email:

daphne13@hotmail.com
daphne13@outlook.com

Tel No: 01584874773

Contact Person

Title:

MRS

First Name:

DAPHNE

Surname: JONES

Position held in Group:

SECRETARY

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

1066295

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

MANAGEMENT + MAINTENANCE OF THREE OF
LUDLOW'S WEIRS - HORSESHOE, MILL STREET + CASEMILL

How many people are in your group/organisation

EIGHT

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

FOR THE MANAGEMENT OF THE WEIRS UNDER AN AGREEMENT HELD
WITH THE ENVIRONMENT AGENCY. REGULAR NECESSARY MAINTENANCE
OF SLUCE GATES AND PAYMENT FOR ALL WORK UNDERTAKEN BY
THE WEIRS MANAGER KEEPING WEIRS IN GOOD + CLEAN CONDITION.
REGULAR CLEARING OF LOGS + DEBRIS WASHED DOWN OF JUST

THROWN IN THE RIVER IS ESSENTIAL. PAYMENT OF
NECESSARY INSURANCE COVER.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

THE PROJECT IS ENVIRONMENTAL SO TO THE BENEFIT OF
ALL RESIDENTS + VISITORS TO LUDLOW - THE PUBLIC AT
LARGE SO INDEFINITE NUMBER.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

AS AWARDED PREVIOUSLY £300.

Financial year(s) that funding will cover:

2018/19.

If a grant is awarded, please state who the cheque should be made payable to:

TEME WEIRS TRUST.

DECLARATION

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1
(Person submitting form)

Daphne Jones

Date: 4 - 9 - 17

Signature 2
(Chairperson or senior representative of the Management Committee)

Date: 4-9-17.

D.A. Riley, Chairperson.

TEME WEIRS TRUST LUDLOW

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2016

	Note	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
INCOMING RESOURCES				
Incoming resources from generated funds:				
Voluntary income	2	475	475	905
Activities for generating funds	3	200	200	1,800
Investment income	4	2,437	2,437	2,424
TOTAL INCOMING RESOURCES		3,112	3,112	5,129
RESOURCES EXPENDED				
Charitable activities		-	-	2,100
Governance costs	6	1,719	1,719	1,914
TOTAL RESOURCES EXPENDED	7	1,719	1,719	4,014
NET INCOMING RESOURCES BEFORE REVALUATIONS		1,393	1,393	1,115
Gains and losses on revaluations of investment assets	10	6,337	6,337	859
NET MOVEMENT IN FUNDS FOR THE YEAR		7,730	7,730	1,974
<i>Total funds at 1 September 2015</i>		<i>69,076</i>	<i>69,076</i>	<i>67,102</i>
TOTAL FUNDS AT 31 AUGUST 2016		76,806	76,806	69,076

The notes on pages 9 to 13 form part of these financial statements.

The nature of the sikes of the 3 different weirs needs reserves to be held for unforeseen happenings needing immediate attention.

In recent years reserves have been kept in a CoIF account giving excellent interest.

ANNUAL CORE GRANT APPLICATION

LUDLOW FRINGE

ANNUAL CORE BUDGET GRANT**APPLICATION**

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

Name of Group/Organisation

Ludlow Fringe CIC

Address

57 Temeside, Ludlow, Shropshire, SY8 1UT

Post Code: Email: **anitabigsby@ludlowfringe.co.uk** Tel No: **07950678693**

Contact Person

Title: **Ms**

First Name: **Anita**

Surname: **Bigsby**

Position held in Group: **Managing Director**

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

If you are not a registered charity you must enclose a copy of your constitution.

Community Interest Company – No:
8403866

**Community Interest Company – No:
8403866**

What does your community group/organisation do and how are you financed?

Ludlow Fringe is an independent arts and culture festival which was established as a Community Interest Company, February 2013, to provide an Annual inclusive, vibrant and diverse Arts Festival within the town of Ludlow during June/July. The aim is to promote and support local creative talent by providing opportunities for showcasing new work, encouraging new and established, national and international touring performers to bring shows to Ludlow and to increase wider tourism to the town. Now in its 4th year of providing Fringe events and activities it is an overwhelming success and is forging links with other Fringe Festivals worldwide through the World Festival Network, the UK Association of Fringe Festivals and BAFA (British Arts Festival Association) and is linking closely with other UK Fringes such as Brighton (the biggest Fringe Festival in England), Camden, Milton Keynes, Windsor, Bath, Buxton and Greater Manchester as a runway to the Edinburgh Fringe (the biggest Fringe Festival in the World).

Ludlow Fringe 2016 supported by the Ludlow Town Council, Shropshire County Council, Ludlow Chamber of Trade and Commerce, Ludlow Rotary Club, private donations and sponsorship from a number of independent local businesses. It is also financed from ticket sales, performer registration fees and 'bucket' donations.

The intention for 2017 is to re-apply for grant funding from the Arts Council of England and other grant giving bodies for specific 'Arts and Community' projects.

How many people are in your group/organisation?

Managing Director/Festival Co-ordinator – Anita Bigsby

Marketing Manager – Samantha Cole

Fundraising and Development Manager – Nicola Paton

Company Secretary – Nina Foord

Technical Managers – Mike Whittaker/Ryan Maddox

Visual Arts Team – John Jarvis, Tom Crowe, Stephen Foxx, Simon Bebb

Venues and Business Support – Adam Tutt and Peter England

Volunteers – Street and Community Activities, Stewards, Social Media and Admin, Friends.

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

Ludlow Fringe is an Arts festival which aims to promote and support local creative talent and local businesses by focusing Ludlow's reputation as a destination for Arts and Cultural tourism. It acts as a catalyst for community and educational events to develop and showcase their visual and performing arts projects throughout the festival and brings in National and International touring acts to create more cultural diversity. It acts as a conduit for things to happen throughout the year, fostering new ideas and talent and works toward supporting local groups and organisations to successfully develop their own projects with a focus on a performance or exhibition during the festival to highlight their achievements.

We have two main focuses this year to develop specific 'Arts' projects that will directly target youth and community engagement through schools, the Foyer and other organisations within Ludlow with intentions of delivering Arts Awards and Vocational Certification through funding support from the Arts Council. And to have a more inclusive and well publicised Ludlow PRIDE celebrations. Also with the intention of working with young people on a creative project, giving them a platform to work on issues surrounding sexuality in rural areas.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

All of the Fringe Team are based in the Ludlow Area.

There were around 400 contributors to Ludlow Fringe 2017.

Over 80% of the contributors to Ludlow Fringe 2017 were resident in the Ludlow area.

There were an estimated 10,000 spectators/audience to this year's Free and ticketed events.

35% of tickets sold were to people in SY8 (65% from outside of the area)

25% within a 10 mile radius.

21% within a 45 mile radius.

7% outside of the West Midlands and Borders region.

Postcode information was not available from the remaining 12%.

Over 40 venues were involved. These included - St Laurence's Church, Ludlow Women's Room, Ludlow Market, Pizza Express, Millennium Green, The Sitting Room, Blue Boar, Rose and Crown, The Methodist Church, The Bull, The Feathers Hotel, The Charlton Arms, The Brewery, Marches Pottery, Tom Dickins Fine Art, Valentyne Dawes, Myriad Organics, Period House Shop, Castle Gallery, The Art Room, Chang Thai Bar and Garden, Andy Nash Fine Art, The Castle Gardens, St Laurence's Church Gardens, Martyn Pryce Leather Artisan, The Bindery Shop, The Renaissance Centre, Kay's Kreations, LA Jewellery, Woodyard Gallery, Ludlow Library, Miles Wynn Cato Gallery, Gallery 131, Garlands, Ludlow Football Club, Cliffe Hotel, The Square, Clee Hill, Ludlow Mascall Centre, Parkway Tapas Restaurant.

Ludlow Fringe works in close co-operation with local organisations, societies and independent artists to ensure equal access to inclusion in the festival programme and to local business for including their venues. Local partners include – Ludlow Arts Partnership, Destination Ludlow Partnership, South Shropshire Youth Partnership, Ludlow Chamber of Trade and Commerce, Music in Ludlow, Ludlow Youth Partnership, People for Ludlow, Ludlow Arts Society, Eclectic Sofa, Pentabus Theatre, Wild Edric Media, The Foyer, Youth Forum, Ludlow Youth Centre, Rocksprings Community Centre, Ludlow Poetry Groups, Local History Society, U3A, Ludlow Photographic Society, Here to There Theatre Company, Old Dic Theatre Company, Rooftop Theatre Company, Ludlow College, Ludlow Primary and Infant Schools, Ludlow Secondary School, Furniture Scheme, Fetch Theatre Company, About Face Theatre Company for Adults with Physical and Learning Disabilities, Two Score Years and 10 Theatre Company, Ludlow College, Hereford College of Art, recent Graduates from Ludlow and the Surrounding Area, Independent artists, Photographers and Craftspeople, Local Arts Groups, Shropshire Guild of Craftsmen/women, Westhope College, The Ludlow Open – Contemporary Art Exhibition, The Loudwater Studio – for adults with Visual Impairment and Multiple Disabilities, Local bands. Ludlow Chorale Society, Local singing groups, The Larks, Bella Acapella, Ludlow New Voices, Rocksprings Choir, Touring dance companies, Local Dance Groups, Fusion, Insteps, Ludlow Arts:Classical, Music in Ludlow, Local Orchestras, Independent Musicians, Ludlow Library, The Millenium Green Trust, Friends of Whitcliffe Common, Historical Writers Group, Ludlow Youth Forum, Ludlow Youth Centre, Ludlow Foyer, Ludlow Food Festival. Local venues are listed above.

Additional benefits are to local tourist destinations, local tourist industry, hospitality and accommodation businesses.

25,000 brochures were distributed in a wider area for 2017 from Manchester to Cardiff, Bristol, Birmingham and areas of the North to encourage longer tourism stays within the area. The statistics and feedback suggest this has been very successful but as yet we have not had time to provide data for graphs and comparative information. This will be available at a later date if required.

This year we have worked with Cherryl Rowlands, an MA student at Wolverhampton University, studying Events Management, to compile and gather over 600 feedback/customer survey forms from paying and non-paying Fringe audience. This has been compiled to gauge audience response to content, environment, pricing and overall satisfaction. The initial findings from the data collected has been overwhelmingly positive but has indicated a greater need for more positive engagement with young people. This we hope to rectify through closer contact with schools, colleges and local youth organisations and with focused project development supported through targeted grant funding and sponsorship.

Verbal and written feedback have been documented and indicate very happy customers.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council £7000

Financial year(s) that funding will cover: £2017 - 2018

If a grant is awarded, please state who the cheque should be made payable to:

Ludlow Fringe

DECLARATION

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1
(Person submitting form)

A. M. Biggby

Date:

7/9/2017

Signature 2
(Chairperson or senior representative of the Management Committee)

Date:

A. M. Biggby
7/9/2017

07 SEP 2017



BUSINESS PLAN

The Ludlow Fringe

Community Interest Company – No 8403866

Contact Address: 57 Teme side, LUDLOW, Shropshire, SY8 1JT

Telephone: 07950678693/01584872563

Website: www.ludlowfringe.co.uk

E. Mail: anitabigsby@ludlowfringe.co.uk

Managing Director: Anita Bigsby

Company Secretary: Nina Foord

1. Introduction

Ludlow Fringe is an independent arts and culture festival which was established as a Community Interest Company, February 2013, to provide an Annual inclusive, vibrant and diverse Arts Festival within the town of Ludlow during June/July. Now in its fifth year of providing Fringe events and arts activities it is an overwhelming success and is forging links with other Fringe Festivals worldwide through the World Fringe Network, UK Association of Fringe Festivals, BAFA (British Arts Festival Association) and World Fringe Alliance and is linking closely with other UK Fringes such as Brighton (the biggest Fringe Festival in England), Camden, Milton Keynes, Windsor, Bath, Buxton and Greater Manchester as a runway to the Edinburgh Fringe (the biggest Fringe Festival in the World).

Ludlow Fringe works to support local creative talent and local businesses, to act as a catalyst for community and educational events and to bring in acts from outside to create more cultural diversity. We act as a conduit for things to happen throughout the year, foster new ideas and talent and work toward supporting local groups and organisations to successfully develop their own projects with a focus on a performance or exhibition during the festival to highlight their achievements.

Ludlow Fringe 2017, took place 17th June – 2nd July and was sponsored and supported by the Ludlow Town Council, Shropshire County Council, Ludlow Chamber of Trade and Tourism, Ludlow Rotary Club, private donations and sponsorship from independent local businesses, trusts and funds and contributed to the local economy with -

- Over 10,000 spectators/audience members (35% from Ludlow, 25% within a 10 mile radius, 21% within a 45 mile radius W. Mids and Wales and 7% from other areas. Postcode information was not available from 12% of audience.
- 86 events in 16 days.
- 40 venues – shops, pubs, cafes, churches and community spaces around the town
- Over 400 participants/performers (60% local to Ludlow and 15% under the age of 25).
- All genres of art and culture – from visual arts to theatre and from comedy to cabaret
- Maximum ticket price of £15 with many events under £5 or free

2017 Activities included

- Big Get Together Weekend – Family Fun, Street Arts, Children's Entertainment, Tea Party, Singing and Dancing on the Square – A national weekend of celebrating communities, in memory of Jo Cox MP, and as a part of a national celebration of community spirit.
- An Art Trail running throughout the town in 23 venues and including 88 local, national and international artists. with free Arts events including a Paint Jam and other interactive Arts Workshops for all ages.
- Shakespeare at the Brewery
- Literary events including author readings and signings
- Live music from local, national and international musicians from all genres with specific events promoting young talent.
- Award winning live comedy throughout the festival. Joe Lycett, Paul Sinha, Mark Thomas, Larry Dean, Andrew Ryan, Patrick Monahan, Juliet Meyers and great 'up and coming' stand-up comedians presenting their Edinburgh previews.
- Pentabus Young Writers initiative in collaboration with Ludlow Fringe. An annual project which runs from September where young writers, 16-25, work with professional writers to

produce new play and monologues. The final performance is shown at the Ludlow Fringe with professional actors playing the parts.

- New, experimental and cutting-edge theatre and comedy theatre from national and international touring performers.
- The BFI (British Film Institute) Young Film Makers. Screenings and workshops supported by the Rural Media Company
- Ludlow's first Gay Pride and the country's first British Gay Bake Off.
- The Big Sing – an annual coming together of all the local choirs for a public celebration of voice and song - Larks, Bella Acapella, Ludlow Choir, Children's Choir, Ludlow Men's Choir, Ludlow's Got Talent, Ludlow Young Voices, Got 2 Sing, Choral Society, Rocksprings Community Choir, etc.
- Local History Walk and Talks
- Cabaret
- Dance displays and workshops
- Artists Market
- Street Theatre/Busking

2. Aims and Objectives

By promoting and supporting local Creative Talent and Local Businesses Ludlow Fringe Festival aims to:-

- raise the profile of the 'Arts' in South Shropshire and increase Ludlow's reputation as a destination for Arts and Cultural activities.
- raise the standards of the 'Arts' in South Shropshire by raising expectations under increased and national publicity
- give greater opportunities for Young People to develop the confidence and skills for careers in the 'Arts'
- increase awareness of the developments and initiatives within the 'Arts' on both a local and a national level.
- strengthen community bonds by promoting pride in individual's achievements
- increase opportunities for economic growth to the area by increasing visitor numbers
- create more opportunities for social and cultural engagement within the community
- work toward breaking down social prejudices within the community
- give young people greater opportunity to engage in positive social activities
- widen access to training for skills in the creative industry
- encourage young people to aim higher through positive example and interactive engagement
- encourage local 'Arts' societies, groups and organisations to work together to promote the image of Ludlow as an Arts and Cultural destination.

- 3 Programming – Ludlow Fringe operates as a part curated (i.e invited) and part 'Open Access' festival, which means that anyone can apply and provided the content is not deemed unacceptable, inappropriate or offensive, they will be given an opportunity to perform or exhibit. The cost of registration is £60. Prospective performers can apply through the website up until the end of March and on initial contact a discussion takes place as to the suitability of their work and the suitable venue for them to perform if successful.

- 4 **Box Office/Ticketing** – Ludlow Fringe works in co-operation with the Ludlow Assembly Rooms who provide a ticketing service, on-line and linked to www.ludlowfringe.co.uk website, on the telephone and face-to-face. The charge is £1 per ticket.
- 5 **Performers Fee** – Performers are generally paid 70% of the Box Office takings. Local organisations and companies receive 80% of the Box Office. For FREE shows the performer keeps 100% of their takings. For curated shows we generally work with a fixed-fee or guaranteed payment for achieving higher audience numbers.
- 6 **Venues** – All of our venues are FREE to performers apart from Ludlow Assembly Rooms and Ludlow Castle and vary in size, accessibility and suitability to audience. Venues include, St Laurence's Church, Ludlow Women's Room, Ludlow Market, Pizza Express, Millennium Green, The Sitting Room, Blue Boar, Rose and Crown, The Methodist Church, The Bull, The Feathers Hotel, The Charlton Arms, The Brewery, Marches Pottery, Tom Dickens Fine Art, Valentyne Dawes, Myriad Organics, Period House Shop, Castle Gallery, The Art Room, Chang Thai Bar and Garden, Andy Nash Fine Art, The Castle Gardens, St Laurence's Church Gardens, Martyn Pryce Leather Artisan, The Bindery Shop, The Renaissance Centre, Kay's Kreations, LA Jewellery, Woodyard Gallery, Ludlow Library, Miles Wynn Cato Gallery, Gallery 131, Garlands, Ludlow Football Club, Cliffe Hotel, The Square, Clee Hill, Ludlow Mascal Centre.
- 7 **Partners and Providers** – Ludlow Fringe works in close co-operation with local organisations, societies and independent artists to ensure equal access to inclusion in the festival programme and to local business for including their venues. Local partners include – Ludlow Arts Partnership, Destination Ludlow Partnership, South Shropshire Youth Partnership, Ludlow Chamber of Trade and Commerce, Music in Ludlow, Ludlow Youth Partnership, People for Ludlow, Ludlow Arts Society, Eclectic Sofa, Pentabus Theatre, Wild Edric Media, The Foyer, Youth Forum, Ludlow Youth Centre, Rocksprings Community Centre, Ludlow Poetry Groups, Local History Society, U3A, Ludlow Photographic Society, Here to There Theatre Company, Old Dic Theatre Company, Rooftop Theatre Company, Ludlow College, Ludlow Primary and Infant Schools, Ludlow Secondary School, Furniture Scheme, Fetch Theatre Company, About Face Theatre Company for Adults with Physical and Learning Disabilities, Two Score Years and 10 Theatre Company, Ludlow College, Hereford College of Art, recent Graduates from Ludlow and the Surrounding Area, Independent artists, Photographers and Craftspeople, Local Arts Groups, Shropshire Guild of Craftsmen/women, Westhope College, The Ludlow Open – Contemporary Art Exhibition, The Loudwater Studio – for adults with Visual Impairment and Multiple Disabilities, Local bands, Ludlow Chorale Society, Local singing groups, The Larks, Bella Acapella, Ludlow New Voices, Rocksprings Choir, Touring dance companies, Local Dance Groups, Fusion, Insteps, Ludlow Arts:Classical, Music in Ludlow, Local Orchestras, Independent Musicians, Ludlow Library, The Millennium Green Trust, Friends of Whitcliffe Common, Historical Writers Group, Ludlow Youth Forum, Ludlow Youth Centre, Ludlow Foyer, Ludlow Food Festival. Local venues are listed above.
- 8 **Risks - Business Risks**
 - Ludlow Fringe is still a relatively newly established Community Interest Company. In 2012 it was supported by a long established festival and many of the essential resources were available to hand. However, from February 2013 it became an independent, self-supporting entity. All initial finances have been sought from grants, sponsorship, fundraising, donations and event income. In

addition, the Ludlow Fringe has no permanent premises or contracted employees. The majority of the activities are either undertaken by volunteers or on a Freelance basis. This model is not sustainable in the long term and we are working toward creating a self-funding, self-sustaining model for the future through re-applying to the Arts Council for funding towards cost of putting on specific community focused projects.

- We have recently set up a Fringe Friends group and have organised a fund-raising team with skills and initiatives in this area.

9 Personnel and human resources

Paid employees – there are currently no contracted employees.

All paid positions are Freelance or Volunteer but we will be advertising for the following positions if our next Arts Council grant application is successful.

Fringe Events Co-ordinator to work 24 hours per week initially (equivalent to 3 days) to: co-ordinate all fringe events; programming; identify the need for resources, equipment and funding; liaise with artists, performers and venues; oversee event organisers to ensure a successful delivery; develop publicity and marketing strategies; ensure educational and community liaison; Health and Safety and Risk Assessment; supporting trainees and work experience, recruiting and organising volunteers. £150 per day.

Fundraising team – A proven background in raising money for festivals and/or charity events. A knowledge of local businesses. (Freelance Contract - Wage to be negotiated).

Marketing and Publicity – Social Media and Networking. Responsibility for co-ordinating Website, Branding, Design and Layout, Printed materials, Posters, Hand-outs, etc. (Freelance Contract - Wage to be negotiated based on National Professional Wage Structure).

Bookkeeper or Treasurer – Skilled (Freelance Contract - Wage to be negotiated).

Freelance Sessional Artists/Performers/Workshop Leaders.

Event organisers – Professional interest in their particular event. Some event organisation experience. Able to work as part of a team.

Stewards and Volunteers - May need to have CRB if working with children or vulnerable adults.

Media Partners – Wild Edric Film Company and Sunshine Radio.

10 Professional Support

Advice on Funding and Grant Applications – Alexa Pugh, Community Council Shropshire.

James Holyoak and Parker, Accountants, Shrewsbury.

11 Steering Committee. We are in the process of setting up a formal Steering Committee drawn from a range of professional and qualified people within the community to meet, discuss, contribute and advise on all matters relating to the progression of the Ludlow Fringe.

- 12 Governance. We have a Governance Document in place which is annually reviewed and adapted accordingly.

13 Board of Directors

This Social Enterprise has been established with a single director with a view to adding further directors as appropriate.

Anita Bigsby, BA (Hons), PGCE, PG Dip, MA. Over 35 years of experience in Art Education, Community Arts and Arts Project Management. Holds additional qualifications as a vocational assessor – D32/33/34/35 and Arts Award Assessor. Anita has been self-employed for 20 years setting up projects to teach young people Skills for Creative Industries, developing confidence in their abilities and identifying routes toward achieving careers in the Arts. She has worked as a teacher/artist/musician/performer and her skills span across all of the Art disciplines. The skills and experience she has gained from this gives her the confidence to work effectively as a Freelance Fringe Co-ordinator/Producer/Director liaising with the groups and organisations both locally and nationally; identifying the need for resources, equipment and funding; liaising with artists, performers and venues; overseeing event organisers to ensure successful delivery; publicity and marketing; educational and community liaison; Health and Safety and Risk Assessment; supporting trainees and work experience, recruiting volunteers.

13 Staffing

Managing Director/Producer/Co-ordinator/Programming – Anita Bigsby. Freelance and Volunteer.

Company Secretary - Nina Foord. Volunteer

Marketing Manager - Samantha Cole. Freelance and Volunteer.

Fundraising and Development Manager - Nicola Paton. Freelance and Volunteer.

Programming Assistants - Andy Bainbridge and Erin O'Hanlon. Volunteers

Technical Manager – Mike Whittaker. Freelance and Volunteer.

Volunteers and Friends – Volunteer list can be made available (Data Protection)

Visual Arts - Tom Crowe/John Jarvis. Volunteers.

Venues and Business Support - Peter England/Adam Tutt. Volunteers

Legal Advice – Andrew Whittle of Green's Solicitors.

14 Trainee Opportunities

There are many opportunities for trainees to become involved with the Ludlow Fringe as; Performers, Event Organisers, Assistant Co-ordinator, Marketing and Publicity, Photography/Film (recording and documenting events), Artist workshop's assistant, festival administration, technical support, etc.

This year we have worked closely with the Foyer Ludlow to give young homeless people, 16-25 year olds, opportunities to gain work experience in areas such as – Social Media, Administration, Curation, Technical, Publicity, Flyering, Laminating and also as exhibitors and performers.

There are opportunities for trainees to work toward Arts Award (Bronze, Silver, Gold) or completion of Units from Vocational Certificates in Art and Design. Links could be made from

Education – Ludlow School, Ludlow College or local Youth Organisations to identify potential trainees or by arrangement with 'other' colleges/organisations. We are in discussion for 2018.

15 Operational requirements - Premises

The business is still currently located at 57 Temeside, Ludlow, Shropshire, SY8 1JT. This year we had temporary office premises in Harvest House, Portcullis Lane, as part of our agreement with Shropshire Council to work with residents of the Foyer. In due course, as the Fringe gathers momentum and funds become available we are seeking to be located in a permanent suitable office space within the town centre.

The fringe festival takes place in community spaces, pubs, churches, theatres, clubs, outdoor venues, gardens, market square, shops and cafes etc.

16 Legal Aspects

Risk Assessments of individual events take place as and when necessary.

At present it is the responsibility of the Co-ordinator and the Technical Manager to cheque that Health and Safety procedures are in place in individual venues and to adhere to requirements.

Permission for Street Theatre has been granted from the Town Council and/or appropriate bodies.

It is not anticipated that any special licences or certification are necessary at present.

Appropriate Legal Employers and Public Liability Insurance is in place with Jelfs.

17 Capital and Assets

The Ludlow Fringe requires very little equipment to operate but a good desk top computer with Adobe Photoshop, Office and broadband is essential.

Mobile Phone with Internet access and unlimited calls.

Office supplies, such as paper, envelopes, stapler, etc

We are beginning to acquire our own technical equipment for staging – black back-cloths, lights, PA, mics, etc.

18 Marketing and Audience

Audience and participants are people living in the Ludlow area, visitors to Ludlow, people living within Shropshire and surrounding counties. We are beginning to develop a more National and International profile through our involvement with the World Fringe Network, the World Festival Alliance and the British Arts Festival Association and through targeted promotion.

To publicise events we will continue to produce high quality posters, leaflets and hand-outs as well as setting up and managing our own Website www.ludlowfringe.co.uk where we will

provide extensive information on performances and events, performer's registration, have links to 'partner' organisations, 'on line' ticketing, where appropriate, or information on costs and availability of tickets.

This year we produced 25,000, 36 page brochures providing listings and information on all of the events with an intended door-drop for delivery to every home within the SY8 area and other selected postcodes in Shropshire, Herefordshire and Worcestershire plus they were distributed widely beyond the normal catchment area to Manchester, Birmingham, Cardiff, Bristol and beyond to Visitor Centres, Art Centres, Galleries, Shops, Pubs, Restaurants, Community Centres etc.

We are already receiving regular promotion from local radio stations for event promotion - Sunshine Radio, Beacon Radio, BBC Radio Shropshire - local newspapers and magazines - Broad Sheep, 31 Days, Shropshire Star, Ludlow Advertiser, South Shropshire Journal, Shropshire Life, Shropshire Style, What's On Shropshire and What's On West Midlands. We are regularly mentioned in the Sunday Times, The Telegraph, Guardian, on Radio 4 and Radio 2.

Social Media. We have a Facebook page <https://www.facebook.com/LudlowFringe/> and a Twitter account <https://twitter.com/LudlowFringe> with a combined following of around 4000 at present. We have set-up an Instagram account this year and links with many local social media outlets - Ludlow Guide, Go Ludlow, Ludlow Brewery etc.

e-Newsletter - we have a mailing list of 2500 to whom we email information regarding performers, deals, highlights, etc, directly using Mail Chimp

We will continue using the 'Ludlow Fringe' logo as an identifiable brand on all banners, posters, leaflets, displays, hand-outs, brochures, magazine articles etc.

We have a fully responsive, informative website www.ludlowfringe.co.uk from which all tickets can be booked and performers can register.

We promote the fact that our Fringe Festival is available to all at reasonable prices and in venues which are accessible to all groups of people and which appeal to a wide range of tastes and interests. All events will be charged at a reasonable price ranging from FREE to £15.

We are liaising with the World Festival Network, World Fringe Alliance, UK Association of Fringe Festivals, BAFA British Arts Festival Association, Brighton Fringe, Buxton Fringe and Edinburgh Fringe to increase our profile Nationally and Internationally and to develop the Ludlow Fringe as an identified Festival for performers trying out new material on the runway to Edinburgh. We are 'Sister Fringes' with the Azores and San Diego, offering opportunities for collaborations and co-support for International Grant applications and cultural exchange.

We have a promotional video made in 2015 by award winning filmmaker Nick Fogg and have worked this year with Wild Edric Media in collaboration with a recent Film Studies graduate, Alice Bywater, to produce a new promotional film. We are awaiting the final cut of this any day.

19 Monitoring and Feedback

This year we have worked with Cheryl Rowlands, an MA student at Wolverhampton University, studying Events Management, to compile and gather over 600 feedback/customer survey forms from paying and non-paying Fringe audience. This has been compiled to gauge audience response to content, environment, pricing and overall satisfaction. The initial findings from the data collected has been overwhelmingly positive but the final results with graphs and charts will not be available until November.

Verbal and written feedback have been documented and indicate very happy customers.

20 Finance

2016-17 Income and Expenditure. 2017-18 will be available for auditing purposes after 28th February 2018.

2016-17 Expenditure	£	
Artists Fees	£8179	
Admin and coordination fees	£6500	
Venue Costs	£1725	
Insurance	£467	
Accountant	£240	
Advertising and Marketing – brochure printing, promotion.	£6764	
Research and Development	£1530	
Sundry expenses – bank charges, website, etc.	£1246	
TOTAL COSTS	£26651	
2016-17 Income	£	
Event Income/Ticket Sales	£14951	
Advertising	£272	
Sponsorship and donations	£8607	
Stall holder's fees	£825	
Registration fees	£985	
Art Trail Sales	£567	
TOTAL INCOME	£26207	
Loss	£444	

21 The Future

Our vision is that the Ludlow Fringe will continue to grow in popularity every year and will become an important event in the 'Arts' Calendar to rival other open access, broad based Arts and Literature Festivals such as the Hay Festival, The Edinburgh Fringe, The Brighton Festival Fringe, The Buxton Festival Fringe etc. We would like to see the incredible talents of the people of Ludlow and surrounding area recognised nationally and for local residents, visitors, artists and performers to come together to enjoy and celebrate the unique beauty, heritage, culture and atmosphere of our very special town.

We would like to develop some successful and mutually beneficial headline sponsors and partners to help us move toward achieving a financial security that would enable us to broaden our artistic programme and to deliver top quality acts and performers to this rural idyll. We would also like to achieve greater press coverage and media interest to increase the audience take up to our ticketed and free events across the town.

In time we would hope to be able to employ full-time and part-time contracted staff such as a Co-ordinator, Admin Staff, Event Organisers, Fundraiser, PR and Marketing, Accounts, etc. We will be offering opportunities for young people for certificated training and work experience and linking further with Wolverhampton University to offer Events Management students internships.



STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Ludlow Fringe Festival (LFF) is controlled by its governing document and constitutes a Community Interest Company.

Method of appointment of Management committee

The management of the company is the responsibility of the steering group members who are co-opted under the terms of the company's governing documents. One third of the steering group retire annually by rotation and are eligible for reappointment. The constitution of the Committee is regularly reviewed and new appointments made after discussions regarding suitability for the specific need of the company.

Constitution, policies and objectives

The company is a Community Interest Company, registered as so on 14 February 2013 number 8403866.

The company is governed by its memorandum and Articles of Association established on incorporation and reviewed annually. Further non-constitutional parameters for the company are found in its endorsed policies in relation to racial discrimination, equal opportunities and child protection. The principal object of the company continues to be to promote, maintain, improve opportunities in education and employment through the production of visual and performing arts; drama, dance, singing, poetry, creative writing, crafts, fine art, sculpture, design, film, comedy and music. To establish schemes that produce accomplished, innovative and relevant works that develop a love and understanding for these creative practises as art forms through performance, training, exhibition, workshops and other developmental methods.

Public Benefit

Whilst planning the activities of the Ludlow Fringe the management have had due regard to the steering group's guidance on public benefit. Ludlow Fringe advances the education of the public by making visual art that is accessible by all and celebrates, inspires and challenges; developing the desire and ability to express ideas and break down social and cultural barriers. Ludlow Fringe increases access to the arts providing artist's platforms in which to deliver contemporary works and tackling subjects and issues which are important to the broader community.

Policies adopted for the induction and training of Management and steering groups.

New Management and Steering Group Members receive the following information:

- A Ludlow Fringe Festival business plan.

- General information about the organisation.
- Recent and forthcoming activities: brochures, publicity, press articles and programmes.
- Annual report and latest annual accounts.
- Ludlow Fringe Festival In house roles and responsibilities.
- A copy of the constitution and Articles of Memorandum.
- Summary of the history of the organisation.
- Business Plan and aims of Ludlow Fringe Festival.
- Ludlow Fringes policies in relation to Arts policies, equal opportunities, health and safety, child protection, discipline and grievance procedures and accounting policy.
- Organisational structure, list of staff and management.

Prospective Steering Group Members are then invited to observe the next management meeting. On acceptance from both parties the new steering group member will be invited to attend the next steering group meeting at which she or he will be voted on to the group and in advance of that meeting be supplied with:

- LFF Business plan and budgets
- Minutes of LFF Board meetings for last 12 months
- An agenda and papers for the forthcoming meeting
- Steering Group list: names, and brief biography
- Dates, times and location of future meetings and events
- Artist induction pack

The Steering Group meets at least four times a year and is responsible for the strategic direction and policy of the company. The day to day responsibility for the company is delegated to the Management Team of Ludlow Fringe Festival which, currently, comprises a Managing Director/Producer, Company Secretary, Fundraising Manager and a Marketing Manager, as at Dec 2016. Other roles include technical manager, program manager, volunteer and friends coordinator, marketing assistant, venue managers and admin assistant.

07 SEP 2017

Ludlow Fringe – Feedback 2017-
09-05

Gender

N	Valid	292
	Missing	80
Mean		1.59
Median		2.00
Mode		2
Std. Deviation		.493

Gender

	Frequency	Percent	Valid Percent	Cumulative Percent
Male	120	32.3	41.1	41.1
Valid Female	172	46.2	58.9	100.0
Total	292	78.5	100.0	
Missing999	80	21.5		
Total	372	100.0		

Age

	Frequency	Percent	Valid Percent	Cumulative Percent
Under 18	22	5.9	6.0	6.0
18-24	12	3.2	3.3	9.2
25-31	31	8.3	8.4	17.6
Valid 32-38	29	7.8	7.9	25.5
39-45	35	9.4	9.5	35.0
46-55	80	21.5	21.7	56.6
56+	160	43.0	43.4	100.0
Total	369	99.2	100.0	
Missing 999	3	.8		
Total	372	100.0		

Statistics

Any Other Arts Fests in last year

N	Valid	368
	Missing	4
Mean		1.50
Median		2.00
Mode		2
Std. Deviation		.497

Any Other Arts Fests in last year

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	182	43.5	44.0	44.0
	No	206	55.4	56.0	100.0
	Total	368	98.9	100.0	
Missing	999	4	1.1		
Total		372	100.0		

Statistics

Did you stay overnight in Ludlow to see festival

N	Valid	368
	Missing	4
Mean		1.79
Median		2.00
Mode		2
Std. Deviation		.410

Did you stay overnight in Ludlow to see festival

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	78	21.0	21.3	21.3
	No	288	77.4	78.7	100.0
	Total	366	98.4	100.0	
Missing	999	6	1.6		
Total		372	100.0		

Statistics

		Did you stay overnight in Ludlow to see festival	if yes How many nights
N	Valid	368	372
	Missing	4	0
Mean		1.79	
Median		2.00	
Mode		2	
Std. Deviation		.410	

Did you stay overnight in Ludlow to see festival

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	78	21.0	21.3	21.3
	No	288	77.4	78.7	100.0
	Total	366	98.4	100.0	
Missing	999	6	1.6		
Total		372	100.0		

If yes How many nights

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0	301	80.9	80.9	80.9
	1	18	4.8	4.8	85.8
	14	1	.3	.3	86.0
	2	30	8.1	8.1	94.1
	3	7	1.9	1.9	96.0
	30	1	.3	.3	96.2
	4	4	1.1	1.1	97.3
	5	4	1.1	1.1	98.4
	7	6	1.6	1.6	100.0
	Total	372	100.0	100.0	

Statistics

Were venues adequate for festival

N	Valid	363
	Missing	9
Mean		1.04
Median		1.00
Mode		1
Std. Deviation		.220

Were venues adequate for festival

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	351	94.4	96.7	96.7
	No	10	2.7	2.8	99.4
	Not sure	2	.5	.6	100.0
	Total	363	97.6	100.0	
Missing	999	9	2.4		
Total		372	100.0		

Statistics

How many events did you attend

N	Valid	362
	Missing	10
Mean		2.19
Median		2.00
Mode		1
Std. Deviation		1.371

How many events did you attend

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	158	42.6	43.6	43.6
	2	87	23.4	24.0	67.7
	3	52	14.0	14.4	82.0
	4	24	6.6	6.6	88.7
	More	40	10.8	11.0	99.7
	7	1	.3	.3	100.0
	Total	362	97.3	100.0	
Missing	999	10	2.7		
Total		372	100.0		

Statistics

Was seating provided for disabled

N	Valid	309
	Missing	63
Mean		1.53
Median		1.00
Mode		1
Std. Deviation		.771

Was seating provided for disabled

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	197	53.0	63.8	63.8
	No	59	15.9	19.1	82.8
	Not sure	53	14.2	17.2	100.0
	Total	309	83.1	100.0	
Missing	999	63	16.9		
Total		372	100.0		

Statistics

Was ticket pricing fair

N	Valid	358
	Missing	14
Mean		1.04
Median		1.00
Mode		1
Std. Deviation		.272

Was ticket pricing fair

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	346	93.0	96.6	96.6
	No	11	3.0	3.1	99.7
	5	1	.3	.3	100.0
	Total	358	96.2	100.0	
Missing	999	14	3.8		
Total		372	100.0		

Statistics

How would you rate the events

N	Valid	342
	Missing	30
Mean		6.07
Median		6.00
Mode		7
Std. Deviation		1.127

How would you rate the events

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Very poor	5	1.3	1.5	1.5
	Poor	2	.5	.6	2.0
	Below average	4	1.1	1.2	3.2
	Average	13	3.5	3.8	7.0
	Above average	48	12.9	14.0	21.1
	Good	128	34.4	37.4	58.5
	Excellent	142	38.2	41.5	100.0
	Total	342	91.9	100.0	
Missing	999	30	8.1		
Total		372	100.0		

Statistics

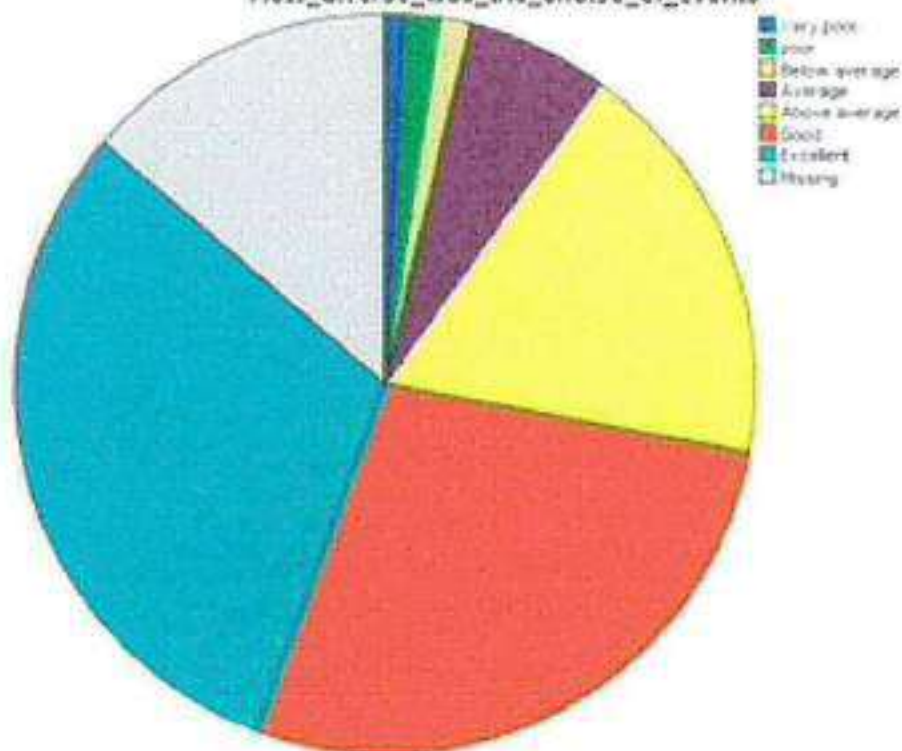
How diverse was the choice of events

N	Valid	321
	Missing	51
Mean		5.83
Median		6.00
Mode		7
Std. Deviation		1.225

How diverse was the choice of events

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Very poor	3	.8	.9	.9
	poor	6	1.6	1.9	2.8
	Below average	5	1.3	1.6	4.4
	Average	23	6.2	7.2	11.5
	Above average	87	18.0	20.9	32.4
	Good	103	27.7	32.1	64.5
	Excellent	114	30.6	35.5	100.0
	Total	321	86.3	100.0	
Missing	999	51	13.7		
Total		372	100.0		

How diverse was the choice of events



Ludlow Fringe Customer Feedback (2017)

07 SEP 2017

Please help us make Ludlow Fringe even better next year. Simply fill in this form and place in the sealed box at the exit. The data is completely anonymous and will be analysed by a third party. Thanks!

Are you: (please circle)	Male		Female				
Age (please circle)	Under 18	18-24	25-31	32-38	39-45	46-55	56+
What is your postal town?							
Have you been to any other arts festivals in the last year?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
How did you hear about the festival?							
Did you stay overnight in Ludlow to see a show at the festival?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
If yes, how many nights?							
Venues							
Did you feel the venue(s) were adequate for the festival?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
How many events did you attend at the festival? (please circle)	1	2	3	4	more		
Was there seating provision for those with disabilities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Programming	Please circle 1-7 (1 = very poor, 7 = excellent) or tick boxes						
Did you feel the ticket pricing was fair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
How would you rate the events?	1	2	3	4	5	6	7
How diverse was the choice of events?	1	2	3	4	5	6	7
Did you think the events were of a good quality?	1	2	3	4	5	6	7
Staffing (including volunteers)	Please circle 1-7 (1 = definitely not, 7 = very much so)						
Did you feel you could rely on the festival organisers to put on a good event?	1	2	3	4	5	6	7
Were there enough staff on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Were the staff welcoming and friendly?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Were the staff helpful?	1	2	3	4	5	6	7
Other points	Please circle 1-7 (1 = definitely not, 7 = very much so)						
Did you have adequate literature or information about the festival?	1	2	3	4	5	6	7
Did you feel that the festival was good value for money?	1	2	3	4	5	6	7
Would you recommend this festival to others?	1	2	3	4	5	6	7
Would you attend this festival again?	1	2	3	4	5	6	7
Is there anything else you would like to see at the festival?							
Any other comments (continue on reverse if necessary):							

17 SEP 2017

Ludlow Fringe Festival - feedback			
ID	Postal Town	Is there anything else you would like to see at the festival?	Any other comments
1	Ludlow	A non-white face, or at least some diversity	
2	Ludlow		
3	Shrewsbury		
4	Manchester		
5	Hereford		
7		Well done!	Well done!
8	Ludlow		
9	Ludlow		
11	Dudley		
12	Leominster		
13	Ludlow		
14	Telford	More comedy please!!	Please advertise in Telford - we often only find out whats on at the last minute
15			Please keep going! Great to have this locally
16	Shrewsbury		
18	Maidstone	More music/dancing events	Great Festival - do let the organisers know! Brilliant!!!
19	Woking	More male comedians	My wife dragged me along under sufference but I ended up really enjoying myself. (Great beer) and I bow to her superior intelligence!
20			Dog friendly places to stay. Brochure very good though!
21	Bridgnorth		
22	Woking	More literary stuff.	Very friendly and inclusive. Not too snobby. Great marketing. Gold Star!
23		How about more political stuff?	Info about air bnb places to stay.
24	Cleobury Mortimer		
25		No	Pentabus FTW
29	Ludlow		
30	Ludlow	More events/workshops	Great!
31	Ludlow		This festival is superbly run and a buzz for the town and artists alike.
32	Ludlow	Street Theatre	
33		More Pentabus productions	
34	London		
35	Hereford	Dance	No
36	Leominster		

37	Shrewsbury		
38	Shrewsbury		
39	Craven Arms		
40	Shrewsbury		
42	Chester		
43	Chester	More music	
44	Cardiff		
45	Ludlow		
46	Bolton		
47	Bolton		
48	Cardiff		
49	Cardiff		
50	Shrewsbury		
51	Wolverhampton	Jazz/more music	
52	Wolverhampton	More Jazz/music	
53	Shrewsbury		
54	Ludlow		
55	Ludlow	Childrens event - more -	
56	SY7		
57	Craven Arms		
58	Craven Arms	Venue not adequate - Too hot!	
59	Ludlow		
60	Leominster		
61	Shifnal		It took me ages to find a festival brochure - if I'd had one before I would have seen more things!
62	Leominster	More live music	
63	Craven Arms	Cheaper theatre - £12 is too expensive for my age range (under 18)	
64	Shrewsbury		
65	Church Stretton	More audience - there was only 9 people watching. Very disappointing.	
66	Craven Arms		
67	Shrewsbury		
68	Tunbridge Wells	How about a burger & chips van?	My aunt said I would like it and she was right. Lots of people i already knew. But also the brochure was very informative and helped me choose.
70	Leominster		
71	10150 (Thailand)		
72		More participation	
73	Ludlow	More in attendance	Advertising could include posters in surrounding villages. Had to search for literature.

74	Ludlow		
77	SO21		Stayed 2 nights by chance
78	Ludlow		
79	Ludlow		Only start of festival. Have booked 5 events which am looking forward to.
80	Ludlow		How many events did you attend - who knows, this is only the first.
81	Newport Pagnal - Bucks	The evening was so underrated - what a fantastic duo. A really great start to this festival.	Never been to Ludlow previously (except business). What a beautiful place!! How welcoming.
82	Ludlow	More rock please (country rock, melodic rock, rock and roll, heavy rock!)	Well done!
84			Brilliant! Thanks for making Ludlow rock!
87	Ludlow		
88	Ludlow		
89	SY8		
90	Cleobury Mortimer		
91		Adult/Political Theatre. Puppetry.	
92	SY8		
93	SY8		
94	Ludlow	More jazz events please. Chamber music events please (classical). E.g. Mexican classical music, Hungarian classical music, Spanish classical music.	
95	Ludlow		
96	Ludlow		
98	CB3 OLD		
99	Ludlow		Brewery seating very uncomfortable
100	Ludlow	More drama	
101	Cleobury Mortimer		
102	DY14 (Shropshire)		
103	Broseley		
104	Ludlow		Fab! If budgets stretched to a few more raised areas at Ludlow Brewery it would help viewers to see players like Remi Harris. But still all fab!
105		Modern dance	
106	Kington	Folk - Lunasa - Altan. Jazz Jamaica. Denys Baptiste & his jazz band	Seats at the Brewery are really uncomfortable. Sorry!
107	CT9 - (Kent)	Its all here.	Really diverse programme. Covers all ages and genres. Well done Ludlow Fringe!
108	Ludlow	More music of all genres	

109			Wow!
110	WF2 - (Wakefield)	World Music	Fab! Loved it.
111	Ludlow		Would rather respond to individual events and rate those rather than global response part-way through festival.
112		Dance	We had heard about the festival and read about it online so decided to meet up here and it was everything we wanted it to be. Ludlow is lovely and we will come again. Thank you.
113	Ludlow	We always invite friends to stay with us during the fringe and book a range of events.	Keep up the great work!
114	DY14 OHH Kiddy		Keep doing it.
115	Kidderminster	Folk style evening gig?	Keep doing it!!!!
116	Ludlow	Good stuff!	
117	Birmingham		Wonderful night. We will come again. Thanks.
118	TW16 - (Sunbury on Thames. Middlesex)	Great value and really enjoyable.	
119	TW16 - (Sunbury on Thames. Middlesex)	Great value and so much fun.	
120			Loved it!
122	Wigmore		Would have been helpful to include finish time in the programme.
124			Brilliant! Loved it!
125	Ludlow		Comic masterclass. Amazing.
126	Alcudia, Majorca, Spain	Activities for young children	Very enjoyable art drawing workshop. Please do it again!
127	Gold Coast. Australia	More childrens events	Fantastic way to experience the area. We will be back.
128		More arts for children would be amazing!	Fabulous events. Well done Fringe!!!!
129 & 130	CV32 - (Coventry)		Form filled in for 2 people!
131		More advertising. Bigger acts. Bigger venues	
132	Ludlow		Saw Popehead, thought excellent
133	London	More shows! Wish I'd come next week	
134	Craven Arms		
135	Ludlow		

136			Would like to congratulate organisers. Very enjoyable events (The country walk, comedy afternoon), fine. Shakespeare at the Castle was a big hole to fill and whilst I would still love it back, the Fringe Festival is excellent.
137	LD1 - Llandrindod Wells	Maybe some musical acts like what they have at Hay on Wye	Better advertising in local press. I don't do internet.
138		More top line acts in the castle grounds	
140			Fantastic to have an opportunity like this locally
141	Ludlow	More	
143	SK4 - Stockport		
145	Ludlow	A good range of music/theatre/film	
146	Ludlow		
149		More music and comedy	Get youth involved in the volunteering
151	Ludlow		Football clubroom was very hot
152	Ludlow	Need air con	
153	Ludlow		
154	Ludlow		
155	Ludlow		
156	Ludlow	More Comedy	
157	Ludlow	Chicago Bytes rhythm & blues band	
158	San Francisco, USA		Popehead was an extraordinary show!
159	Aberystwyth	No	The events need to be described with regards to content.
160		More free events. More music.	
161	Cleobury Mortimer		Good job.
162	Ludlow		
163	Church Stretton	Maybe some dance with music. Some of the workshops repeated during the festival.	
164		Local people/groups - workshops	
166	Church Stretton		
167		More folk music	Felt very uncomfortable with a lot of the material today in the first half.
168		Chicago Bytes rhythm & blues band. Mob - Steve - 07788773434	
170		Music suitable for younger people. Used to love the fireworks/last night at the Castle.	Venues are all varied so good to get visitors around the town.
171	Ludlow		

172	Tewksbury	More afternoon comedy sessions. (9.30pm a bit late to start).	online information limited re: booking tickets. Advertising in nearby counties (e.g. Herefordshire, Gloucestershire) might draw more "outsiders" in like Edinburgh Fringe.
173	Shrewsbury	Outdoor film screening	My lovely daughter filled this in for me as I forgot my glasses.
174	Ludlow	More music	
175	Ludlow	F word NO NO NO. Its Sunday afternoon. Bad language - sense of humour very poor.	
176	Ludlow		
178	Ludlow		
179	Ludlow		
180	Montreal, Quebec, Canada		Are you - What about gender neutral! Non-binary? * need surveys for every show. * need to be able to say which date/time/show. * questions are too leading in a certain direction/opinion. * no ticket person at Cameryn's show. Why not??
182	Ludlow		
184	Ludlow		
185	Leicester		
186		An open air Shakespeare by a touring company.	The arts trail advertised as part of the Fring only had a few venues open on a Sunday - As we came to Ludlow on a Sunday it was disappointing.
187	SY8	More music	
188	Ludlow		
189	Orelton - Herefordshire		
190	Orelton - Herefordshire		
191	Ludlow	More music events. Contemporary Folk maybe.	
192	Craven Arms	Enjoyed it. Thank you.	
194	Ludlow		
197	Oswestry	More dance - you only had Morris dancing	
198	Harrow - HA7		
199		More family events to include children	

202	Ludlow		Excellent for such a small town
203	Shifnal	Perhaps poetry and classical music.	Really enjoyed my time in Ludlow. I only heard about it from BBC radio, would be nice to publicise it further.
204	Wem		
205	Warrington		
206	Orpington, Kent		
207	Aberystwyth	Theatre shows that are not crude.	Would like events to be rated when bringing guests, need to know the content.
208			Warn others to ask more questions before paying for shows. Fate worse than death. Started out promising. No information on X rated material anywhere. Very uncomfortable viewing. Therefore reduced ratings. What a let down from a very talented lady who obviously sees womens sexuality as something to laugh about. As a probation officer who has to deal with victims of domestic violence and sexual abuse and murder. It was hard to laugh as such inuendo's, sorry but better luck next time.
209			Crude dialogue in play, not for all.
210	Orelton - Herefordshire		
211	Oswestry		
212	Ludlow		
214			Don't sell more tickets than seats! (sock puppetry). When we arrived people said they were empty but they were taken!
215	Ludlow		
216	Liverpool	Maybe a little less parrollel events and/or gaps in between shows	
217		More comedy.	Great event.
219			Would you recommend this festival to others? - have done absolutely. Rural communities are starved of a voice. Events like this are imperative. Fund it!
220	Ludlow		
223	Ludlow		
224	Ludlow		
225	Ludlow		Excellent

226	Shrewsbury		
227	Ludlow		Missed several events because away a lot.
228	Bucknell		
229		Film night - maybe cult classics	
230	Wolverhampton	More street entertainers	
233	B69 - Birmingham		
234	Southport		
235	Salford - M5	More food stalls to compliment the performances or pub establishments offering food/drink deals	
236	Ludlow		
237	Ludlow		
238	Ludlow		We are regular festival goers
239			Kagools - Some things were performed on the floor and could not be seen. Need a stage.
240	SY7 - Craven Arms		
241	Craven Arms		
242	Ludlow		
245	Ludlow		
248	Ludlow		
249			Kagools were fab!
150	York		Thank you
251	Church Stretton		
252	Ludlow		
253	Ludlow		I think it would be good to offer some sort of discount when booking two shows in a row (same night and venue).
254	Craven Arms		Kagools needed to be on a raised stage so all the audience could see what was happening.
255			The Kagools at the Ludlow Brewery needed a stage for their act. Mid to back seats couldn't see. Didn't know who staff were to fill in those questions.
257	Ludlow		
258	Ludlow		
259	Ludlow		
260	Leominster		
261	7004 Ag. NL	Sabrina Statue	Keep it up!
262	Ludlow	Wider mix of music	Too much comedy. Some things poorly advertised e.g. Homegrown old Dick!

263	Ludlow		Thanks to organisers and helpers.
265		A Shakespeare production making this the Fringe!!	
266		Talks - Lectures, Comedy	
267		Spooky mens chorale. Folk music.	Ludlow now has a number of very good venues i.e. Brewery, Methodist Hall.
268	Shrewsbury		
270	Warwickshire	Keep it affordable for everyone to enjoy. It is not just value for money - but a festival all can afford and take part in.	Keep it up Ludlow, we think you are magic. We are from Warwickshire! See you next year.
271	Ludlow		
273	Ludlow		
274	Ludlow	Yes - more blues	
275	Ludlow		
276	Ludlow		
277	WR6 - Worcester		Keep up the good work
278	Ludlow		
279	Ludlow		
280	Ludlow		
281	Ludlow		I love marmite
284		Shakespeare	
285	Ludlow		Love the comedy and music choices! Joe Lycett a brilliant comedian & event especially as it's held at the brewery!
286	Ludlow		
287	Ludlow		
288	Ludlow		
291		Had to go to Bridgnorth yesterday to see Chamberlains Men. Bring them back to Millenium Green.	Could we bring back Shakespeare play in castle and last night of festival with fireworks. Would help 874161.
292	Ludlow		
294	Ludlow	The mix seems about right.	The organisers are to be congratulated for resurrecting the festival.
295	Craven Arms		
296	Craven Arms		
297	Craven Arms		
298	SY8		
300	Bridgnorth		More information regarding timing. We had to leave early because we booked a taxi not knowing how long the performance would take.
301	York		

302	Bridgnorth	More music - jazz, more art workshops, more art exhibitions of local artists. Some exhibitions were closed Wednesday afternoons.	More information about the venues. (we didn't attend a concert at the methodist hall as we weren't sure what the seating was available - pews/chairs? Or if there was a bar).
303	Ludlow		Can you use the castle.
304		Leave it to the organisers.	
305	Craven Arms - SY7		Great music choices whilst waiting!
306	Ludlow		
308	Telford		
309	Telford		
311	Ludlow	More comedy. More live music	
312	HR6 - Leominster		
313	Stafford		
314	Stafford		
315	Newport		
316	Newport		
317	HR6 - Leominster	High end craft/arts market/fair	
318	Hereford	Craft market but upper class, no cheap shit.	
319	SY8	Maybe some more music	
320	Craven Arms		
321	Craven Arms		
322	Craven Arms		
323	Doetinchom, NZ		
324	Craven Arms		
325	Ludlow	Some more music bands	
326	Ludlow		
327	Rugeley, Staffordshire		
328	Ludlow		
330			I love Homer!
333		More comedy nights if possible as really good. More music for a younger audience.	Great for the town.
334		Not really.	
335		Variety performance	
336	Ludlow	More comedy	
337	Craven Arms		
338	Ludlow		
339		Live music and party!	Keep up the good work!!!
340	Bridgnorth		Probably more advertising Bridgnorth area as most of my work colleagues didn't even know it was on.
341	WR15	Science lectures, big bang stuff.	

344	Sunderland	A little more contemporary music e.g. Holy Moly & the Crackers or Rob Heron both from the north east but tour all over UK & Europe.	
345	Sunderland	More contemporary music acts.	
346	Tenbury		
347	Tenbury		
348			Not much publicity in Tenbury
349	Ludlow		
350	Ludlow		
353	Llanllechic, North Wales		We were coming to Ludlow, a planned visit, didn't know the festival was on, when we found out we booked tickets - an added bonus.
354	Much Wenlock	Robert Plant, Emma & the professor, less comedy	
355	York		Given a form but a pen or pencil would be helpful.
354	Llanwlechid	All good.	Now we know its on we'll come again. We were coming to Ludlow, by coincidence the arts festival was on, we'll book & see more next year if possible.
357	Bridgnorth		
358	SY8	Opera, classical music, art, plays.	
360	Leominster	ELO or Brian Ferry "Otis Dad"	
364	Ludlow		
365	Ludlow		There has always been a large variety of events at this festival & caters for all tastes.
368		More of the same. Excellent!	
370		More	Shell shock was great.
371	Telford		
372	Telford		

ANNUAL CORE GRANT APPLICATION

LUDLOW VISITOR INFORMATION CENTRE

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

Name of Group/Organisation

Visitor Information Centre

Ludlow and District Community Association (trading as Ludlow Assembly Rooms – LAR)

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Contact Person

Title: Ms

First Name: Helen

Surname: Hughes

Position held in Group: CEO

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number 1010883

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

See separate sheet

What does your community group/organisation do and how are you financed?

Whilst running a VIC is not a part of the objectives of LAR, the organisation is committed to trying to maintain this valuable service for the town. In the planning of the capital programme the VIC is integrated into the Box Office, in its former premises on the ground floor. As well as maintaining a service to visitors and the town it is hoped that it will also provide a customer base for the proposed cafe in the former museum space. The success of a cafe is a large plank of the longer term plan for LAR to become a more sustainable organisation into the future.

In its current form, the VIC is managed by a part-time VIC Manager, (formerly a member of staff in the Shropshire Council run VIC) and staffed by a team of dedicated and highly professional volunteers. The 'temporary' position of the service has not been ideal but the capital project has suffered severe delays.

The ultimate aim of the project is to provide a Community and Information Hub for Ludlow, recognising the value of information for locals as well as visitors. (This is borne out by access to the current service by local people wanting, for example, up to date bus timetables and dates of local festivals). The Hub will provide a box office ticketing service for LAR and for other local organisations, (currently LAR provides this service for 12 external organisations and this is growing).

The 'new' service, once it is housed on the ground floor, will continue to 'employ' volunteers for face-to-face advice but will also seek funding to develop a technological service through innovative online resources and physical touch screen access points. An overall manager will be employed to ensure the service is fit for purpose, to train and support the volunteers, to attend relevant partnership meetings, to keep abreast of developments within the tourist industry and provide advice to visitors at busy times or when volunteers are away. If the current service fall by the wayside at this juncture due to lack of funding, there is a potential for there to be a severe skill-set loss that could take the planned new and more sustainable VIC years to recover from.

LAR is an active member of the recently established 'Destination Ludlow Partnership' and the Hub will provide an increasing number of services that meet the needs of other organisations and attractions across the town.

How many people are in your group/organisation

20 staff – 10 WTE: 120 volunteers

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

The operation of the current VIC has been wholly funded by Shropshire Council, albeit at a cost equivalent to less than twenty per cent of the previous Council-run service. The funding is required to contribute to the salary of the VIC Manager, printing and postage and to pay for external training for volunteers as necessary. Central overheads (heat, light, back office and management will be provided by LAR).

The sum requested from Ludlow Town Council represents 40% of the total budget required. LAR officers will identify and secure the remaining 60% from other sources.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

Statistics have been carefully kept during the past three years. These have been recorded by visitors requesting support on transport, cycling, walking, local attractions, accommodation and 'other'. Phone and email enquiries have also been logged. The service has helped an average of 18,000 each year of its existence. These figures do not include the visitors who don't get further than the Box Office on the ground floor where they can pick up a town map. It is envisaged that this number will vastly increase when the VIC moves to the prominent position on the market square.

The vast majority of those benefiting from the project will be visitors to Ludlow - a vital source of income for the local economy.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

£8,000 per annum

Financial year(s) that funding will cover:

2018 – 2021 (£24k total)

If a grant is awarded, please state who the cheque should be made payable to:

Ludlow and District Community Association

Signature 1 *Helen Nittingham*
(Person submitting form)

Date: 6/9/17

Signature 2 *Tom Evans* Date: 6/9/17
(Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
--	---

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER AND OCTOBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
Gina Wilding, Town Clerk, Ludlow Town Council,
The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016
FOR
LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

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FOR THE YEAR ENDED 31 MARCH 2016

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LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSB) (effective 1 January 2015).

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 0269283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Memorandum of Association of the Ludlow & District Community Association (LDCA) states that our organisation's guiding objectives are:

1. To foster and promote the maintenance, improvement and development of artistic taste and a knowledge, understanding and appreciation of the arts among the inhabitants of Ludlow and the district thereof.
2. To promote a community centre for the use of the said inhabitants without distinction of political, religious, or other opinions, with the object of improving the conditions of life for the said inhabitants.

In pursuit of these objectives the LDCA has adopted a vision statement in support of our two objectives: "Ludlow Assembly Rooms is the cultural and community hub for Ludlow and the surrounding area".

A Strategic Plan Defined

In July 2014 the LDCA adopted a Strategic Plan setting out the organisation's goals for the period 2014-2019 in support of our vision. The document defined the four broad strategic aims as to:

1. Provide a diverse and stimulating arts programme that is relevant, cutting edge, accessible and meets the needs of everyone.
2. Provide excellent community facilities; become the community activity focal point in Ludlow and its hinterland.
3. Become a cultural and community hub, providing excellent information and communications.
4. Be a sustainable and socially responsible organisation in order to support the first three aims.

Strategic Plan: Implementation & Activities

In support of the Strategic Plan specific objectives were set as part of its implementation. As part of developing and guiding the arts programme in the past year the LDCA has:

1. Employed a new Programming and Marketing manager who brings a solid background in the arts, music and educational sectors.
2. Became one of four venues funded by the British Film Institute Film North West to take part in a national project to "give people living with dementia and their families more choice, more control and greater access to films." As our part in this project the LDCA is part way through its commitment to hold six dementia-friendly screenings through to December 2016.
3. Obtained support from the British Film Institute to support and fund staffing to develop our film offering for children and young people, our classic and archive offerings, and a greater selection of independent films as part of increasing our overall community reach.

At all times the practical implementation of its statement of equalities underpins all of LDCA's activities.

In terms of our plan to provide excellent community facilities we continued to develop and improve the Visitor Information Centre. We have also recently improved our technical services support for our popular room hire offering with recent very favourable feedback and several new organisations using the facility in the year.

As part of our commitment to become the cultural and community hub for Ludlow and area we have continued to provide marketing and box offices services to a number of local community arts organisations. During the year the LDCA aided and facilitated the Ludlow Arts Partnership with information sharing and joint programme planning.

Perhaps no part of our strategic plan is more important and, certainly more challenging, than making the LDCA a truly sustainable organisation for the long term. The loss of public funding for the arts and community services is well documented and, has in the past year, become ever more pressing. The Trustees recognised this impending issue some years ago and have been working diligently to develop incremental and new revenue streams to offset any potential loss of funding. Principally the commercialisation of the ground floor of the Assembly Rooms represents perhaps our best and most obvious opportunity to bring in new and offsetting revenue and work is ongoing to bring about a major capital project to realise this potential.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Objectives and aims

As part of our strategy implementation we have made, in the past year, made multiple applications to National, European and local government organisations for capital funds to transform the ground floor. In addition these funds will also support significant improvements to the building's infrastructure to lower our overall operating costs. The results of our applications will not be fully known for some months but the Trustees and the CBO continue to expend considerable effort and time on this aspect of the Strategic Plan.

Principal Operating Activities

The Ludlow Assembly Rooms is a leading rural arts, entertainment and community centre. The Strategic Plan lays out some new and prospective activities in support of its objective as well as support for and advancement of the current core programme and associated activities. These activities are all in support of our organisation's guiding objectives and are all for the public benefit. It currently offers the community the following products and services:

1. Live shows, cinema, live/pre-recorded streamed broadcasts (opera, theatre, ballet and other events) lectures, exhibitions, and workshops
2. Room space (e.g. for sponsored events, meetings, conferences, exhibitions, family celebrations etc.)
3. Bar and merchandise sales for auditorium events and refreshment service for hirers
4. Services, Equipment & Logistical support (for room hire or for local organisations)
5. Staff/expertise (e.g. hire of technician, front of house staff, event organiser, merchandise sellers etc.)
6. Provision of central ticketing service for organisations across Ludlow and surrounding area.
7. Publicity/Marketing support plus Advertising/Distribution services (with LAR brochures distribution, website, social media, posters, tickets).
8. Ludlow Visitor Information Centre (run on a service level agreement with Shropshire Council)

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Fundraising, volunteers and staff

Volunteering is essential to the effective running of the Association. The accounts show what has been achieved in financial terms, but this would not have been possible without the aid of many volunteers. The figures in this section are calculated at the 2013 national median hourly rate (gross hourly earnings both full-time and part-time) of £11.56 as determined by the Office of National Statistics via the Volunteering England website.

During the year there were approximately ten whole time equivalent paid staff; the Chief Executive remained on a non-remunerated basis. The Council of Members estimates that our paid staff provides some 1,000 hours of unpaid overtime each year, equivalent to over £11,500.

The Association relies on its volunteers, who work in the Box Office, the Administrative Office, as bar staff, in the technical department and, most of all in terms of hours, as event stewards. We have more than 100 volunteers who typically contribute in a year over 10,000 hours of their time - equivalent to more than £100,000. All of the trustees are also volunteers, which has not been included in this calculation.

Many of these volunteers and others also helped with the Fundraising Events, which, during 2015-2016, raised £25,412 with expenses of £3,550 making a net total contribution of £21,862. The Fundraising Organisations together with these volunteers engaged in 17 significant fund raising functions and events in the year to which they contributed an estimated 3,000 hours of their time worth approximately £35,000.

There are few if any, local arts and community centres which are fortunate enough to receive such tangible support from the people they serve. The trustees are most grateful for this support, which is so essential to the day-to-day operations of the Assembly Rooms and all its associated activities.

In addition to the work of the volunteers and the Fundraising Events Committee, the Association continues to benefit from very significant support of the wider community in relation to paid memberships, grants and donations. These memberships, grants and donations make a significant contribution to the operation and future of the Assembly Rooms, and the trustees wish to express their deep gratitude for this continued support.

Activities and Objectives: The Trustees

The success or failure of a charity depends in no small part on the role that the Trustees play in regards to their oversight of, and participation in, the key decisions regarding the organisation, its objectives and its activities. The trustees fully understand their legal duties and in making these decisions take due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016**

FINANCIAL REVIEW

Principal funding sources

The Association has, as one of its principal activities, the provision of live entertainment, film screenings and the live or pre-recorded broadcasts of opera, theatre, ballet and other events. These activities form the principal source of revenue to support the Association and in 2015-16 contributed in excess of £270,000 of gross income or 41% of all earnings before operating expenses and overheads.

The scale, diversity and quality of the live, film and pre-recorded activities are impressive.

Cinema Review

During the financial year some 140 different films were shown with a total in excess of 320 separate screenings attracting over 22,600 viewers. A wide range of genres were included with blockbusters such as Spectre, popular British films such as The Lady in the Van and Suffragette, foreign language films, re-mastered classics such as Chariots of Fire and a large number of children's films held principally as matinees during school holidays.

Live Events Review

The live events programme with a total of 54 separate shows, attracting an audience exceeding 9,100 in the year, represents a remarkable achievement for an organisation the size of the LDCA given the demanding technical and fiscal environment for this type of entertainment. The organisation programmed 38 live events during the year and provided technical, box office, and logistical support for external organisers to sponsor a further 16 live shows. Again the programme is broad and diverse with highlights in the year being nationally recognised comedians such as Kevin Bridges and Mark Steel, famous stage acts such as Showaddywaddy, the leading classical group the Brodsky quartet, and talks from well-known individuals such as David Puttnam and David Starkey. During October a "Weekend of Words" was held with a series of ten talks celebrating the diverse ways words are used in performance, literature, journalism, comedy, poetry and lyrics. A particularly rewarding element of the live programme in 2015-16 was the annual offering from the local sixth form college where students this year performed Sweet Charity at the Assembly Rooms with the technical and logistical support of the LDCA.

Live Streaming Review

Finally the live-streamed (occasionally pre-recorded) events have, in just 3 short years, become a well-established and much appreciated part of the programme. Live broadcasts from the National Theatre and the Royal Shakespeare Company, the Royal Ballet and the Royal Opera House are firm favourites and well attended. During the year we had 38 separate live streamed events including some from museums and national galleries. The total audience for live streaming in 2015-16 was in excess of 4,600.

As stated in the previous section under "Principal Operating Activities" the LDCA is engaged in a number of activities that generate revenue as part of our overall operation of the Ludlow Assembly Rooms as the local area cultural and community hub. The revenue from these various activities and any associated expenditure is summarised on pages 18 and 19 of the annual report. This report does not form part of any statutory financial statement and is included for a clear and transparent disclosure of our operating activities.

The Association has and continues to rely on core funding through grants from Shropshire Council and Ludlow Town Council. The Shropshire Council Grant remained the same as the prior year at £73,800 in 2015/16. The Ludlow Town Council grant was again £15,000 in 2015/16. The Trustees are most grateful to these two organisations for their continued and vital core support of the Ludlow Assembly Rooms.

Assets Policy

The Asset Register is maintained to recognise the physical assets of the LDCA and their depreciation over time. Previously all purchases, whatever the value, of physical assets, which were not consumables, had been recognised which had led to a very large and labour intensive register to maintain. It was decided by the Trustees to change the asset policy whereby the threshold at which assets were recognised was set at £500 or greater. All other purchases would be regarded as utilised in the year. Further the Trustees also agreed to combine the Foyer Improvement fund and the Building Fund as these both now have the same purpose, the refurbishment of the Foyer and ground floor.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

FINANCIAL REVIEW

Reserves policy

The Board's reserves policy over many years has been to achieve reserves of one month's expenditure. However the cash position of the Association has historically prevented the Trustees from achieving this goal, as cash flow was sufficient only to maintain operations and, until last year, manage the overdraft. During 2015-16 the Association's cash position has improved to the point that the Trustees have authorised the funding of a reserves account with £25,000, sufficient to operate the Assembly Rooms, if necessary, for approximately 30 days. This is a major achievement for an organisation such as ours in these times.

Financial Results for the Year

The Association recorded a profit, after depreciation, for the financial year of £64,287. This result is a significant improvement on the prior year with the net trading surplus up over £35,000. The Trustees believe that the Association is trading as a going concern.

This position is clearly supported by the cash flow numbers seen during the year where we have not relied on a bank overdraft facility for some two years now and are in a position to establish a reserve fund. These results are attributable in no small part to the outstanding efforts of the Association's employees in 2015-16. Despite, at times, being short staffed and operating in a difficult and competitive business environment the employees worked diligently and with dedication to ensure that the business ran smoothly, safely and efficiently. It should be expressly mentioned that a significant proportion of the surplus generated in the year is directly attributable to salary savings achieved through greater volunteer work and employees covering short-staffed positions.

The Trustees remain committed to continuing their efforts to place the Assembly Rooms on a secure footing in order to consolidate its position as the key provider of Arts and Community activities in South Shropshire, working in partnership with a wide range of organisations.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The governing document is the Memorandum and Articles of Association as incorporated on 20 March 1992, and in accordance with these the company is governed by the Council of Members. The maximum number of members of the Council is determined by the Association in General Meeting, but there shall at all times be at least five.

Recruitment and appointment of new trustees

The Council of Members, all of who are unpaid, currently consists of fifteen trustees. Although the Articles of Association provide for the election of new trustees at the Annual General Meeting, in practice new members are found by advertisement and interviewed against a person specification, co-opted during the year, and proposed for election at the following Annual General Meeting. All new trustees sign a Declaration of Eligibility and undergo formal induction. The Articles of Association provide that those trustees with the longest Council of Members service forming one-third of the council shall retire each year.

Scheme of delegation

The Council of Members decides the priorities for the Association, sets the annual budget, and delegates all day-to-day management to the Chief Executive, supported by the Executive. The Council has adopted rules in accordance with its Articles of Association which set out the limits of their authority.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Council of Members has reviewed the major risks to which the Association is exposed, and established systems and procedures to manage those risks.

There exists a risk as to the continued ability of the company continuing to function without the support of grant and fund providers. This is considered below within principal funding sources.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02699283 (England and Wales)

Registered Charity number
1010883

Registered office
1 Mill Street
Ludlow
Shropshire
SY8 1AZ

Trustees

Trustees	Job Status	Appointed
S.J. Ashford	Barrister	Re-elected 2014
A.S. Blench*	Retired	Re-elected 2013
L.C.N. Bury	Company Director	2012
T. J. Carter	Company Director	Resigned 14.10.15
A.R. Cudall	Company Director	Resigned 14.10.15
T.R. Evans*	Retired	Re-elected 2013
K. Hardacre	Management/HR Development Consultant	Re-elected 2014
Dr. R.D. Harding	Registered Medical Practitioner	Re-elected 2013
J. Howorth	Retailer	Re-elected 2011
H.M. Hughes	Freelance Policy Consultant	Resigned 14.10.15
C.J. Lumsden	Company Director	Re-elected 2014
M.J. Penn	Company Director	Re-elected 2012
R.A. Reed	Company Director	Resigned 14.10.15
A.C. Whittle	Solicitor	Re-elected 2013
G.S. Williams*	Company Director	Re-elected 2013

*Members of the Executive Committee

Officers

Chairman A.S. Blench (2013)
Vice Chairman G.S. Williams (2015)
Treasurer T.R. Evans (2013)

Chief Executive

Helen Hughes (Appointed volunteer Chief Executive on a non-remuneration basis, January 2014)

Company Secretary

R.A. Reed (2012) – continued as Company Secretary following resignation as Trustee

Auditors

D.R.E. & Co. (Audit) Limited
Chartered Accountants & Statutory Auditors
7 Lower Brook Street
Oswestry
Shropshire
SY11 2HG

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Ludlow & District Community Association Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, D.R.E. & Co. (Audit) Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 19th September 2016 and signed on its behalf by:

A S Blench - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02692283)**

We have audited the financial statements of Ludlow & District Community Association Ltd for the year ended 31 March 2016 on pages eleven to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD. (REGISTERED NUMBER: 02699283)

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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



Francis Nock F.C.C.A (Senior Statutory Auditor)
for and on behalf of D.R.E. & Co. (Audit) Limited
Chartered Accountants & Statutory Auditors
7 Lower Brook Street
Oswestry
Shropshire
SY11 2HG

Date: 19th September 2016

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

		Unrestricted fund	Restricted fund	31.3.16 Total funds	31.3.15 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	172,806	45,552	218,358	210,185
Charitable activities	4	439,670	-	439,670	383,344
Operation of assembly rooms					
Investment income	3	17	-	17	7
Total		612,493	45,552	658,045	593,536
EXPENDITURE ON					
Raising funds	5	2,472	-	2,472	3,919
Charitable activities	6	440,850	31,168	472,018	449,570
Operation of assembly rooms		114,885	4,383	119,268	111,366
Administration costs					
Total		558,207	35,551	593,758	564,855
NET INCOME		54,286	10,001	64,287	28,681
RECONCILIATION OF FUNDS					
Total funds brought forward		174,035	9,752	183,787	155,106
TOTAL FUNDS CARRIED FORWARD		228,321	19,753	248,074	183,787

The notes form part of these financial statements

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)**

**BALANCE SHEET
AT 31 MARCH 2016**

		Unrestricted fund	Restricted fund	31.3.16 Total funds	31.3.15 Total funds
	Not es	£	£	£	£
FIXED ASSETS					
Tangible assets	13	114,695	46,313	161,008	151,511
CURRENT ASSETS					
Stocks		8,241	-	8,241	8,012
Debtors	14	86,150	-	86,150	84,103
Cash at bank and in hand		<u>121,368</u>	<u>31,575</u>	<u>152,943</u>	<u>90,998</u>
		215,759	31,575	247,334	183,113
CREDITORS					
Amounts falling due within one year	15	(101,889)	(11,591)	(113,480)	(110,517)
NET CURRENT ASSETS		<u>113,870</u>	<u>19,984</u>	<u>133,854</u>	<u>72,596</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		228,565	66,297	294,862	224,107
CREDITORS					
Amounts falling due after more than one year	16	(244)	(46,544)	(46,788)	(40,320)
NET ASSETS		<u>228,321</u>	<u>19,753</u>	<u>248,074</u>	<u>183,787</u>
FUNDS	18				
Unrestricted funds				228,321	174,035
Restricted funds				<u>19,753</u>	<u>9,752</u>
TOTAL FUNDS				<u>248,074</u>	<u>183,787</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 19th September 2016 and were signed on its behalf by:

A S Bleach - Trustee

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

While there are uncertainties in terms of the organisation's external environment, including key funding sources, the Trustees have, in the past few years, sought to expand revenue opportunities for the LDCA while seeking to reduce operating costs wherever practicable. With this strategy, they have achieved some specific successes as can be seen by the small but significant surpluses achieved in recent years and the establishment of a reserve fund. Further potential revenue opportunities do remain as do threats to funding sources but the Trustees continue to work hard on developing a sustainable business model going forward. On this basis, the Trustees consider the going concern basis to be appropriate.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Raising funds

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Plant and machinery	- 20% - 50% per annum

The trustees have considered the need for a valuation on 1 Mill Street, however, they are of the opinion that it would not be a cost effective use of resources to do so as the carrying value in the financial statements reflects the market value of the property.

Stocks

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES - continued

Capital grants

Capital grants are recognised in the statement of financial activities in the same period as the related expenditure. This policy has resulted in capital grants being recognised in the statement of financial activities over the estimated useful lives of the assets acquired with those grants. Unrecognised amounts have been included in the balance sheet within deferred income as grants received in advance. In the directors opinion the adoption of this policy is in line with Section 24 of the Financial Reporting Standards 102.

2. DONATIONS AND LEGACIES

	31.3.16	31.3.15
	£	£
Ludlow Town Council	14,999	15,002
Shropshire Council	73,800	73,800
Fundraising Events Committee	25,412	27,930
Other grants and income	37,038	36,713
Capital grants to match recognised expenditure	35,552	24,600
Donations, grants and gift aid	<u>31,557</u>	<u>32,140</u>
	<u>218,358</u>	<u>210,185</u>

3. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Deposit account interest	<u>17</u>	<u>7</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.16	31.3.15
		£	£
Cinema	Operation of assembly rooms	131,590	141,939
Live events	Operation of assembly rooms	76,935	57,518
Education and outreach	Operation of assembly rooms	902	2,931
Catering and bar	Operation of assembly rooms	59,003	51,032
Room hire	Operation of assembly rooms	41,569	26,008
Membership subscriptions and gift-aided tax reclaimable	Operation of assembly rooms	16,118	19,134
Provision of services and advertising	Operation of assembly rooms	11,972	10,334
Sundry income	Operation of assembly rooms	1,250	389
Exhibitions	Operation of assembly rooms	-	519
Booking fees	Operation of assembly rooms	37,801	19,052
Live streaming	Operation of assembly rooms	<u>62,530</u>	<u>54,488</u>
		<u>439,670</u>	<u>383,344</u>

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

5. RAISING FUNDS

Raising donations and legacies

31.3.16 31.3.15

£ £

Fundraising Events Committee expenditure

2,472

3,919

6. CHARITABLE ACTIVITIES COSTS

Support costs (See note 7)	Totals
£	£
Operation of assembly rooms	472,018
Administration costs	<u>119,268</u>
	<u>591,286</u>

7. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Operation of assembly rooms	459,943	7,251	4,824	472,018
Administration costs	<u>117,455</u>	<u>1,813</u>	-	<u>119,268</u>
	<u>577,398</u>	<u>9,064</u>	<u>4,824</u>	<u>591,286</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Auditors' remuneration	4,824	4,109
Depreciation - owned assets	<u>52,254</u>	<u>32,313</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

10. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	<u>184,746</u>	<u>191,129</u>

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

	31.3.16	31.3.15
Direct charitable work	6	6
Administrative	<u>3</u>	<u>3</u>
	<u>9</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

No employee earned £60,000 per annum or more.

Certain staff wages and salaries have been allocated to the activity to which they relate.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	175,585	34,600	210,185
Charitable activities	383,344	-	383,344
Operation of assembly rooms	<u>7</u>	<u>-</u>	<u>7</u>
Investment income	558,936	34,600	593,536
Total			
EXPENDITURE ON			
Raising funds	3,919	-	3,919
Charitable activities	429,890	19,680	449,570
Operation of assembly rooms	<u>106,446</u>	<u>4,920</u>	<u>111,366</u>
Administration costs	540,255	24,600	564,855
Total			
NET INCOME	18,681	10,000	28,681
RECONCILIATION OF FUNDS			
Total funds brought forward	155,354	(248)	155,106
TOTAL FUNDS CARRIED FORWARD	<u>174,035</u>	<u>9,752</u>	<u>183,787</u>

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

12. EXCESS SURPLUS

The surplus recognised by the LDCA in 2015-16 of £64,287 was significantly higher than any seen in recent years and far beyond what was forecast. This surplus was due largely to our current CEO working throughout the financial year as a volunteer receiving no financial benefits whatsoever. The LDCA has budgeted and managed its operation on the expectation that this would be a paid position and will continue to do so, but as a result, approximately fifty per cent (50%) of the surplus in the year was directly attributable to this individual's contribution in kind. A further twenty-five per cent (25%) of the surplus was attributable to the fact that senior positions went unfilled for several months of the year. The continued efficient operation of the LDCA during these months was largely thanks to the efforts of the staff who shared the workload of the vacant positions. Therefore only about twenty-five per cent (25%), or approximately £16,000 of the surplus can be directly attributed to normal operating activities in the year.

13. TANGIBLE FIXED ASSETS

	Freehold property £	Improvement s to property £	Plant and machinery £	Totals £
COST				
At 1 April 2015	145,000	-	520,252	665,252
Additions	-	61,751	-	61,751
At 31 March 2016	145,000	61,751	520,252	727,003
DEPRECIATION				
At 1 April 2015	32,400	-	481,341	513,741
Charge for year	2,700	15,438	34,116	52,254
At 31 March 2016	35,100	15,438	515,457	565,995
NET BOOK VALUE				
At 31 March 2015	109,900	46,313	4,795	161,008
At 31 March 2016	112,600	-	38,911	151,511

During the financial years to 31 March 1997 and 1998, the company acquired a small plot of land at the rear of 1 Mill Street for £10,000. This is included within freehold property.

Since October 1992 the company has had a leasehold over 1 Mill Street and 11 Castle Square. The lease is for 50 years to September 2042.

Upon taking the lease the company opted to include the value of the property and lease payment in advance on the balance sheet and depreciate it over the period of the lease.

Following a professional valuation in 2011 by a firm of chartered surveyors the trustees are now of the opinion that this no longer provides a true reflection of the state of affairs of the company and as a result changed their policy for treatment of leased property in the financial statements to 31 March 2011.

The leasehold asset has been removed from the balance sheet and the rent, which was paid in advance in 1997 for £120,000 has been taken to the profit and loss account, with a prepayment being shown on the balance sheet to allocate the expense over the remaining period of the lease.

The same valuers considered the valuation of the freehold property and are of the opinion that the carrying amount reflects the true market value of the land and buildings at 1 Mill Street owned by the association.

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

14. DEBTORS

	31.3.16 £	31.3.15 £
Amounts falling due within one year:		
Trade debtors	9,779	3,097
Prepayments and accrued income	<u>11,282</u>	<u>13,260</u>
	<u>21,061</u>	<u>16,357</u>
Amounts falling due after more than one year:		
Prepayments and accrued income	<u>65,089</u>	<u>67,746</u>
Aggregate amounts	<u>86,150</u>	<u>84,103</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16 £	31.3.15 £
Trade creditors	14,730	21,651
Social security and other taxes	6,722	8,385
Other creditors	11,591	35,704
Accruals and deferred income	<u>80,437</u>	<u>44,777</u>
	<u>113,480</u>	<u>110,517</u>

Included within other creditors is an amount for £11,591 which has been received on behalf of clients for exhibitions and shows. Before settlement to the client, the association raises charges for services and administration, after the event takes place. At 31 March 2016, the bank balance in the client account was £22,676.

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.16 £	31.3.15 £
Accruals and deferred income	<u>46,788</u>	<u>40,320</u>

17. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31.3.16 £	31.3.15 £
Expiring:		
Between one and five years	<u>10,797</u>	<u>8,447</u>

LUDLOW & DISTRICT COMMUNITY ASSOCIATION LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

18. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	174,035	54,286	228,321
Restricted funds			
Restricted Fund	9,752	10,001	19,753
TOTAL FUNDS	183,787	64,287	248,074

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	612,493	(558,207)	54,286
Restricted funds			
Restricted Fund	45,552	(35,551)	10,001
TOTAL FUNDS	658,045	(593,758)	64,287

19. CONTINGENT LIABILITIES

At the year end the company was awaiting the outcome of a tribunal case between HMRC and the British Film Institute regarding VAT on independent cinema income. At the year end HMRC held a protected assessment against the company totalling £55,930. Funds to cover this assessment have been received by and reserved for by the company.

20. CAPITAL COMMITMENTS

	31.3.16 £	31.3.15 £
Contracted but not provided for in the financial statements	<u>36,622</u>	<u>-</u>

21. RELATED PARTY DISCLOSURES

During the year several trustees/employees made donations to the company totalling £40,000 either individually or through charitable trusts.

22. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital.

The liability of each trustee, in the event of winding up, is limited to £1.

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

	31.3.16 £	31.3.15 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Ludlow Town Council	14,999	15,002
Shropshire Council	73,800	73,800
Fundraising Events Committee	25,412	27,930
Other grants and income	37,038	36,713
Capital grants to match recognised expenditure	35,552	24,600
Donations, grants and gift aid	<u>31,557</u>	<u>32,140</u>
	218,358	210,185
Investment income		
Deposit account interest	17	7
Charitable activities		
Cinema	131,590	141,939
Live events	76,935	57,518
Education and outreach	902	2,931
Catering and bar	59,003	51,032
Room hire	41,569	26,008
Membership subscriptions and gift-aided tax reclaimable	16,118	19,134
Provision of services and advertising	11,972	10,334
Sundry income	1,250	389
Exhibitions	-	519
Booking fees	37,801	19,052
Live streaming	<u>62,530</u>	<u>54,488</u>
	<u>439,670</u>	<u>383,344</u>
Total incoming resources	658,045	593,536
EXPENDITURE		
Raising donations and legacies		
Fundraising Events Committee expenditure	2,472	3,919
Support costs		
Management	184,746	191,129
Wages	10,267	15,410
Rent and rates	8,844	8,106
Insurance and licences	17,609	20,301
Light and heat	4,833	4,473
Telephone	4,815	3,883
Postage and stationery	46,167	42,462
Advertising	5,640	2,645
Sundries	967	2,391
Education and outreach	-	636
Travelling	283,888	291,436
Carried forward		

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	31.3.16	31.3.15
	£	£
Management		
Brought forward	283,888	291,436
Repairs and renewals	40,706	55,528
VAT re partial exemption	24,995	(431)
Professional fees	1,002	2,638
Room hire costs	1,391	293
Catering	30,152	36,051
Cinema and live events	113,002	98,529
Alternative content	30,008	30,916
Freehold property	2,700	2,700
Improvements to property	15,438	-
Plant and machinery	34,116	29,613
	577,398	547,273
Finance		
Bank charges	2,196	2,424
Credit card charges	6,868	7,130
	9,064	9,554
Governance costs		
Auditors' remuneration	4,824	4,109
Total resources expended	593,758	564,855
Net income	64,287	28,681

ANNUAL CORE GRANT APPLICATION

CITIZEN'S ADVICE



**citizens
advice**

Shropshire

Gina Wilding
Town Clerk
Ludlow Town Council
The Guildhall
Mill Street
Ludlow
Shropshire
SY8 1AZ

Citizens Advice Shropshire
Fletcher House
15 College Hill
Shrewsbury
Shropshire
SY1 1LY

Tel: 01743 280015

4th July 2017

Dear Gina

Please find enclosed a copy of our Ludlow Town Council Core Grant Application for 2018/2019 together with a short report and key stats summary of the work undertaken for the residents of Ludlow during 2016/2017.

Should you require any further information please do not hesitate to contact me at the above address or via email amsouth@shropshirecab.cabnet.org.uk.

Once again thank you for the grant received in April 2017 and your continued support of the work we do which is very much appreciated.

Yours sincerely



Iona Aylen
Area Services Manager
Citizens Advice Shropshire

Enclosures:

- Ludlow Town Council - Annual Core Budget Grant Application 2018/2019
- CAS Report and key stats summary for the Ludlow Wards 2016/2017.
- Director's and Trustees' report and accounts for the year ending 31 March 2016.

Chief Executive Jackie Jeffrey

Citizens Advice Shropshire. Charity registration number 1085220
VAT number 752 7807 10. Company limited by guarantee.
Registered number 4099352 England.
Authorised and regulated by The Financial Conduct Authority - FRN 617564
Registered office: Fletcher House, 15 College Hill, Shrewsbury SY1 1LY



ANNUAL CORE BUDGET GRANT APPLICATION*Applications must be submitted by the 1st August***CONTACT DETAILS**

Name of Group/Organisation

CITIZENS ADVICE SHROPSHIRE

Address

REGISTERED OFFICE:
FLETCHER HOUSE
15, COLLEGE HILL
SHROPSHIRE
Post Code: SY1 1LY

Email:

amsouth@shropshirecab.cabnet.org.uk

LOCAL OFFICE:
LUDLOW YOUTH CENTRE
LOWE, GALDEFORD, LUDLOW
SY8 1RT

Tel No: 01743 280015

07917 362596

Contact Person

Title:

MRS

First Name:

JONA

Surname:

AYLEN

Position held in Group:

AREA SERVICES MANAGER

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

1085220

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

Citizens Advice Shropshire aims to provide the advice people need for the problems they face and improve the policies and practices that affect people's lives. We provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities. Our core service is financed through a commissioned grant, other grants and donations.

How many people are in your group/organisation

CURRENTLY 84 volunteers and 35 paid staff

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

Any funding received will be used to supplement other funding to help ensure current level of service provision in Ludlow is maintained.

ANNUAL CORE BUDGET FUNDING 2017/18

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

Please refer to attached report containing details of clients advised by Citizens Advice Shropshire living in the Ludlow wards 2016/2017.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

£2000

Financial year(s) that funding will cover:

2018/2019

If a grant is awarded, please state who the cheque should be made payable to:

CITIZENS ADVICE SHROPSHIRE

DECLARATION

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1 (Person submitting form)	<i>I. Aylen</i>	Date:	4 th July 2017
Signature 2 (Chairperson or senior representative of the Management Committee)	<i>[Signature]</i>	Date:	4/7/17
		CHIEF EXECUTIVE OFFICER.	

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
---	---

PLEASE NOTE 2016/2017 ACCOUNTS AVAILABLE SEP 2017

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT FULL COUNCIL MEETINGS HELD IN AUGUST AND SEPTEMBER 2016 RESPECTIVELY.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 1ST AUGUST 2016.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01574 871970 Email: townclerk@ludlow.gov.uk



**Ludlow Town Council
Report April 2016 - March 2017**

For this reporting period Citizens Advice Shropshire helped 444 unique clients from the East, North and South Ludlow wards with 1599 advice issues.

The attached key stats for the three wards are attached, in summary:

1. The biggest problem people came for assistance with was sickness benefits.
 - Employment Support Allowance is a payment made to people who are too sick to work. Issues included help with appeals where a decision has been made to withdraw payment after medical assessments, eligibility and help with applying for the benefit which requires completion of a long and complicated form.
2. The second biggest problem people came for assistance with was debt of which unsecured personal loans and council tax arrears were the top issues.
3. We also gave advice on other benefit issues including housing benefit and personal independence payments, employment and consumer issues. Further information can be found on the attached "key stats summary" sheet.
4. The income gain for the clients living in the Ludlow wards, as a result of the assistance given during this period, was £79,274.
5. 35% of the client's assisted were disabled or had long term health problems.
6. 35% of the client's assisted were over the age of 60.

Wards: Ludlow East, North and South

Key Statistics

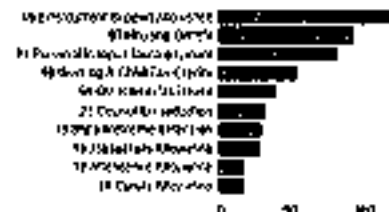
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B-3.5

Issues

			Score	Rank
Offices	441	Offices & Regional Offices	50	1st
		Customer Service Centers	41	42
Quick client centers		Self	32	50
		Business Center	8	5
Stores	1,099	Business	14	40
		Regional	109	41
Relatives	1,799	Business & Regional	93	30
		Business & Regional	40	48
Cases	793	Business	93	49
		Business & Regional	17	4
		Self	47	36
Outcomes		Other	17	34
Marketing	1,099	Marketing & Sales	39	38
Advertising	1,099	Ad	19	4
Outcomes	1,099	Business & Regional	32	18
Advertising	1,099	Business & Regional	10	33
		Other	1,099	

Age Group	Percentage
18-24	~15%
25-29	~35%
30-34	~65%
35-39	~55%
40-44	~50%
45-49	~60%
50-54	~55%
55-59	~75%
60-64	~85%
65-69	~55%
70-74	~40%
75-79	~30%
80-84	~20%
85-89	~10%
90-94	~5%

Tom Penick agrees



Top global issues



Chen et al.



Dietarily / Long-term health

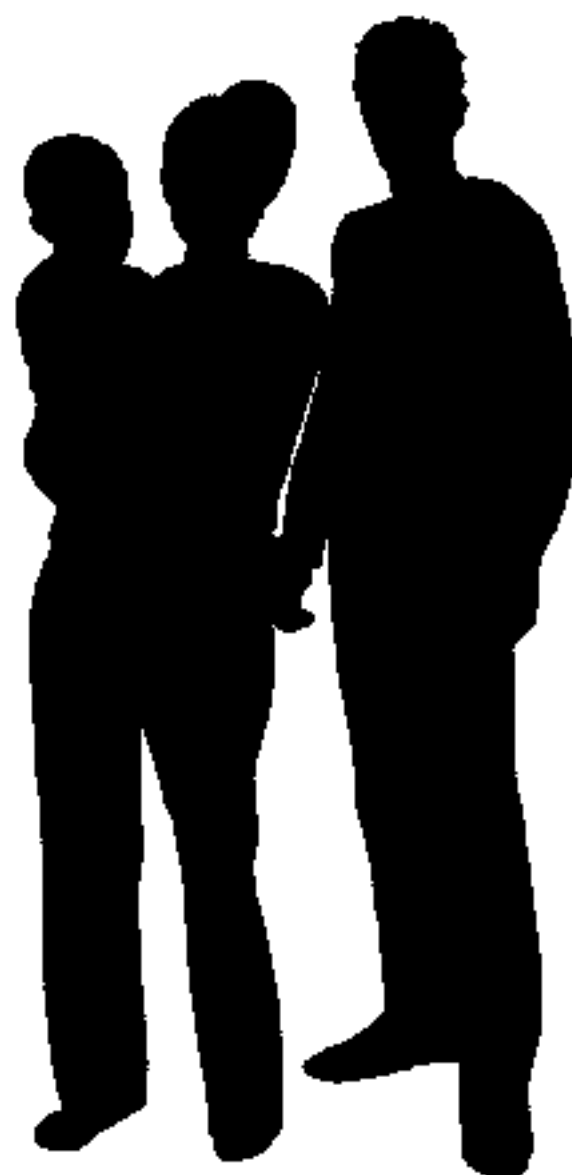


Ethnicity



Directors' and Trustees' report and accounts

for the year ended 31 March 2016



**citizens
advice**

Shropshire

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Legal and administrative information

Directors and Trustees	Alan Taylor (Chair), Linda Binns , Claire Cartledge, Penny Cooper, Ian Hankinson, Tony Hinkley, Keir Hirst, Andy Howitt, Paul Langton, Chris Bootle (Co-opted 27 January 2016), Steve Wilcox (Co-opted 27 January 2016)
Company Secretary	Paul Langton
Chief Executive Officer (CEO)	Jackie Jeffrey
Senior Management Team	CEO, Pam Dunnill, Iona Ayles, Alison Alexander, Tereza Hayek
Finance Officer	Katharine Haines
Registered Office	Fletcher House, 15 College Hill, Shrewsbury SY1 1LY
Bankers	National Westminster Bank Plc. Shrewsbury Mardol Head, 8 Mardol Head, Shrewsbury SY1 1HE
Auditors	James, Holyoak & Parker Limited 1 Knights Court, Archers Way, Battlefield Enterprise Park, Shrewsbury SY1 3GA

Introduction from Chair

As I approach the end of my second year as Chair of Citizens Advice Shropshire, I continue to be delighted to be involved with such a wonderful service that transforms the lives of so many people.

This report reflects upon the impact our help and advice has brought to the financial, physical and mental health of our clients throughout Shropshire, and demonstrates clearly how the money we receive translates into life-changing outcomes for those clients.

As Shropshire's voluntary sector organisations face an uncertain future we continue to have an important role to play in supporting people through the social, political and economic challenges ahead. We must work closely with our partners and strive to support all those who need our help, and we must continue to be the best we can through our research and campaigning work to positively influence government policy for the benefit of our clients wherever possible.

Alan Taylor

75+ years of Citizens Advice Shropshire

Citizens Advice has been part of the local community since 1939. Our main offices are located in Oswestry, Ludlow and Shrewsbury and we also run 9 outreach projects: 5 in local GP surgeries, 3 in local community centres and an outreach is also held at HM Prison Stoke Heath. This enables us to reach out to a diverse and broad client base.

Our service is operated by 33 paid staff and over 70 volunteers and we are very grateful for all their commitment and hard work in helping us to achieve our charitable goals. We couldn't do it without you.

In 2015/16



Who we are

Citizens Advice Shropshire (CAS) is a charity and is constituted as a Company limited by guarantee and is, therefore, governed by a Memorandum and Articles of Association. The Charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Shropshire and surrounding areas.

Our principal activities are:

to provide the advice people need for the problems they face



to improve the policies that affect people's lives



We are an organisation that is committed to its values, where the client is central to all we do and we are respectful of each other, providing a supportive and inclusive culture. We value integrity and stand up for fairness in all we do.

We cover many different subject areas including debt, welfare benefits, housing, employment, consumer, family and personal, utilities, tax, health and social care, education and legal.

The Charity is organised so that the Trustees meet regularly to manage its affairs with full Board meetings held bi-monthly. There are also 3 sub committees which oversee the more detailed aspects of governance, who in turn report to the main Board.

Sub committee Responsibilities

Finance sub committee	To lead, develop and oversee the organisation's policies and strategies in respect of financial management and planning, ensuring effective governance.
Operations sub committee	To lead, develop and oversee the organisation's policies and strategies in respect of operational matters and service delivery, ensuring effective governance.
Public relations sub committee	To ensure the implementation of the communications and fundraising strategies and to incorporate research and campaign issues into those strategies.

The sub committees have terms of reference covering their scope and delegated powers. Their membership and terms of reference are reviewed and updated annually.

Trustees are recruited against a job description and person specification which also list the behavioural competencies expected of a trustee of CAS. All new trustees are initially co-opted on to the Board and have to be elected on to the Board by the full membership at the Annual General Meeting.

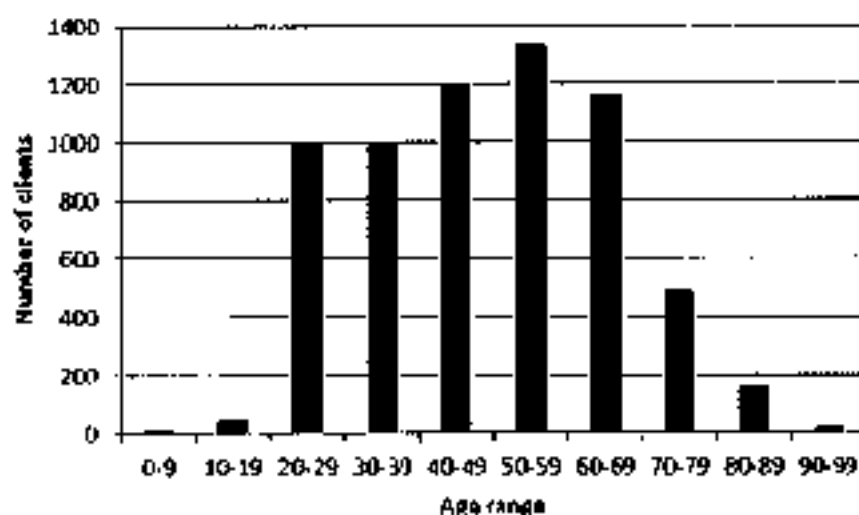
CAS is one of over 300 separate and independent local Citizens Advice offices that make up the Citizens Advice service. This is a membership organisation and we have to comply with strict membership standards and audit requirements to retain our membership. As a result we have the AQS Quality Mark (General Help) and the Specialist Quality Mark and are Charity Commission endorsed as an Effective Charity (Charity Commission Membership Standard). The Board of trustees also follows the National Council for Voluntary Organisations (NCVO) Code of Good Practice.

The day to day running of the organisation is delegated to the Chief Executive Officer (CEO), Jackie Jeffrey who reports regularly to the Board. The operational management of CAS is managed through a Senior Management Team comprising of the CEO, 2 Area Managers, the Specialist Services Manager and the Partnership and Development Manager.

Who our clients are

'Thank you so much for all your help, advice and support through a really tough time. The success of my claim is down to your hard work, patience and refusal to give in!'

Of the 7,278 clients we helped in 2015/16, 12% came from the most deprived wards in Shropshire (see Fig 1, page 10), 44% were male and 56% were female, 96% classified themselves as white British/English/Welsh/other, 4% as Black/Asian or mixed ethnic minority. We continue to see a high proportion of clients with disabilities or long term health conditions (over 33%) which is higher than the Shropshire average for the population. Our age profiles continue to remain relatively unchanged overall but we have seen an increase in our under 25 age group with the introduction of the 0 to 25



Information Advice & Support Service (IASS) later in the year.

Why people come to us - the difference we make

Everyone experiences problems - sometimes they can be quickly resolved, other times it's not that simple. More complex problems are rarely neatly packaged up as a single problem - often the effect of one problem can be the cause of another. We know for our 1,197 clients with benefit issues 18% also have debt issues, 10% have employment issues and 10% have housing issues.

2 in 3

clients get their
problem solved.

That's 4,848 of
our clients

These problems have the capacity to affect other aspects of people's lives as well as their friends and family, or ultimately the state should a situation escalate to the point of intervention. Trusted help and support isn't always readily available - someone might not have informed or contacted friends or family, or have the money to pay for advice. In such situations, being able to access free, impartial, confidential advice at the right time is essential.

Our advice helps to prevent detriment occurring or escalating further, including where problems can affect other aspects of people's lives.

Why people volunteer with us

97%
would
recommend
volunteering
at CAB

**'I work with a great team.
I know the work helps people'**

Jeremy, Shropshire volunteer adviser

9 in 10
feel more
engaged with
their community

**All
retired
volunteers
believe
volunteering
keeps them
mentally active**

The Citizens Advice Learning Programme has been developed to ensure that all advisers and other staff who meet the bureau's selection criteria receive sufficient high quality training and other forms of support to develop and maintain competence in their role.

Our training programme is based on the concept of competencies, the mix of skills, knowledge and attitudes that are required of a Citizens Advice adviser, supervisor or manager, and are a blend of different ways of learning. These include training packs and other written materials, face to face course days, an assessment process and e-learning. Our general approach to training is based on the idea that people learn best through properly supported learning that is based on structured experience and as such, our courses and other materials encourage participation through small group work, role-play, simulation, and reflection.

Volunteer Role	Total as of 31/3/16
Admin/IT & Receptionist	1
Adviser	27
Adviser and Research and Campaigns Coordinator	1
Gateway Assessor	4
Gateway Assessor & Trainee Adviser	1
Generalist Adviser/ Gateway Assessor	2
Receptionist	11
Research and Campaigns Coordinator	1
Trainee Adviser	12
Trainee Gateway Assessor	6
Volunteer Debt Caseworker	2
Trustee	11
Total	79

**4 in 5 believe that
they have increased
their employability**

**9 in 10 have an
increased sense of
purpose or self-
esteem**

**4 in 5 believe
volunteering has had
a positive effect on
their health**

'I wanted to put something back into society'

Chas, Shropshire volunteer adviser

Jade's story

Jade (age 22) had to flee her home in Newcastle because she was experiencing domestic violence at the hands of her father.

When she came to Shropshire Jade applied to receive Job Seekers Allowance, Housing Benefit and Council Tax Relief. Jade was then notified that she would need to claim Universal Credit. She did this and was then told via text to go to the jobcentre, but she

couldn't make the meeting as she was back in Newcastle for a family member's funeral. Jade rang the Department of Work and Pensions (DWP) and informed them she was unable to attend.



After missing the interview, Jade was incorrectly told she would need to re-apply for Universal Credit. Once she had done this, she was told her interview details by text, giving her a start time of 9:20 am. Jade arrived at Leominster Job Centre early at 9:15am, but was told by Jobcentre staff that she was late as her appointment was actually for 9:00am. Jade showed the text she had received from the DWP and was informed the 9:20am start time was for the 'second part of the interview', with the first (completely unmentioned) part beginning at 9:00am. Staff at the Jobcentre accepted no responsibility for this mistake, and told Jade she could sit and wait to be seen later, but it would be a 5 hour wait.

Jade waited for over 6 hours, when staff then informed her they wouldn't have time to see her that day after all.

Jade became very depressed and anxious. Shortly after, Jade had a letter in the post telling her that her Housing Benefit and Council Tax Relief would be stopped because her claim had changed from Job Seekers Allowance to Universal Credit, as under Universal Credit Council Tax Relief isn't automatically awarded, and the Housing Benefit element would come directly to Jade with the rest of her Universal Credit payment.

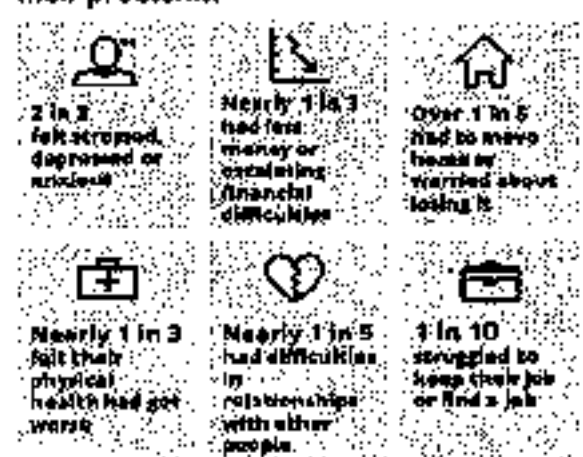
Jade rang Shropshire Council and explained that her Universal Credit claim was not in progress and that she had no money, but Shropshire Council said it showed on their system that she was receiving Universal Credit, therefore no Housing Benefit or Council Tax Relief would be paid.

Jade told us that it was at this moment she felt at breaking point and was extremely stressed and was having suicidal thoughts. Jade told us she is an intelligent woman who had a good job before she had been forced to leave it, but the stress of moving and dealing with the DWP had led to severe depression. Jade went to her doctors and was referred to the mental health team, but hadn't yet received an appointment. Jade was prescribed anti-anxiety medication.

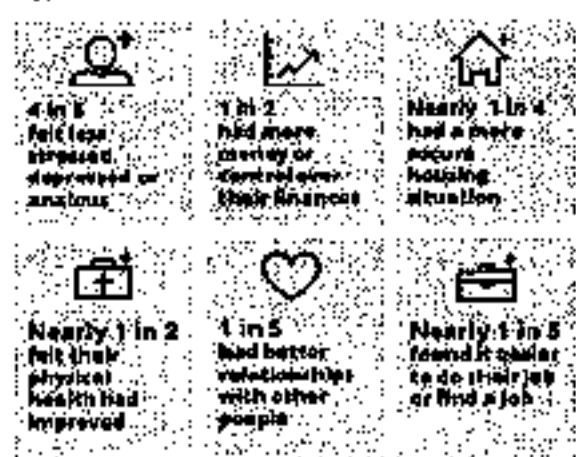
How we helped

- Our Adviser told Jade that as she had been working previously and paying National Insurance she should have been told by the DWP to claim Contribution Based Job Seekers Allowance, which would have meant she would not have been incorrectly transferred to Universal Credit.
- The Adviser rang Shropshire Council and explained the situation, then emailed a breakdown of what had happened and requested a rapid reclaim of Housing Benefit and Council Tax Relief as Jade was facing financial hardship and it was putting her tenancy at risk.
- Advised Jade that as she is presently unfit for work due to stress she would need to claim Employment Support Allowance, and could later move back on to Contributions Based Job Seekers Allowance.
- To claim Employment Support Allowance Jade would need to get a sick note from her GP and we explained how to do this.
- The Adviser then rang the DWP, and explained that Jade should never have been told to claim Income Based Job Seekers Allowance or Universal Credit, and the DWP Adviser checked Jade's records and agreed that there had been an admin error. We told the DWP that Jade would now be claiming Contributions Based Employment Support Allowance as she was suffering from stress, and asked for the DWP complaints procedure.
- Our Adviser explained how claiming Employment Support Allowance would work, and that she would qualify as she had paid National Insurance previously to her claim.
- Offered Jade assistance in making the complaint against the DWP admin error, but she stated that she felt more confident now she knows more about the system and is able to go online and complete the complaints form. Jade also felt confident enough to ring the DWP herself to claim Contribution Based Employment Support Allowance.
- We made sure Jade knew she could come back at any time if she needed further assistance, and she said she was very grateful for the advice and support.

Nearly 3 in 4 Citizens Advice clients experienced negative impacts as a result of their problems:



4 in 5 Citizens Advice clients said our help also improved their life in other ways, such as:



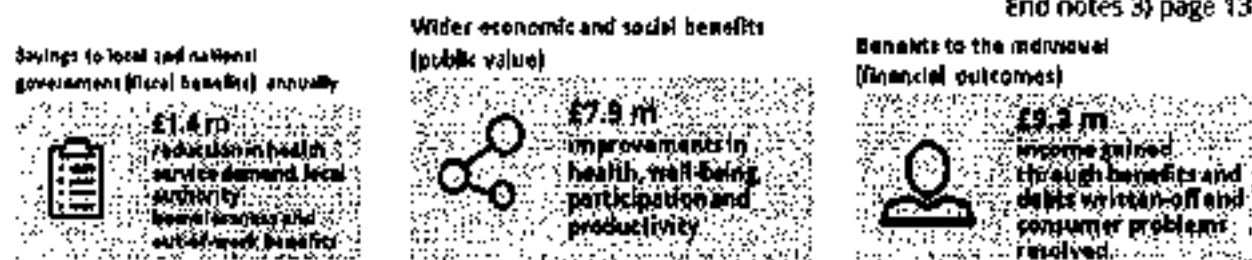
The wider impact of the work we do

We can put a financial value on our role in:

- Keeping people in employment or helping them back to work
- Preventing housing evictions and statutory homelessness
- Reducing the demand for mental health and GP services
- Improved client mental wellbeing and family relationships

Some of the financial outcomes accrue directly to individuals – this income is spent locally, benefiting local communities.

End notes 3) page 13



Research and Campaigns

Research and campaigns work uses the evidence we gather through advice to improve the policies and practices that affect people's lives

The best way to tackle any problem is at its source (treating the causes rather than the symptoms).

Research and campaigns work saves time by helping to avoid dealing with the same problems over and over again.

We cannot see everyone who needs help individually, but we can reach many more people through research and campaigns work. Many of these have never visited Citizens Advice.

Research and campaigns work can change local Citizens Advice from being reactive to proactive forces for good in their communities.

As well as helping Jade with practical advice on her problematic Universal Credit claim, in 2015/16 we teamed up with 15 other Local Citizens Advice offices and conducted research on our clients' experiences of claiming Universal Credit. This meant we could address the root cause of the issue that many other people like Jade were coming across, treating the problem at its source.

Using our unique national insight we have been able to provide robust evidence in our report 'Waiting for Credit' and approach parliament, suggesting changes to the Universal Credit system. These solutions would allow Universal Credit to achieve its aims of

simplifying the benefit system and making work pay.

Offering practical ways to improve the way Universal Credit functions means that we are working towards addressing the systematic problems our clients face, so that in the future they can access the help they are entitled to quickly, easily and fairly. Research and campaigns work means we can help more people than will ever come to us directly as we can improve policies and practices that affect the wider public and our clients.

Where our clients come from (fig 1)

Shropshire Wards 2015/16	Issues	Clients		Issues	Clients
Abbey	170	58	Oswestry East	846	287
Albrighton	144	70	Oswestry South	400	140
Aveley and Claverley	88	21	Oswestry West	528	154
Bagley	197	86	Porthill	274	86
Battlefield	236	78	Prees	140	54
Bayston Hill, Column and Sutton	678	211	Quarry and Coton Hill	420	159
Belle Vue	319	99	Radbrook	331	93
Bishop's Castle	178	56	Rea Valley	205	63
Bowbrook	264	89	Ruyton and Baschurch	119	45
Bridgnorth East and Astley Abbots	111	44	Severn Valley	159	59
Bridgnorth West and Tasley	118	48	Shawbury	128	53
Broseley	265	138	Shifnal North	46	25
Brown Clee	126	50	Shifnal South and Cosford	76	29
Burnell	150	49	St Martin's	202	77
Castlefields and Ditherington	562	170	St Oswald	319	117
Cheswardine	109	42	Sundorne	560	133
Chirbury and Worthen	69	32	Tern	195	60
Church Stretton and Craven Arms	592	187	The Meres	133	56
Clee	230	50	Underdale	397	109
Cleobury Mortimer	254	92	Wem	398	139
Clun	124	52	Whitchurch North	414	131
Copthorne	100	44	Whitchurch South	195	66
Corvedale	178	56	Whittington	198	79
Ellesmere Urban	236	73	Worfield	56	27
Gobowen, Selattyn and Weston Rhyn	350	139	Subtotal for Shropshire	17,253	6,344
Harlescott	521	166			
Highley	104	48	Cheshire East	38	15
Hodnet	493	119	Cheshire West	16	11
Llanymynech	163	59	Hereford	151	48
Longden	147	66	Newcastle-under-Lyme	28	10
Loton	187	52	Stafford	24	6
Ludlow East	629	162	Telford and Wrekin	649	305
Ludlow North	604	146	Wrexham	178	66
Ludlow South	283	100	Powys	357	113
Market Drayton East	111	51	South Staffs	61	27
Market Drayton West	307	116	Other	398	36
Meole	327	83	Not recorded	864	382
Monkmoor	548	137	Subtotal other	2,553	934
Much Wenlock	110	46			
Not recorded/not applicable	132	771	Total	19,806	7,278

How did we do?

In the current Strategic Plan - the Trustees have identified 4 key commitments:

To continually review and improve service delivery and increase operational efficiency whilst ensuring that we meet the advice needs of our community

To widen the funding base with a view to becoming more sustainable

To evidence the impact and outcomes our service has on improving the wellbeing of clients and the wider community

To be an employer and volunteer organisation of choice and to promote excellence in all we do. This involves looking after staff and volunteers and supporting their development

As part of delivering these commitments, 4 main objectives for 2015/16 were agreed to:

1. Work with Citizens Advice and their One Service strategy including development of a new advice model and channel delivery; introduce the new brand and development of the new Performance Quality Framework (PQF) and organisational key performance indicators (KPIs).

All through 2015/16 we have worked with national Citizens Advice to pilot all areas of the new PQF. We are now in further development stages and can report excellent performance in all areas.

1. People management survey	Green
2. Leadership - annual completed April 2016	Green
3. Quality of Advice	Green
4. Client journey survey annual / consent ongoing - current client consent is 18% of total clients seen, so not considered gaining a representative sample. Clients surveyed are not statistically robust, but from those sampled we are achieving above average client satisfaction. This can be supported through other client satisfaction surveys completed during the year including CAAN (Community Advice & Advocacy Network) contract, GP Outreach and Specialist Projects.	Amber for consent gained Green for satisfaction
5. Financial Health Check We have scored amber for liquidity as our investments are sufficiently liquid to be classified as cash in the national Citizens Advice return. We hold our reserves in the form of investments to generate long term income. Our organisational assessment of risk requires us to maintain good levels of working capital as the majority of our funds come from contracts that are linked to performance. Also, we have a potential fiscal cliff in 2017/18 when Local Authority funding is at risk due to austerity cuts from government that we have to prepare for.	Amber for Liquidity Green for Reserves Exposure

See End notes 3) page 13 for explanation of ratings

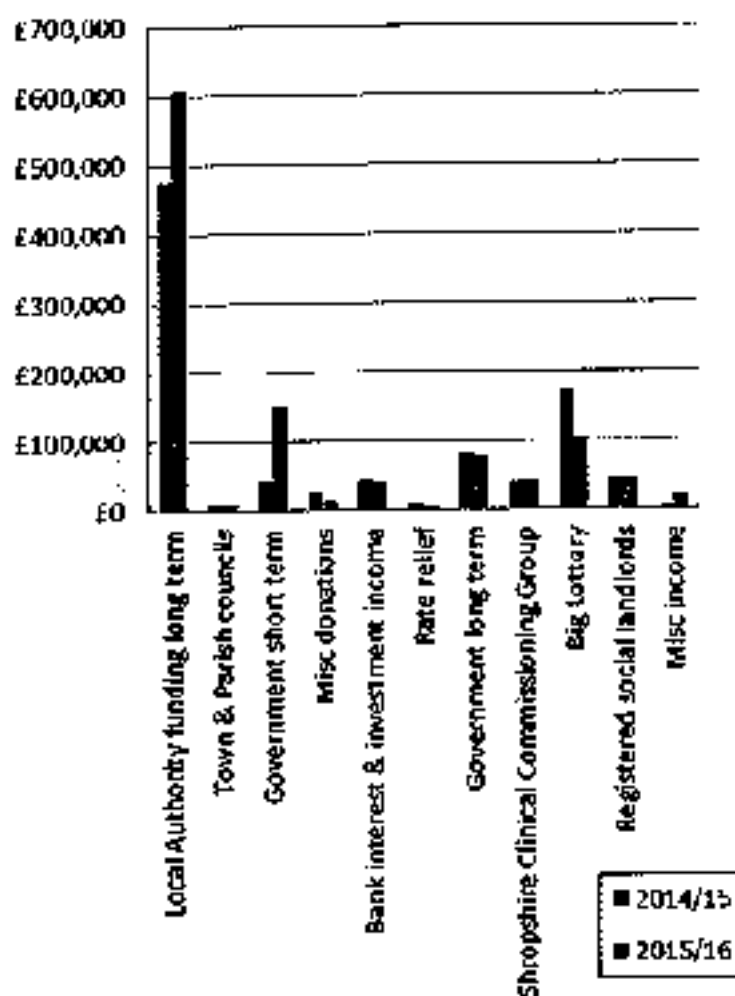
We are continuing to develop our web site for rebranding and have plans for 2017/18 to develop the new advice model following evaluation of the current pilots.

2 Continue to widen and strengthen our funding base through commissioning and developing partnership working.

We have maintained a balanced budget for the second year in a row but funding and sustainability of our service delivery continue to be a challenge and our major focus. We have successfully moved from being reliant on grant funding to commissioning.

winning major contracts both locally and nationally. Our partnership continues to grow from strength to strength. However, we are still at risk as most of our contracts are still government / local authority funded.

Income by funding source



3. Bed in our HR Strategy and Behavioural Competency for all staff and improvement of Training and Development and Communications

We have successfully implemented a new HR Strategy and Behavioural Competency Framework embedding the values of the organisation and identifying the positive ways we can work together and support each other in all we do. We continue to receive high satisfaction in our People Management survey.

4. Develop our Research and Campaigns work across the service and with partners.

Our Research and Campaigns work grows from strength to strength, extending the impact of the work we do to the wider community. Performance here

has moved from amber to green this year and we are classed as excelling and able to support others in sharing our good practice.

We also welcome the opportunity to work with a number of stakeholders and funders, helping us to provide extra services to clients. These include:

National Citizens Advice:

- Energy Best Deal Extra
- Pension Wise
- Money Advice Service Debt Advice Project (via MAS)
- Grant for rebranding

Other stakeholders and funders:

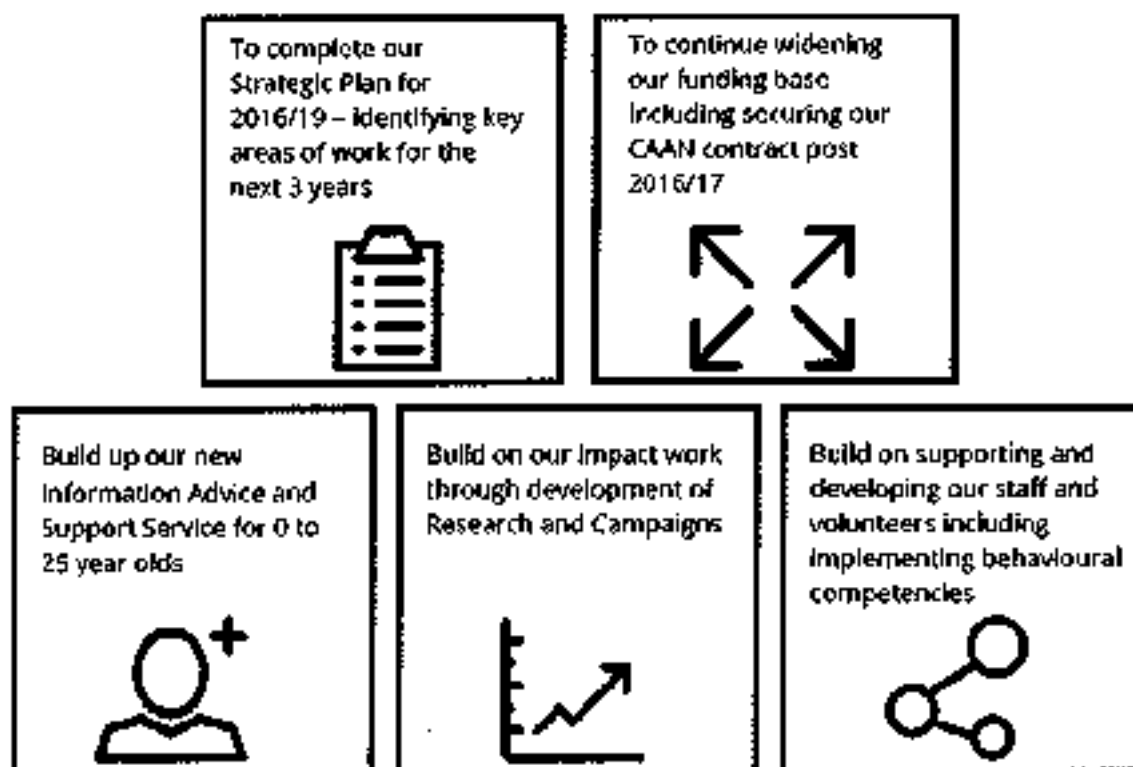
- Council for Disabled Children (Independent Support & IASS/IS)
- Shropshire Council (CAAN & IASS)
- Severnside Housing & Shropshire Rural Housing Group
- Healthwatch (research grant).

Shropshire Town and Parish Councils

Jane Higginson Trust

Objectives for 2016/17

We have identified 5 areas of focus:



End notes

- 1) Source: CAB volunteering and how everyone benefits
- 2) Source: Citizens Advice national outcomes and Impact research
- 3) Source: Citizens Advice national outcomes and Impact research
- 4) Performance Quality Framework and organisational key performance indicators:
 - Green - This is great. May be asked to share best practice or experience with other members. Will receive the Advice Quality Standard (AQS) award.
 - Yellow - This is fine. Will receive the AQS award.
 - Amber - May need to take action in an area to put things right to receive the AQS award.
 - Red - performance will need to improve to receive the AQS award.

Financial risk and reserves policy

Transactions and financial position

The Statement of Financial Activities on page 20 shows a deficit for the year of £529 with reserves of £960,288 at 31 March 2016. Following the restructuring programme which took place in 2013/14, CAs has continued to maintain a sustainable financial position.

Tangible fixed assets for use by the Charity

Details of movements in fixed assets are set out in Note 9 to the accounts.

Investment policy and returns

The trustees take a cautious approach towards the investment of cash reserves. The Trustees have sought and implemented professional advice regarding a range of investments to future proof capital and to produce income.

Reserves

When considering the right level of reserves, the Board has taken into account the following:

- Forecasts of future income, the reliability and sustainability of each source of income and prospects for obtaining income from new sources.
- Forecasts of future expenditure, based on planned activity.
- Analysis of future requirements, opportunities, contingencies (e.g. redundancy and other contractual obligations such as maternity leave) or risks which are unlikely to be covered by income if and when they arise.
- Analysis of the likelihood of such risks arising and the consequences to the charity if they cannot be dealt with.

Unrestricted reserves

Unrestricted reserves are resources that the Board can make available to spend for any or all of the Charity's purposes once it has met all its commitments and covered its other planned expenditure.

Designated reserves

The Trustees believe that the organisation should hold financial reserves in order to ensure that the Charity can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising. The following designated reserve funds have been established:

1. **Business continuity reserve.** Allowing business to continue where there is a threat of service disruption e.g. fire, sickness, etc. This is in line with the Business Continuity Plan. The fund will also be used where there is a gap in funding streams to avoid costly redundancy procedures and maintain our highly skilled workforce. Also, we have to maintain cash flow as more and more funding streams are gained through commissioning and payment by results.
2. **Contractual and wind up costs reserve.** A reserve to ensure that the organisation is able to cover contractual obligations for leases and payments to staff such as redundancy, provision of locum maternity cover, and the costs of any disciplinary and/or grievance procedures which may arise.
3. **IT replacement and development reserve.** The majority of the organisation's work is IT critical and a reserve is needed to ensure that there is sufficient money to replace equipment when it becomes obsolete or beyond economic repair.
4. **Operating reserve.** The Trustees consider that it is prudent to set aside an amount equivalent to a minimum of 3 to 4 months' operating expenditure. This reflects the changing nature of funding agreements from grants to commissioning and payment by results.
5. **Premises and development reserve.** A reserve to allow the organisation to relocate to new premises either at the expiry of current leases or if larger premises are deemed necessary, and/or undertake the development of new projects and areas of work, and to conduct full feasibility studies on the advisability of such proposals.

This reserves policy is monitored and reviewed by the Trustees annually.

Further details are disclosed at Note 14 to the Accounts.

Directors and Trustees

All Directors of the Company are also Trustees of the Charity, and there are no other Trustees. The Trustees at 31 March 2016 are listed on page 1. The Board has the power to appoint additional Trustees as it considers fit within the terms of the Memorandum and Articles of Association.

Statement of internal control and risk management

The CEO and Chair of Trustees have a joint responsibility for maintaining a sound system of internal control that supports the achievement of CAS policies, aims and objectives.

This system of internal control is designed to manage risk to a reasonable level rather than to eliminate the 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 CAS 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 CAS for the year ended 2015/16 and up to the date of approval of the annual report and accounts.

The Trustee Board has conducted a review of the major risks to which the Charity is exposed. A Risk Analysis document has been produced and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the organisation. The continuing implementation of Quality Mark standards and of the Citizens Advice Membership Scheme ensures a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure they continue to meet the needs of the Charity.

The current Risk Analysis shows that of those risks identified: 9% are classed as very high (a reduction of 6% from last year), 43% are high (a reduction of 3% from last year) and 43% are medium risk (an increase of 5%). The future of funding uncertainty in these difficult times and reductions in public expenditure remain a very high risk.

Whilst public policy is an external risk to our funding there is little we can actually do to mitigate this risk other than continue to demonstrate the public and social value of a free, confidential and impartial advice service and look for other sustainable sources of funding (if there are any). This year we have worked with our partners towards securing a commissioned service in Shropshire providing Information Advice and Specialist Support (IASS) for 0 to 25 year olds with educational, social and health care needs, gained further funding from the Council for Disabled Children to support the IASS service and funding to provide a single point of referral for Advocacy under the Care Act, and money advice for clients claiming Universal Credit. Information technology is embedded in all the work we do and all our systems (BMIS, CABlink and our web site), client recording (PETRA) and information tools (ADVICEGUIDE) rely on a robust IT infrastructure. We have upgraded our PCs and server systems, and recommissioned our external ICT support. Information Assurance is also a new risk that has been identified, but we work with Citizens Advice to maintain ISO 27000 standards.

The organisation has a written business continuity plan which is reviewed annually.

Trustees' responsibilities in relation to the financial statements

The Trustees are required by Company Law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the Charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;

- (b) make judgments and estimates that are reasonable and prudent;
- (c) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In the case of each of the persons who are Trustees at the time when the Trustees' report is approved:

- so far as the Trustee is aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware; and,
- each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

A resolution proposing the Board re-appoint James, Holyoak & Parker Limited (JHP), as current Auditors for the Charity, will be put to the Annual General Meeting.

This report was approved by the Board of Directors and Trustees on 28 September 2016 and signed on their behalf.

.....
Paul Langton
Company Secretary

CITIZENS ADVICE SHROPSHIRE

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CITIZENS ADVICE SHROPSHIRE

We have audited the financial statements of Citizens Advice Shropshire for the year ended 31 March 2016 which comprise the Statement of Financial Activities (the Summary Income and Expenditure Account), the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the charity'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 members those matters we are required to state to them in an auditors' 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 charity and the charity's members as a body, for our audit work, for this report, or the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statements (set out on page 16) the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implication for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of 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.

CITIZENS ADVICE SHROPSHIRE**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CITIZENS ADVICE SHROPSHIRE (CONTINUED)****Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exception in preparing the Trustees' Annual Report.

.....
Keith Edwards BSc ACA (senior statutory auditor)
For and on behalf of James, Holyoak & Parker Limited

Chartered Accountants and Registered Auditors

**1 Knight's Court
 Archers Way
 Battlefield Enterprise Park
 Shrewsbury
 Shropshire
 SY1 3GA**

CITIZENS ADVICE SHROPSHIRE

Statement of Financial Activities
For the year ended 31 March 2016

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Restricted	Unrestricted	Total 2016	Total 2015
INCOME					
		£	£	£	£
Donations & legacies	2	-	21,913	21,913	33,468
Income from charitable activities	4	330,834	713,978	1,044,812	860,149
Investment income	3	-	39,406	39,406	42,998
Total incoming resources		330,834	775,297	1,106,131	936,616
EXPENDITURE					
Expenditure on charitable activities	5	302,068	802,192	1,104,260	905,936
Fundraising costs		-	2,400	2,400	2,400
Transfers between funds	6	30,664	(30,664)	-	-
Total expenditure		332,732	773,928	1,106,660	908,336
Net income before loss on investments	7	(1,898)	1,369	(529)	28,280
Unrealised gain/(loss) on investments		-	(57,078)	(57,078)	50,173
Net income & movement in fund for the year		(1,898)	(55,709)	(57,607)	78,453
Total funds brought forward		1,898	1,015,997	1,017,895	939,442
Total funds carried forward		-	960,288	960,288	1,017,895

The Statement of Financial Activities includes all gains and losses in the year. All sources of income and expenditure derive from continuing activities.

CITIZENS ADVICE SHROPSHIRE**BALANCE SHEET AS AT 31 MARCH 2016**

	<u>Notes</u>	<u>2016</u>	<u>2015</u>
		£	£
Fixed assets			
Tangible assets	9	19,388	29,275
Investments	10	903,111	960,189
		<u>922,499</u>	<u>989,464</u>
Current assets			
Debtors	11	16,259	51,256
Cash at bank and in hand		120,421	148,482
		<u>136,680</u>	<u>199,738</u>
Creditors: amounts falling due within one year	12	(98,891)	(171,307)
Net current assets		<u>37,789</u>	<u>28,431</u>
Net assets	13	<u>960,288</u>	<u>1,017,895</u>
The funds of the charity	14		
Unrestricted income funds		807,846	806,477
Restricted income funds		-	1,898
		<u>807,846</u>	<u>808,375</u>
Revaluation surplus - unrealised		152,442	209,520
Total charity funds		<u>960,288</u>	<u>1,017,895</u>

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small entities and constitute the annual accounts required by the Companies Act 1986 and are for circulation to members of the company.

Approved by the management committee on
by:

and signed on its behalf

.....
Alan Taylor
Director and Trustee

.....
Paul Langton
Director and Trustee

CITIZENS ADVICE SHROPSHIRE

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31 MARCH 2016**

1. Accounting policies

1.1 Basis of preparation of accounts

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 for Smaller Entities published on 16/07/2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Where entitlement is dependant on the fulfilment of one or more specified conditions grants received by the charity are recognised and taken into revenue unless the conditions are within the charity's control and uncertainty exists as to whether the conditions will be fulfilled.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included as it becomes receivable.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

CITIZENS ADVICE SHROPSHIRE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

1.4 Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment funds at market value.
- Designated funds are unrestricted funds earmarked by the Management Board for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.5 Finance and operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period they are incurred.

1.6 Fixed assets

Individual fixed assets (excluding investments) are capitalised at cost. Depreciation is provided on all tangible assets at rates calculated to write off the cost over their expected useful economic lives as follows:-

Computer equipment - over 3 years

Telephone system - over 3 years

Furniture & office equipment - over 10 years

Investments held as fixed assets are valued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

1.7 Pension costs

The charity contributes to its staff's defined contribution pension schemes. Costs are charged to the Statement of Financial Activities as they become payable.

1.8 Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of financial activities in the year of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

CITIZENS ADVICE SHROPSHIRE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)

2. Donations & legacies

	<u>Total</u> <u>Restricted</u>	<u>Total</u> <u>Unrestricted</u>	<u>2016</u>	<u>2015</u>
	£	£	£	£
Donations & legacies				
Town Council grants	-	6,600	6,600	6,000
Parish Council grants	-	948	948	1,258
Donations	-	14,365	14,365	26,210
	-	21,913	21,913	33,468

3. Investment income

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u> <u>2016</u>	<u>Total</u> <u>2015</u>
	£	£	£	£
Income received from UK listed fixed asset investments	-	39,172	39,172	42,900
Interest received on bank deposits	-	234	234	98
	-	39,406	39,406	42,998

**4. Income from
charitable activities**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u> <u>2016</u>	<u>Total</u> <u>2015</u>
	£	£	£	£
Grants and other income related to projects	330,834	713,978	1,044,812	860,149
	330,834	713,978	1,044,812	860,149

CITIZENS ADVICE SHROPSHIRE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

5. Expenditure on charitable activities

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>2016</u>	<u>2015</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Costs directly allocated to activities</u>				
Salaries & wages (note 8)	219,938	409,859	629,797	582,046
Travel & training	6,158	27,499	33,657	35,655
Reference books & software	115	2,510	2,625	2,657
Publicity	1,730	229	1,959	2,028
Telephone	2,117	11,279	13,396	10,411
Printing, postage & stationery	6,381	13,057	19,438	18,831
Recruitment	502	2,123	2,625	5,020
Meeting expenses	528	5,441	5,969	5,919
Project partner payments	28,375	229,654	258,029	99,710
<u>Support costs allocated to activities-</u>				
Repairs & renewals	219	914	1,133	3,075
Cleaning	939	2,004	2,943	2,801
Audit	-	2,010	2,010	1,980
Legal & professional fees	16,526	7,033	23,559	28,344
Insurance	-	5,097	5,097	5,116
Depreciation and loss on disposals	-	10,931	10,931	11,014
Rent, rates, service charges & utilities	11,070	37,352	48,422	50,333
IT support	1,179	20,207	21,386	22,028
Sundries	6,291	14,993	21,284	18,968
	302,068	802,192	1,104,260	905,936

6. Contribution to general overheads

Overhead costs apportioned to restricted funds from general funds amounted to £40,424. Adjustments for write-offs on restricted project fund balances completed at the year-end totalled £9,760.

CITIZENS ADVICE SHROPSHIRE**NOTES TO THE ACCOUNTS**
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**7. Net income for the year**

	<u>2016</u>	<u>2015</u>
	£	£
This is stated after charging:		
Depreciation of tangible fixed assets		
- owned by the charity	10,931	11,014
Auditors remuneration - audit services	2,010	1,980
- non audit services	1,300	1,200

8. Staff costs

No remuneration was paid to trustees for the year. Expenses reimbursed to trustees totalled £2,178. The staff costs are summarised below:-

	<u>2016</u>	<u>2015</u>
	£	£
Wages and salaries	561,078	519,872
Social security costs	41,858	38,055
Pension costs	26,861	24,119

	629,797	582,046

The average weekly number of staff employed, calculated as full time equivalents during the year was as follows:-

	<u>2016</u>	<u>2015</u>
Direct charitable work	22	22
Governance	2	2
	----	----
	24	24

CITIZENS ADVICE SHROPSHIRE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)

9. Tangible fixed assets

	<u>Computer & office equipment</u>	<u>Furniture</u>	<u>Total equipment</u>
	£	£	£
Cost			
At 1 April 2015	12,238	87,490	99,728
Additions	1,044	-	1,044
At 31 March 2016	13,282	87,490	100,772
Depreciation			
At 1 April 2015	5,962	64,491	70,453
Charge for the year	3,782	7,149	10,931
At 31 March 2016	9,744	71,640	81,384
Net book values			
At 31 March 2016	3,538	15,850	19,388
At 31 March 2015	6,276	22,999	29,275

10. <u>Investments</u>	2016	2015
<u>UK listed investments</u>	£	£
At 1 April 2015	960,189	910,016
Additions	-	-
Disposal	-	-
Change in market value	(57,078)	50,173
At 31 March 2016	903,111	960,189

The investments are held for the purposes of providing a market return for the benefit of the charity.

CITIZENS ADVICE SHROPSHIRE**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

11. Debtors	2016	2015
	£	£
Other debtors	7,546	46,139
Prepayments	8,713	5,117
	-----	-----
	16,259	51,256
	-----	-----

12. Creditors: amounts falling due within one year	2016	2015
	£	£
Social security and other taxes	12,119	10,420
Accruals and other creditors	77,728	54,971
Deferred income	9,044	105,916
	-----	-----
	98,891	171,307
	-----	-----

13. Analysis of net assets between the funds	Fixed	Net	
	assets	current	
	£	£	Total
			£
Unrestricted: General fund	157,057	37,789	194,846
Designated funds	613,000	-	613,000
Revaluation fund	152,442	-	152,442
Restricted funds	-	-	-
	-----	-----	-----
	922,499	37,789	960,288
	-----	-----	-----

CITIZENS ADVICE SHROPSHIRE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)

14. Statement of funds	As at 1/4/15	Income	Expenditure (including unrealised losses on investments)	Transfers	As at 31/3/16
	£	£	£	£	£
Unrestricted					
General Reserve	193,477	775,297	(804,592)	30,664	194,846
<hr/>					
Designated funds					
Business continuity reserve	110,000	-	-	-	110,000
Contractual & wind up costs reserve	163,000	-	-	-	163,000
Premises & development reserve	70,000	-	-	-	70,000
IT replacement & - development	50,000	-	-	-	50,000
Operating reserve	220,000	-	-	-	220,000
	613,000	-	-	-	613,000
<hr/>					
Total unrestricted funds	806,477	775,297	(804,592)	30,664	807,846
<hr/>					
Revaluation fund	209,520	-	(57,078)	-	152,442
<hr/>					
Restricted funds					
Pension Wise	(7,510)	141,439	(114,127)	(19,802)	-
Energy Best Deal Extra	-	8,175	(11,061)	2,886	-
Money Advice Service:					
- Mainstream	(6,821)	51,257	(40,582)	(3,854)	-
- Additional funding	(3,221)	25,629	(22,884)	476	-
Big Lottery Fund (ASTF)	19,450	104,334	(113,414)	(10,370)	-
	1,898	330,834	(302,068)	(30,664)	-
<hr/>					
Total funds	1,017,895	1,106,131	(1,163,738)	-	960,288
<hr/>					

CITIZENS ADVICE SHROPSHIRE**NOTES TO THE ACCOUNTS**
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**15. Operating lease commitments**

As at 31 March 2016, the charity had annual commitments under non-cancellable operating leases on land and buildings as follows:-

<u>Expiry date</u>	<u>2016</u>	<u>2015</u>
	<u>£</u>	<u>£</u>
Within one year	22,927	17,484

16. Related party transactions

Chris Boote (a director of the charity during the year) undertook paid consultancy work for Herefordshire CAB. Citizens Advice Shropshire paid Herefordshire CAB £5,781 during 2015/16 in respect of bureau supervisor secondment.

Free, confidential advice. Whoever you are.

We help people overcome their problems and campaign on big issues when their voices need to be heard. We value diversity, champion equality, and challenge discrimination and harassment. We're here for everyone.



Citizens Advice Shropshire. Charity registration number 1085220.
VAT number 752 7807 10. Company limited by guarantee.
Registered number 4099352 England.
Authorised and regulated by The Financial Conduct Authority – FRN: 617564.
Registered office: Fletcher House, 15 College Hill, Shrewsbury SY1 1LY



cabshropshire.org.uk
citizensadvice.org.uk



Winner



Published September 2016
Registered charity number 1085220

ANNUAL CORE GRANT APPLICATION

CRUCIAL CREW

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

14 SEP 2017

Name of Group/Organisation

CRUCIAL CREW

Address

16, Station Close
Bridgnorth

Post Code:

WV16 5DB

Email:

connie.baines01@icloud.com

Tel No:

01746 761143

Contact Person

Title:

NRS

First Name:

Connie

Surname:

BAINES

Position held in Group:

Chairman

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

N/A - PART OF BRIDGNORTH
LOCAL CRIME PREVENTION
PANEL

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

HOLDS AN ANNUAL SAFETY TRAINING EVENT FOR
PRIMARY SCHOOL PUPILS (SEE DESCRIPTION ATTACHED)

How many people are in your group/organisation

10

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

TO MEET THE RUNNING COSTS OF THE EVENT TO BE
HELD IN JUNE 2018. GRANTS HAS SOUGHT FROM TOWN
& PARISH COUNCILS TO SUPPORT THE ATTENDANCE OF
PUPILS FROM SCHOOLS IN THE CHEREVAL AREA.

(BUDGET ATTACHED)

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

ESTIMATED 65 (2017 POPULATION NUMBER, 2018 TO BE CONFIRMED).

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

650 IF POSSIBLE

Financial year(s) that funding will cover:

JUNE 2018 EVENT.

If a grant is awarded, please state who the cheque should be made payable to:

BRIDGFORTH CRIME PREVENTION PANEL CRUCIAL CROW.

DECLARATION

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent.

Signature 1
(Person submitting form)

G. Baines

Date: 13/8/17

Signature 2
(Chairperson or senior representative of the Management Committee)

Date: D. L. Cooper

8/9/2017.

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
--	--

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER AND OCTOBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

Bridgnorth and South Shropshire Crucial Crew

Crucial Crew's activities

We provide a personal safety training and awareness course for youngsters who are about to leave primary school and move on to the next phase of their education at age 11. The course takes place in the grounds of Oldbury Wells School in Bridgnorth over a week in June each year. We erect marquees and specialist displays are brought to the site by some of the participating organisations (e.g. Shropshire Fire and Rescue Service bring along vehicles and an inflatable "house" which can be filled with smoke, and Western Power Distribution transport an electricity sub-station to the site). Each marquee or installation houses a "scenario" in which the attendees view display material and participate in training activity about the particular topic. Groups of pupils from participating schools attend with their teachers for a day, and visit the scenarios in turn. We also bring all attendees together during their lunch break to watch a play about bullying. We aim to provide 10-11 scenarios each year, which typically include:

Crucial Crew typical scenarios	
<ul style="list-style-type: none">• Fire Safety• Bullying (play)• Safety with Animals• Railway Safety• Hazards of Electrical Installations• Knife Crime• Civil contingencies	<ul style="list-style-type: none">• Crime Prevention• Drug and Alcohol Awareness• Online Safety• Hygiene and Infection Prevention• Caring for others (for example, family members)• Recycling and Waste• Cycle safety

We ask the teachers attending to provide feedback on the effectiveness of the scenarios' presentation, and use this information to refine the scenarios. Currently, each pupil attending receives a Crucial Crew T shirt as a reminder of the event, and a booklet which records their attendance and serves as a reminder about key points.

Catchment area and participation

Bridgnorth and South Shropshire Crucial Crew covers the entire South Shropshire area from Albrighton in the North East to Bishop's Castle in the South West. Other parts of the County are served by similar events run by separate organisations for Telford and Wrekin and the Shrewsbury/ Oswestry area. All primary schools in the area are invited to attend, and in 2017 attendance was 811 pupils from 40 schools. Crucial Crew provides transport from the schools to the venue at Oldbury Wells School, Bridgnorth.

Organisation and support

Bridgnorth and South Shropshire Crucial Crew is an initiative of Bridgnorth and District Crime Prevention Panel, but has its own organising committee and is accounted for separately. Around 60 volunteers from the local community take part in the event to help provide some of the scenarios, guide parties around the event and provide safety cover. We are fortunate to have the services of personnel from RAF Cosford to help set up the site and assist with the day to day running of the event.

Scenarios are provided by Emergency Services personnel (e.g. West Mercia Police, British Transport Police, Shropshire Fire and Rescue Service), Charity and not for profit groups (e.g. Shropshire Youth Association, PDSA) and commercial enterprises (Western Power Distribution, Veolia). Most scenarios are provided free of charge, but Crucial Crew does have to pay staffing costs and expenses for some of the ones provided by not for profit enterprises

Financial

The event normally costs around £18,500 and 19,000 a year to run. Some cost savings have been achieved in 2017 by trialling different approaches, though it is not yet clear whether these can be reliably assumed to be available in 2018. Budgeted costs for 2018 are shown below:

Crucial Crew budgeted cost summary 2018		£
Facilities to stage the event		7082
Pupil transport		4995
Paid for scenarios and bullying play		3100
Materials for trainees		2549
Administrative, insurance and volunteer refreshments		1374
Total		19100

The 2 main sources of regular income are per capita payments from schools and grants from Town or Parish Councils supporting the schools in their area. For 2017 these provided just over £13,400 – a similar level of income is expected for 2018. The organisers seek to raise the remaining funds necessary from other sources, and initiated a fundraising campaign in 2017 which raised £4,500 from Charities and Philanthropic Groups.

Financial trends

Between 2012 and 2017 Crucial Crew has experienced a major change in its funding; prior to 2012 substantial annual grants were available from Shropshire Council, but these ceased to be available as a result of policy changes. One-off grant funding was provided by West Mercia Police and Crime Commissioner in 2015. In the light of the unpredictability of future funding streams, the organisers decided to increase the per pupil charge requested from schools from the historic figure of £7 to £10, and began fundraising from other sources.

Crucial Crew has also faced some cost pressures as a result of the financial climate. As the charitable and voluntary sector has taken on greater burdens and seen income squeezed, many have had to take a more commercial view of their activities. This has resulted in a requirement to pay for some of the scenarios and higher charges for facilities hired from a charitable organisation. The costs of some of the purchased services necessary to mount the event have also been (and are expected to continue to be) adversely impacted by National Living Wage increases.

8 September 2017.

Bridgnorth and South Shropshire Crucial Crew

Bridgnorth & South Shropshire Crucial Crew Budget and Accounts Summary for the annual event	Notes	Budget 2018	Estimate 2017	Actual 2018	Actual 2015	Actual 2014	Actual 2013
Income							
Schools	1	8200	8166	5987	6181	5649	5992
Towns & Parishes	2	5250	5240	4084	4026	4365	3435
Grants public bodies	3				7000	2870	1000
Charitable Donations	4		4500	550	300	200	305
Sponsorship			100				
Other Donations		250	249	64	93	230	
Interest			0	5	3	8	9
Total income		13700	18255	10690	17603	13322	10741
Costs							
Facilities							
Toilet hire		438	438	438	438	438	438
Field hire		200	200	200	200	200	200
Marquee hire		5750	5308	5076	4698	4584	4369
Room Hire		462	462	462	240	240	200
Equipment		120	120	284	97	67	328
Fuel		112	73	112	115	89	180
Facilities		7082	6601	6572	5788	5618	5715
Transport							
Coach Hire		4995	4960	4995	5110	4725	4535
Transport		4995	4960	4995	5110	4725	4535
Paid for scenarios and bullying play							
Bullying play	5	1500	120	1500	1500	1420	1420
Paid for scenarios	6	1600	1069	1599	1010	313	916
Paid for scenarios and bullying play		3100	1209	3099	2510	1733	2336
Materials for trainees							
Books for trainees		389	389	389	379	379	650
T - Shirts for trainees		2160	2160	2160	1920	1920	1632
Materials for trainees		2549	2549	2549	2299	2299	2282
Administrative, insurance and volunteers							
Postage/ Stationery		360	360	393	360	281	234
Public Liability		166	166	156	333	311	311
Food for volunteers		848	787	848	838	870	841
Administrative, insurance and volunteers		1374	1313	1397	1529	1462	1386
Total costs		19100	16632	18512	17236	15837	16254
Income less costs		-5400	1623	-7922	367	-2515	-5513
Fundraising/ Cost Reduction Target	7	4500					
Funds in hand	8	4543	5443	3820	11742	11374	13886

Budget Information 2018

- The charge to schools had been held at £7 per pupil for several years and was increased to £10 per pupil in 2017 (different arrangements apply for private schools).
- Town and Parish Councils have traditionally been asked to match the contributions for schools in their area through grants, and were asked to match the increased charge to schools in 2017. Whilst some councils were able to do this, it is appreciated that not all local councils will have had funds available within their budgets to meet the higher grant request.
- The 2015 grant was from West Mercia Police and Crime Commissioner and was non - recurrent.
- Charitable donations are from charities and philanthropic groups. The increased figure for 2017 over 2016 reflects the results of a fundraising campaign.
- Prior to 2017 the bullying play, which is a key feature of the event, was performed by a specialist educational theatre company. An alternative performed by volunteers was successfully trialed in 2017, however it is felt that it would be prudent to allow for funding for the professional performance for 2018 as we only have one year's experience of volunteer availability.
- Whilst many of the scenarios are provided free of charge by the emergency services and utility companies, some charitable and voluntary sector providers have to charge for their staff costs or expenses. The cost was lower in 2017 than in 2016 due to the non-availability of a regular provider.
- Crucial Crew will continue to seek external funding during 2017/18, however this will not be as time critical as it was in 2016/17 (see note 8 below).
- Crucial Crew invites bookings for the event at the start of the school Autumn term, and thus seeks to ensure that at the end of each event it has funds available to meet any prospective funding shortfall for the following year.

ANNUAL CORE GRANT APPLICATION

FRIENDS OF THE CORVE AND TEME

ANNUAL & PROJECT SUPPORT GRANT APPLICATION

CONTACT DETAILS

Name of Group/Organisation

Friends of the Corve and Teme

Address

c/o The Merchant House,
Lower Corve Street,
Ludlow

Post Code: SY8 1DU

Fax:

Email: rosemary.wood3@gmail.com

Tel No: 01584 875438

Contact Person

Title: Mrs

Surname: Wood

First Name: Rosemary

Position held in Group: Chairman

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Constitution enclosed

Charity Registration Number If you are not a registered charity you must enclose a copy of your constitution

What does your community group/organisation do and how are you financed?

As public funding is cut, management of rivers riverbanks and waterways is reduced. And whilst it is impossible to prevent flooding, it is possible to be pro-active and put in place measures which could slow the water flow, reduce flooding and alleviate the consequences.

FCT was founded in June 2016 to monitor the Rivers Corve and Teme and, in partnership with local agencies, investigate ideas and implement action resulting in the prevention or reduction of flooding of land and properties in and around Ludlow.

This Community Flood Action and River Environment Group aims to:

1. monitor local rivers and develop and implement a Flood Action Plan, (Preparation, Prevention, Action and Recovery).
2. collect data about the catchment to better inform actions by individuals, local authorities, responsible agencies, landowners and companies.
3. use local knowledge to implement actions to reduce the risk of flooding in and around Ludlow. This includes attempting to ensure new development applications meet or improve upon Sustainable Urban Drainage System (SUDS) specifications.
4. educate the local community about flood and pollution risk in Ludlow and its environs and publicise ways to improve resilience.
5. work closely with all interested parties to preserve the waterways and natural habitat

FCT is a Community Group, and has no inherited funds. It is dependent on donations, grants and fund-raising activities.

How many people are in your group/organisation

FCT exists to serve anyone in the catchment affected or concerned by the potential or consequences of flooding, be it from rivers, surface water or drains. There is no charge to become a 'Friend', and we aim to inform as many people as possible and to respond to individual, group or location needs as and when the occasion arises.

To date, we communicate electronically with around 200 concerned, interested and supportive individuals, as well as liaising regularly with local organisations such as Ludlow Town Residents' Association, Ludlow Civic Society, Ludlow 21, People4Ludlow, Teme Weirs Trust, Dinham Millennium Green Trust, and Severn Rivers Trust.

We meet regularly with named representatives of the Environment Agency, Shropshire Highways, Shropshire Flood and Water Management Team, Severn Trent Water, Shropshire Wildlife Trust and are affiliated to the National Flood Forum.

Since our inception in 2016, we have twice met with the above Agencies, and have responded to residents' concerns. These meetings are scheduled on a quarterly basis, and the work and responses are ongoing.

We are in contact with other local Flood Action Groups, such as Diddlebury, Culmington and Shifnal.

ABOUT YOUR PROJECT

Project/Grant Title

MAPPING OF PROPERTIES AT RISK FROM FLOODING IN LUDLOW

Wider protection can be bid for through the Flood Defence Grant Aid, which are medium or long term plans. If perceived as relevant, Shropshire Council could apply for funding if FCT put together a group plan. This would entail identifying properties or areas at risk.

We therefore propose 'mapping' properties at risk from flooding in Ludlow. The intention is that this will encourage better resilience within the community through appropriate prevention measures and earlier warning systems.

Briefly describe your project or reason for applying to enable the Town Council to understand how its grant will be used:

We would adapt a Flood Report Questionnaire provided by Shropshire Council to create a locally-orientated spreadsheet which would enable us to:

- a. identify **people** who are at risk as well as properties
- b. create a list so they can be warned in the event of a 'real' flood
- c. discover how the water entered the property and what damage it did
- d. Attempt to estimate the cost of the damage
- e. discover what preventive actions have already been taken re protecting properties
- f.. discover if owners have asked Shropshire Council to undertake property surveys and if not, to provide contact details
- g.. invite individual residents to act as 'street wardens' in the event of a disaster, and encourage group support.
- h. consideration could also be given to noting finalised and potential planning applications where development could create surface water drainage problems for other properties in the area.

To implement this project, we would incur costs on:

communication, i.e. website costs

printing, stationery and postage

purchase of 'fit-for-purpose' large scale detailed maps.

Photocopying and enlarging specific sections of localised maps

Public liability insurance to cover 'Friends' involved in mapping and photographing riverside properties and locations.

How many people will benefit from this project or activities? **Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.**

The Environment Agency estimated that flooding in parts of England in the summer of 2007 cost the economy £3.2bn. Civil and military authorities described the June and July rescue efforts as the biggest in peacetime Britain.

In 2008, officials from the then South Shropshire District Council conducted a six-month review into the worst effect of the floods, which caused damage worth more than £5m in South Shropshire. Their investigation showed that more than 195 homes in the district were flooded. Major work was required to clear culverts, maintain drains, gulleys and trenches, ease blocking in streams, fit better drainage and inspection systems and prevent run-off from fields.

SSDC also needed to invest in the dredging and removal of some brooks, address the lack of drainage on minor roads, encourage land owners to keep waterways clear and remove debris from the countryside, to prevent damming of streams. John Bryan, then SSDC's Head of Property Services, noted that the Corve and Teme rose by 1.6 metres in less than three hours, following an average of 60mm of rainfall in 24 hours. He said, "The Lower Corve Street area, in Ludlow, was the worst affected".

In Ludlow, an estimated 60 properties were affected, cars were destroyed, walls and roads damaged, Burway Bridge collapsed, gas, electricity and telephone lines were knocked out, and one wall of No.57a Corve Street fell into the river, causing the entire house to eventually be demolished. Roads were closed, residents evacuated and moved into temporary accommodation, some families as many as three times, and the then South Shropshire District Council's DLO worked ceaselessly over several days, as did the Emergency Services.

Burway Bridge had to be reconstructed at a cost of more than £1m, and the Coronation Avenue entrance into Ludlow was closed to vehicles for 18 months, causing considerable loss to Ludlow traders and on-going inconvenience to residents.

The 'actual' cost of this turmoil and devastation has not been set out, in financial, economic productivity, or in human terms, such as the consequences of stress, anxiety, health and fear.

A decade after this flood, Friends of the Corve and Teme hope that by mapping the properties and people 'at risk', procedures and work could be put in place which would alleviate the consequences of potential flooding, thereby reducing future costs to the local economy, the taxpayer and the individual.

Ludlow is a 'tourist town', and any threat to its viability may result in long-term consequences.

Producing a clearer picture of how flood (and surface) water could affect properties would enable FCT to enter into a more productive dialogue with Shropshire Council and the Environment Agency, vis a vis possible grants which could result in work being undertaken to reduce the risk of flooding.

This is not an easily measured concept, but rather the gathering of information which could be used to create an on-going preventive maintenance programme which could save Shropshire Council, Ludlow Town, its residents and traders considerable sums of money in years to come.

It also creates a positive vibe of being pro-active, rather than waiting for the possible worst to happen.

Estimated cost of project £500.00

Desired grant from Ludlow Town Council £250.00

FINANCIAL DETAILS

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

DECLARATION

If a grant is awarded, please state who the cheque should be made payable to:

Friends of the Corve and Teme

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions specified. We understand that within six months after payment of a grant, we are expected to provide Ludlow Town Council with a report on the progress of this project and how the money has been spent.

Signature 1 (Person submitting form)	Rosemary Wood, Chairman, Friends of the Corve and Teme	Date: 21 August 2017
Signature 2	Paul Weeden Secretary, Friends of the Corve and Teme	Date: 21 August 2017

CHECKLIST

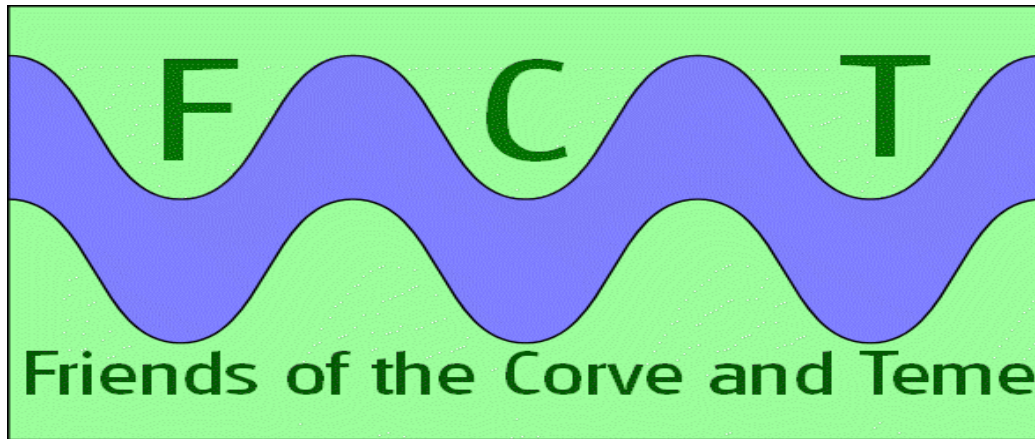
It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

I have: (Please tick)	<input type="checkbox"/> ✓ Answered every question <input type="checkbox"/> ✓ Enclosed a copy of our constitution (if you are not a registered charity) <input type="checkbox"/> ✓ Enclosed a copy of our latest accounts and/or treasurer's statement
-------------------------------------	--

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING

Completed Application Forms should be returned to:

Gina Wilding, Town Clerk, Ludlow Town Council, Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ
Tel: 01584 871 970 Email: admin2@ludlow.gov.uk



Articles of Association

FRIENDS OF THE CORVE AND TEME – Ludlow's Flood Action and River Environment Group

The Association

The association is called Friends of the Corve and Teme – Ludlow's Flood Action and River Environment Group (FCT)

Background: FCT was founded in June 2016 to:

- a.* monitor the Rivers Corve and Teme and, in partnership with local agencies, investigate ideas and implement action in relation to the prevention or reduction of flooding of land and properties in and around Ludlow
- b.* work with other groups, agencies and landowners to preserve, maintain and improve local waterways, riverbanks and habitats

Objectives:

As public funding is cut, management of rivers riverbanks and waterways is reduced. And whilst it is impossible to prevent flooding, it is possible to be pro-active and put in place measures which could slow the water flow, reduce flooding and alleviate the consequences.

This Community Flood Action and River Environment Group will:

1. monitor local rivers and develop and implement a Flood Action Plan, (Preparation, Prevention, Action and Recovery)
2. collect data about the catchment to better inform actions by individuals, local authorities, responsible agencies, landowners and companies.
3. create partnerships with national, local, civil and environmental bodies
4. use local knowledge to implement actions to reduce the risk of flooding in and around Ludlow. This includes attempting to ensure new development applications meet or improve upon Sustainable Urban Drainage System (SUDS) specifications.
5. educate the local community about flood and pollution risk in Ludlow and its environs and publicise ways to improve resilience.
6. work closely with all interested parties to preserve the waterways and natural habitat

Committee: A committee of at least three members will be responsible for all the day to day business of FCT. Committee members will be appointed by the committee from 'Friends' willing to serve. The individual roles which members of the committee undertake will be notified to all Friends.

There is no limit to the numbers of Friends who may serve on the committee. The committee will meet at least quarterly. The committee will report to Friends at least once a year. The report will be in writing and will include a financial summary.

No decisions may be taken unless there is a quorum of at least four committee members present.

Becoming a Friend:

Membership is free and open to anyone – we just need your contact details!

Please email rosemary.wood3@gmail.com if you wish to become a 'Friend'.

Meetings and Social Events: These will be held when necessary, and publicised to members and non-members.

Fund Raising: FCT will undertake occasional fund-raising events in relation to specific projects and welcomes donations from the community, local and national organisations and those willing to help with ongoing costs.

Financial Affairs: One committee member will undertake the role of Treasurer and will manage the financial accounts of FCT. The Group will operate within the funds available to it and will not accept loans or seek overdraft facilities. Financial commitments will normally be agreed in advance by the Committee and/or Treasurer and expenses properly incurred by Committee members will be reimbursed.

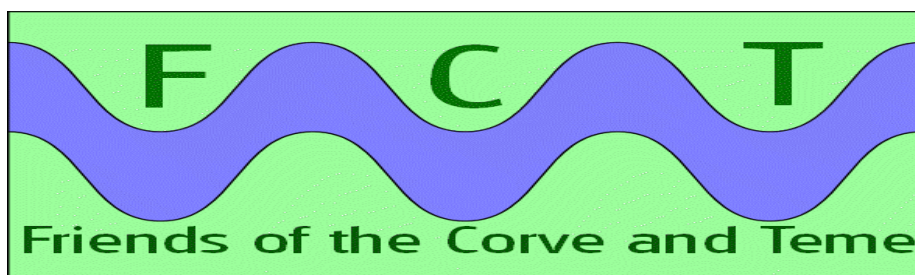
Altering these Articles: The committee may recommend an alteration to these articles. The recommendation will be circulated to all Committee members, and if agreed at a subsequent meeting by simple majority vote, the articles will be amended forthwith.

Winding Up the Association: In the event that FCT wishes to merge with another association, ceases to have an active Friendship, or has become non-viable in the judgement of the committee at the time, the committee may recommend that the association is merged with a similar organisation or wound-up. The committee's recommendation will be notified to Friends electronically or by mail, and will then be put as a resolution to the Friends at a special meeting and with their agreement, by simple majority vote if necessary, the association will cease to exist. On winding up the Treasurer will within seven days donate all remaining funds to an organisation with similar objectives to FCT.

END

Adopted and Dated 13 June 2016

Rosemary Wood	Chairman
Paul Weeden	Secretary
Katarina Nilsson	Treasurer



Friends of the Corve and Teme Committee Members:

Alan Stewart, Temeside and Ludlow 21
Clare Curren, Ludlow 21
Diana Lyle, Ludlow 21
Jayne Disley, Culmington Flood Action Group
John Smithson, Director, Severn Rivers Trust
Katarina Nilsson, Treasurer, Lower Corve Street
Paul Weeden, Secretary, Founder of Much Wenlock Flood Action Group
Richard Eastwood, Consulting Engineer, Broadgate
Rosemary Wood, Chairman, Lower Corve Street
Steve Heavens, Webmaster, The Linney

Representatives of Multi-Agencies

Dinham Millennium Green Trust	Rob Downes
Environment Agency:	James Turner
Friends of Whitcliffe Common	Daphne Jones
Ludlow Town Council:	Cllr Diane Lyle
Ludlow Town Council:	Cllr Vivienne Parry
Ludlow Town Residents' Association	Linda Mahalski
National Flood Forum	To be advised
SC Flood & Water Management Team:	Rhian Townsend
Severn Rivers Trust:	Ieuan Davies
Severn Trent Water:	Jason Phillips
Severn Trent Water:	Joe Plimmer
Shropshire Council Highways:	Andy Keyland
Shropshire Council:	Cllr Andy Boddington
Shropshire Wildlife Trust:	Luke Neal
Teme Weirs Trust:	David Riley

Ludlow Flood Action Group

Angus Marshall, Ludford Mill
Chris and Judy Bradley, Dinham Weir House
Dr Val Klein, Lower Corve Street
Ewart Carson, The Linney
Michael Chesshire, Barratts Mill
Mike and Penny Wake, Dinham Weir
Paul and Jean Hasalm Fox, Lower Mill Street

2 00229643
00189 01

Current Account

Branch details
Ludlow Branch
15 Bull Ring
Ludlow
Shropshire
SY8 1AG

Summary

31 May 2017 to 31 Jul 2017
Sheet 5

Previous balance	410.00
Withdrawn	319.20
Paid in	175.00
New balance	265.80

I34900/00229643/I 538118/00189



FRIENDS OF THE CORVE AND TEME
THE MERCHANT HOUSE
LOWER CORVE STREET
LUDLOW
SY8 1DU

For Bank use

If you have changed your address or telephone number,
please let us know

Account Number 82589259
Branch sort code 53-81-18
National Westminster Bank Plc

FRIENDS OF THE CORVE AND TEME
COMMUNITY ACCOUNT

BIC NNBK GB 2L
IBAN GB15 NNBK 5301 1802 5892 59

2 00229644
00189 0001/0001

Current Account

Date	Details	Withdrawn	Paid in	Balance
31 May 2017	BROUGHT FORWARD			410.00
11 Jul	Cheque 000001	319.20		90.80
24 Jul	Credit No.000002 538118		175.00	265.80

ANNUAL CORE GRANT APPLICATION

LUDLOW ASSEMBLY ROOMS

08 SEP 2017 11:20am

ANNUAL CORE BUDGET GRANT APPLICATION*Applications must be submitted by the 8th September 2017***CONTACT DETAILS**

Name of Group/Organisation

Ludlow and District Community Association (trading as Ludlow Assembly Rooms – LAR)

Address

1 Mill Street, Ludlow

Post Code: SY8 1AZ Email: helenhughes@ludlowassemblyrooms.co.uk
Tel No: 01584 813703

Contact Person

Title: Ms

First Name:

Surname: Hughes

Position held in Group: CEO

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number 1010883

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

See separate sheet

What does your community group/organisation do and how are you financed?

LAR is a mixed arts and community centre, serving Ludlow and its rural hinterland. Our aim is to be accessible to all and we welcome audiences and participants of all ages from across Ludlow and the surrounding area. Over the past three years LAR has prioritised work around its aim to be relevant and accessible to sections of the community who have not, for a variety of reasons, used the facilities. This aim is considered in all planning and steps taken to overcome barriers and to reach out.

Over the last financial year LAR achieved the following:

- Programmed and presented a wide range of high quality live performances, including folk music, rock, live theatre, comedy, talks, children's workshops and activities. LAR plays host to such live events as the annual English Song weekend, BISYOC and Ludlow Orchestra concerts.
- LAR's second Weekend of Words
- Cinema – 140 films over 300 individual screenings – all ages and tastes catered for.
- Pantomime – LAR and Rooftop worked together to bring community pantomime back to Ludlow. The cast was entirely made up of children and adults from the locality.
- Children's Workshops: in partnership with Ludlow Library, a weekly workshop during the summer holidays followed by a relevant film; Films and workshops during all half term and school holidays; we continue to fund children from Rockspring Centre to enable their participation
- Live Streaming: continues to be hugely popular and we offer a range of plays from the National Theatre, and the RSC, Opera from Covent Garden; and programmes for children, e.g. Peter Pan
- Visual Arts: amongst other exhibitions we always welcome back the Pink Lady food photography exhibition and host part of the Ludlow Fringe Art Trail
- 'A Life More Ordinary' project: During 2016 we started our dementia friendly work; initially we started film screenings – these are going very well and based on this success we have recently set up monthly dance/gentle exercise sessions and monthly singing sessions (relocated from Helena Lane), for everyone with dementia/memory loss and their carers. We recognise the importance of this work, including the opportunity for carers to meet together and support each other. Some volunteers and staff members have received dementia awareness training and LAR successfully applied to become a member of the Dementia Action Alliance.
- Community Activities: Over 1,000 sessions of a wide variety of clubs, activities, lectures and celebrations are held at LAR during a year. These include: table tennis, Zumba, weddings and funerals, musical theatre for children, community theatre for children, yoga, slimming, circle dancing, photographic club, Ludlow Art Society, Ludlow Lectures, U3A activities. A number of individual private one-off sessions are also booked.
- Visitor Information Centre: Managed by one part-time member of staff, the VIC is run by a group of enthusiastic and dedicated volunteers and serves visitors to Ludlow in a professional and helpful way.

- **Volunteers:** Volunteers are crucial to the smooth running of LAR and new recruits are constantly being sought. The ratio of staff to volunteers is 1:10. Volunteering is a two-way exchange; LAR is able to provide the wide and varied programmes because of their support and for many of our volunteers LAR provides both an interest and social interaction.
- **Partnerships:** LAR set up and runs a Ludlow Arts Partnership – an informal group of providers who work together to try to eliminate overlapping programmes and to make best use of funding opportunities.
- **Finances:** Income for LAR comes from a number of sources: cinema tickets, live events, live streaming, catering and bar, room hire, fundraising, memberships, donations and grants, VIC SLA, Shropshire Council and Ludlow Town Council.
- Of concern to trustees over the past two years has been the decline in cinema tickets sales. Cinema represents approximately 25% of the organisation's income. This decline is following national trends, resulting from the growth of alternative viewing medium, e.g. Netflix – 35% reduction nationally. Every effort is being made by LAR to counter this trend and one recent innovation is the introduction of a 16 – 30 Cinema club (buy one get one free); work is currently underway to introduce fair family tickets (which don't discriminate against single parents).
- The Board has debated the potential to increase cinema ticket prices to make up the shortfall in income. This is not as straightforward as it might appear. Each film that LAR shows has a weekly 'minimum guarantee' which is usually around £120. Against this guarantee we have a percentage of ticket prices that we have to pay to the distributors. This percentage, together with the commitment of screenings, varies depending on the release week of the film. The film distributors alter the screenings commitment required of a cinema depending on what week of release the film is screened. For example, it is not uncommon for a film that is screened in weeks 1 – 4 to have a requirement to screen the film at least twice a day for two weeks. (Some films, e.g. Paddington 2, that are expected to be very popular, will have additional restraints placed on them. It is unlikely that we will be able to comply with the Paddington 2 requirements until week 10 at the earliest). With our single screen and relatively small population it is not possible to commit to this agreement. People who wish to see films 'on date' will travel to Hereford or Shrewsbury. With our cinema tickets averaging £6 (plus £1 booking fee) LAR does not see any return from a single screening of a film until we have sold a minimum of 20 tickets and this does not take into account the costs of the technical team who screen the film, office staff for selecting, booking and reporting of the film, office staff required to organise volunteer stewards, two staff members present for incident control and lock up and the general wear and tear of the equipment, projector, projector lamp, etc.
- LAR continues to benefit from the incredible efforts of a small fundraising group of volunteers who annually raise in the region of £20k for the organisation.

- LAR is currently focussed on fundraising for the Capital Project. A small surplus has been achieved annually for the past three years, due almost entirely to the CEO not drawing a salary. The savings have been ring-fenced for the building improvements.

How many people are in your group/organisation

20 staff – 10 WTE: 120 volunteers

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

LAR has been fairly successful in attracting external funding for discrete projects from grant making trusts and other funding bodies. However, and importantly, external funders are keen to see that local authorities (county, town and parish) also support their local community groups. For example, Arts Council England have a policy of not funding any group where the local authority does not fund it.

The grant from Ludlow Town Council is a vital part of the unrestricted income of the organisation and contributes to its day-to-day running costs. Unless these are secured, discrete externally funded projects are not feasible.

As well as being required to offer a suitable programme of events and encourage maximum participation by all ages, we are specifically required by LTC to: Provide the use of meeting rooms to the Town Council for the Annual Mayor making ceremony; Provide suitable meeting room space for 10 other council meetings in a 12 month period free of charge (average saving to LTC of £2,000 per annum) and Provide toilet facilities for the public. These conditions have all been met.

The dementia friendly film programme and dance/exercise and singing sessions have all attracted external grant funding. This funding allows the organisation to develop these new services. However, none of these initiatives are financially sustainable but LAR is determined to keep these going. This is also true of the funding for children who would not otherwise be able to attend certain events.

LAR is an essential part of the infrastructure of Ludlow and the benefits of the myriad of facilities it offers to Ludlow residents are much wider than the provision of arts and community facilities.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

Over the course of a twelve month period the following was achieved:

- 52 live events, 7630 tickets
- 39 live streaming events, 4,716 tickets
- 27 children's workshops, 326 children attended
- 74 children from the Rockspring Centre supported to attend workshops and films
- 140 films shown, 335 individual screenings; 22,792 tickets
- 14 events during Weekend of Words; 845 tickets
- 1,000 sessions of classes/events; approximately 30,000 attendees

It is not possible to ascertain how many people are from Ludlow town or how many travel from outside.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

Desired grant from Ludlow Town Council

£15,000 per annum

Financial year(s) that funding will cover:

2018 – 2021 (£45k total)

If a grant is awarded, please state who the cheque should be made payable to:

Ludlow and District Community Association

Signature 1 *Helen Mittingher*
(Person submitting form)

Date: 6/9/17

Signature 2 *Tom Evans* Date: 6/9/17 *Tom Evans*
(Chairperson or senior representative of the Management Committee)

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> Answered every question</p> <p><input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input checked="" type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
--	---

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER AND OCTOBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
Gina Wilding, Town Clerk, Ludlow Town Council,
The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

REGISTERED COMPANY NUMBER: 02699283 (England and Wales)
REGISTERED CHARITY NUMBER: 1010883

REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016
FOR
LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

D.R.E. & Co. (Audit) Limited
Chartered Accountants & Statutory Auditors
7 Lower Brook Street
Oswestry
Shropshire
SY11 2HG

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

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FOR THE YEAR ENDED 31 MARCH 2016

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Detailed Statement of Financial Activities	20 to 21

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Memorandum of Association of the Ludlow & District Community Association (LDCA) states that our organisation's guiding objectives are:

1. To foster and promote the maintenance, improvement and development of artistic taste and a knowledge, understanding and appreciation of the arts among the inhabitants of Ludlow and the district thereof.
2. To promote a community centre for the use of the said inhabitants without distinction of political, religious, or other opinions, with the object of improving the conditions of life for the said inhabitants.

In pursuit of these objectives the LDCA has adopted a vision statement in support of our two objectives: "Ludlow Assembly Rooms is the cultural and community hub for Ludlow and the surrounding area".

A Strategic Plan Defined

In July 2014 the LDCA adopted a Strategic Plan setting out the organisation's goals for the period 2014-2019 in support of our vision. The document defined the four broad strategic aims as to:

1. Provide a diverse and stimulating arts programme that is relevant, cutting edge, accessible and meets the needs of everyone.
2. Provide excellent community facilities; become the community activity focal point in Ludlow and its hinterland.
3. Become a cultural and community hub, providing excellent information and communications.
4. Be a sustainable and socially responsible organisation in order to support the first three aims.

Strategic Plan: Implementation & Activities

In support of the Strategic Plan specific objectives were set as part of its implementation. As part of developing and guiding the arts programme in the past year the LDCA has:

1. Employed a new Programming and Marketing manager who brings a solid background in the arts, music and educational sectors.
2. Became one of four venues funded by the British Film Institute Film North West to take part in a national project to "give people living with dementia and their families more choice, more control and greater access to films." As our part in this project the LDCA is part way through its commitment to hold six dementia-friendly screenings through to December 2016.
3. Obtained support from the British Film Institute to support and fund staffing to develop our film offering for children and young people, our classic and archive offerings, and a greater selection of independent films as part of increasing our overall community reach.

At all times the practical implementation of its statement of equalities underpins all of LDCA's activities.

In terms of our plan to provide excellent community facilities we continued to develop and improve the Visitor Information Centre. We have also recently improved our technical services support for our popular room hire offering with recent very favourable feedback and several new organisations using the facility in the year.

As part of our commitment to become the cultural and community hub for Ludlow and area we have continued to provide marketing and box office services to a number of local community arts organisations. During the year the LDCA aided and facilitated the Ludlow Arts Partnership with information sharing and joint programme planning.

Perhaps no part of our strategic plan is more important and, certainly more challenging, than making the LDCA a truly sustainable organisation for the long term. The loss of public funding for the arts and community services is well documented and, has in the past year, become ever more pressing. The Trustees recognised this impending issue some years ago and have been working diligently to develop incremental and new revenue streams to offset any potential loss of funding. Principally the commercialisation of the ground floor of the Assembly Rooms represents perhaps our best and most obvious opportunity to bring in new and offsetting revenue and work is ongoing to bring about a major capital project to realise this potential.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Objectives and aims

As part of our strategy implementation we have made, in the past year, made multiple applications to National, European and local government organisations for capital funds to transform the ground floor. In addition these funds will also support significant improvements to the building's infrastructure to lower our overall operating costs. The results of our applications will not be fully known for some months but the Trustees and the CEO continue to expend considerable effort and time on this aspect of the Strategic Plan.

Principal Operating Activities

The Ludlow Assembly Rooms is a leading rural arts, entertainment and community centre. The Strategic Plan lays out some new and prospective activities in support of its objective as well as support for and advancement of the current core programme and associated activities. These activities are all in support of our organisation's guiding objectives and are all for the public benefit. It currently offers the community the following products and services:

1. Live shows, cinema, live/pre-recorded streamed broadcasts (opera, theatre, ballet and other events) lectures, exhibitions, and workshops
2. Room space (e.g. for sponsored events, meetings, conferences, exhibitions, family celebrations etc.)
3. Bar and merchandise sales for auditorium events and refreshment service for hirers
4. Services, Equipment & Logistical support (for room hire or for local organisations)
5. Staff/expertise (e.g. hire of technician, front of house staff, event organiser, merchandise sellers etc.)
6. Provision of central ticketing service for organisations across Ludlow and surrounding area.
7. Publicity/Marketing support plus Advertising/Distribution services (with LAR brochures distribution, website, social media, posters, tickets).
8. Ludlow Visitor Information Centre (run on a service level agreement with Shropshire Council)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Fundraising, volunteers and staff

Volunteering is essential to the effective running of the Association. The accounts show what has been achieved in financial terms, but this would not have been possible without the aid of many volunteers. The figures in this section are calculated at the 2013 national median hourly rate (gross hourly earnings both full-time and part-time) of £11.56 as determined by the Office of National Statistics via the Volunteering England website.

During the year there were approximately ten whole time equivalent paid staff; the Chief Executive remained on a non-remunerated basis. The Council of Members estimates that our paid staff provides some 1,000 hours of unpaid overtime each year, equivalent to over £11,500.

The Association relies on its volunteers, who work in the Box Office, the Administrative Office, as bar staff, in the technical department and, most of all in terms of hours, as event stewards. We have more than 100 volunteers who typically contribute in a year over 10,000 hours of their time - equivalent to more than £100,000. All of the trustees are also volunteers, which has not been included in this calculation.

Many of these volunteers and others also helped with the Fundraising Events, which, during 2015-2016, raised £25,412 with expenses of £3,550 making a net total contribution of £21,862. The Fundraising Organisations together with these volunteers engaged in 17 significant fund raising functions and events in the year to which they contributed an estimated 3,000 hours of their time worth approximately £35,000.

There are few if any, local arts and community centres which are fortunate enough to receive such tangible support from the people they serve. The trustees are most grateful for this support, which is so essential to the day-to-day operations of the Assembly Rooms and all its associated activities.

In addition to the work of the volunteers and the Fundraising Events Committee, the Association continues to benefit from very significant support of the wider community in relation to paid memberships, grants and donations. These memberships, grants and donations make a significant contribution to the operation and future of the Assembly Rooms, and the trustees wish to express their deep gratitude for this continued support.

Activities and Objectives: The Trustees

The success or failure of a charity depends in no small part on the role that the Trustees play in regards to their oversight of, and participation in, the key decisions regarding the organisation, its objectives and its activities. The trustees fully understand their legal duties and in making these decisions take due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

FINANCIAL REVIEW

Principal funding sources

The Association has, as one of its principal activities, the provision of live entertainment, film screenings and the live or pre-recorded broadcasts of opera, theatre, ballet and other events. These activities form the principal source of revenue to support the Association and in 2015-16 contributed in excess of £270,000 of gross income or 41% of all earnings before operating expenses and overheads.

The scale, diversity and quality of the live, film and pre-recorded activities are impressive.

Cinema Review

During the financial year some 140 different films were shown with a total in excess of 320 separate screenings attracting over 22,600 viewers. A wide range of genres were included with blockbusters such as Spectre, popular British films such as The Lady in the Van and Suffragette, foreign language films, re-mastered classics such as Chariots of Fire and a large number of children's films held principally as matinees during school holidays.

Live Events Review

The live events programme with a total of 54 separate shows, attracting an audience exceeding 9,100 in the year, represents a remarkable achievement for an organisation the size of the LDCA given the demanding technical and fiscal environment for this type of entertainment. The organisation programmed 38 live events during the year and provided technical, box office, and logistical support for external organisers to sponsor a further 16 live shows. Again the programme is broad and diverse with highlights in the year being nationally recognised comedians such as Kevin Bridges and Mark Steel, famous stage acts such as Showaddywaddy, the leading classical group the Brodsky quartet, and talks from well-known individuals such as David Puttnam and David Starkey. During October a "Weekend of Words" was held with a series of ten talks celebrating the diverse ways words are used in performance, literature, journalism, comedy, poetry and lyrics. A particularly rewarding element of the live programme in 2015-16 was the annual offering from the local sixth form college where students this year performed Sweet Charity at the Assembly Rooms with the technical and logistical support of the LDCA.

Live Streaming Review

Finally the live-streamed (occasionally pre-recorded) events have, in just 3 short years, become a well-established and much appreciated part of the programme. Live broadcasts from the National Theatre and the Royal Shakespeare Company, the Royal Ballet and the Royal Opera House are firm favourites and well attended. During the year we had 38 separate live streamed events including some from museums and national galleries. The total audience for live streaming in 2015-16 was in excess of 4,600.

As stated in the previous section under "Principal Operating Activities" the LDCA is engaged in a number of activities that generate revenue as part of our overall operation of the Ludlow Assembly Rooms as the local area cultural and community hub. The revenue from these various activities and any associated expenditure is summarised on pages 18 and 19 of the annual report. This report does not form part of any statutory financial statement and is included for a clear and transparent disclosure of our operating activities.

The Association has and continues to rely on core funding through grants from Shropshire Council and Ludlow Town Council. The Shropshire Council Grant remained the same as the prior year at £73,800 in 2015/16. The Ludlow Town Council grant was again £15,000 in 2015/16. The Trustees are most grateful to these two organisations for their continued and vital core support of the Ludlow Assembly Rooms.

Assets Policy

The Asset Register is maintained to recognise the physical assets of the LDCA and their depreciation over time. Previously all purchases, whatever the value, of physical assets, which were not consumables, had been recognised which had led to a very large and labour intensive register to maintain. It was decided by the Trustees to change the asset policy whereby the threshold at which assets were recognised was set at £500 or greater. All other purchases would be regarded as utilised in the year. Further the Trustees also agreed to combine the Foyer Improvement fund and the Building Fund as these both now have the same purpose; the refurbishment of the Foyer and ground floor.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

FINANCIAL REVIEW

Reserves policy

The Board's reserves policy over many years has been to achieve reserves of one month's expenditure. However the cash position of the Association has historically prevented the Trustees from achieving this goal, as cash flow was sufficient only to maintain operations and, until last year, manage the overdraft. During 2015-16 the Association's cash position has improved to the point that the Trustees have authorised the funding of a reserves account with £25,000; sufficient to operate the Assembly Rooms, if necessary, for approximately 30 days. This is a major achievement for an organisation such as ours in these times.

Financial Results for the Year

The Association recorded a profit, after depreciation, for the financial year of £64,287. This result is a significant improvement on the prior year with the net trading surplus up over £35,000. The Trustees believe that the Association is trading as a going concern.

This position is clearly supported by the cash flow numbers seen during the year where we have not relied on a bank overdraft facility for some two years now and are in a position to establish a reserve fund. These results are attributable in no small part to the outstanding efforts of the Association's employees in 2015-16. Despite, at times, being short staffed and operating in a difficult and competitive business environment the employees worked diligently and with dedication to ensure that the business ran smoothly, safely and efficiently. It should be expressly mentioned that a significant proportion of the surplus generated in the year is directly attributable to salary savings achieved through greater volunteer work and employees covering short-staffed positions.

The Trustees remain committed to continuing their efforts to place the Assembly Rooms on a secure footing in order to consolidate its position as the key provider of Arts and Community activities in South Shropshire, working in partnership with a wide range of organisations.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The governing document is the Memorandum and Articles of Association as incorporated on 20 March 1992, and in accordance with these the company is governed by the Council of Members. The maximum number of members of the Council is determined by the Association in General Meeting, but there shall at all times be at least five.

Recruitment and appointment of new trustees

The Council of Members, all of who are unpaid, currently consists of fifteen trustees. Although the Articles of Association provide for the election of new trustees at the Annual General Meeting, in practice new members are found by advertisement and interviewed against a person specification, co-opted during the year, and proposed for election at the following Annual General Meeting. All new trustees sign a Declaration of Eligibility and undergo formal induction. The Articles of Association provide that those trustees with the longest Council of Members service forming one-third of the council shall retire each year.

Scheme of delegation

The Council of Members decides the priorities for the Association, sets the annual budget, and delegates all day-to-day management to the Chief Executive, supported by the Executive. The Council has adopted rules in accordance with its Articles of Association which set out the limits of their authority.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Council of Members has reviewed the major risks to which the Association is exposed, and established systems and procedures to manage those risks.

There exists a risk as to the continued ability of the company continuing to function without the support of grant and fund providers. This is considered below within principal funding sources.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02692283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02692283 (England and Wales)

Registered Charity number
1010883

Registered office
1 Mill Street
Ludlow
Shropshire
SY8 1AZ

Trustees

Trustees	Jon Status	Appointed
S.J. Ashford	Barrister	Re-elected 2014
A.S. Blench*	Retired	Re-elected 2013
L.C.N. Bury	Company Director	2012
T. J. Carter	Company Director	Resigned 14.10.15
A.R. Cundall	Company Director	Resigned 14.10.15
T.R. Evans*	Retired	Re-elected 2013
K. Hardacre	Management/HR Development Consultant	Re-elected 2014
Dr. R.D. Harding	Registered Medical Practitioner	Re-elected 2013
J. Heworth	Retailer	Re-elected 2011
H.M. Hughes	Freelance Policy Consultant	Resigned 14.10.15
C.J. Lumsden	Company Director	Re-elected 2014
M.I. Penn	Company Director	Re-elected 2012
R.A. Reed	Company Director	Resigned 14.10.15
A.C. Whittle	Solicitor	Re-elected 2013
G.S. Williams*	Company Director	Re-elected 2013

*Members of the Executive Committee

Officers

Chairman A.S. Blench (2013)
Vice Chairman G.S. Williams (2015)
Treasurer T.R. Evans (2013)

Chief Executive

Helen Hughes (Appointed volunteer Chief Executive on a non-remuneration basis, January 2014)

Company Secretary

R.A. Reed (2012) – continued as Company Secretary following resignation as Trustee

Auditors

D.R.E. & Co. (Audit) Limited
Chartered Accountants & Statutory Auditors
7 Lower Brook Street
Oswestry
Shropshire
SY11 2HG

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Ludlow & District Community Association Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, D.R.E. & Co. (Audit) Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 19th September 2016 and signed on its behalf by:

A S Blench - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)**

We have audited the financial statements of Ludlow & District Community Association Ltd for the year ended 31 March 2016 on pages eleven to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD. (REGISTERED NUMBER: 02699283)

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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



Francis Nock F.C.C.A (Senior Statutory Auditor)
for and on behalf of D.R.E. & Co. (Audit) Limited
Chartered Accountants & Statutory Auditors
7 Lower Brook Street
Oswestry
Shropshire
SY11 2HG

Date: 19th September 2016

LUDLOW & DISTRICT COMMUNITY ASSOCIATION LTD

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

		Unrestricted fund	Restricted fund	31.3.16 Total funds	31.3.15 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	172,806	45,552	218,358	210,185
Charitable activities	4				
Operation of assembly rooms		439,670	-	439,670	383,344
Investment income	3	17	-	17	7
Total		612,493	45,552	658,045	593,536
EXPENDITURE ON					
Raising funds	5	2,472	-	2,472	3,919
Charitable activities	6				
Operation of assembly rooms		440,850	31,168	472,018	449,570
Administration costs		114,885	4,383	119,268	111,366
Total		558,207	35,551	593,758	564,855
NET INCOME		54,286	10,001	64,287	28,681
RECONCILIATION OF FUNDS					
Total funds brought forward		174,035	9,752	183,787	155,106
TOTAL FUNDS CARRIED FORWARD		228,321	19,753	248,074	183,787

The notes form part of these financial statements

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD (REGISTERED NUMBER: 02699283)**

**BALANCE SHEET
AT 31 MARCH 2016**

		Unrestricted fund	Restricted fund	31.3.16 Total funds	31.3.15 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	13	114,695	46,313	161,008	151,511
CURRENT ASSETS					
Stocks		8,241	-	8,241	8,012
Debtors	14	86,150	-	86,150	84,103
Cash at bank and in hand		121,368	31,575	152,943	90,998
		215,759	31,575	247,334	183,113
CREDITORS					
Amounts falling due within one year	15	(101,889)	(11,591)	(113,480)	(110,517)
NET CURRENT ASSETS		113,870	19,984	133,854	72,596
TOTAL ASSETS LESS CURRENT LIABILITIES		228,565	66,297	294,862	224,107
CREDITORS					
Amounts falling due after more than one year	16	(244)	(46,544)	(46,788)	(40,320)
NET ASSETS		228,321	19,753	248,074	183,787
FUNDS	18				
Unrestricted funds				228,321	174,035
Restricted funds				19,753	9,752
TOTAL FUNDS				248,074	183,787

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 19th September 2016 and were signed on its behalf by:

A S Blesch -Trustee

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

While there are uncertainties in terms of the organisation's external environment, including key funding sources, the Trustees have, in the past few years, sought to expand revenue opportunities for the LDCA while seeking to reduce operating costs wherever practicable. With this strategy, they have achieved some specific successes as can be seen by the small but significant surpluses achieved in recent years and the establishment of a reserve fund. Further potential revenue opportunities do remain as do threats to funding sources but the Trustees continue to work hard on developing a sustainable business model going forward. On this basis, the Trustees consider the going concern basis to be appropriate.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Raising funds

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Plant and machinery	- 20% - 50% per annum

The trustees have considered the need for a valuation on 1 Mill Street, however, they are of the opinion that it would not be a cost effective use of resources to do so as the carrying value in the financial statements reflects the market value of the property.

Stocks

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES - continued

Capital grants

Capital grants are recognised in the statement of financial activities in the same period as the related expenditure. This policy has resulted in capital grants being recognised in the statement of financial activities over the estimated useful lives of the assets acquired with those grants. Unrecognised amounts have been included in the balance sheet within deferred income as grants received in advance. In the directors opinion the adoption of this policy is in line with Section 24 of the Financial Reporting Standards 102.

2. DONATIONS AND LEGACIES

	31.3.16	31.3.15
	£	£
Ludlow Town Council	14,999	15,002
Shropshire Council	73,800	73,800
Fundraising Events Committee	25,412	27,930
Other grants and income	37,038	36,713
Capital grants to match recognised expenditure	35,552	24,600
Donations, grants and gift aid	<u>31,557</u>	<u>32,140</u>
	<u>218,358</u>	<u>210,185</u>

3. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Deposit account interest	<u>17</u>	<u>7</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		31.3.16	31.3.15
	Activity	£	£
Cinema	Operation of assembly rooms	131,590	141,939
Live events	Operation of assembly rooms	76,935	57,518
Education and outreach	Operation of assembly rooms	902	2,931
Catering and bar	Operation of assembly rooms	59,003	51,032
Room hire	Operation of assembly rooms	<u>41,569</u>	<u>26,008</u>
Membership subscriptions and gift-aided tax reclaimable	Operation of assembly rooms	16,118	19,134
Provision of services and advertising	Operation of assembly rooms	11,972	10,334
Sundry income	Operation of assembly rooms	1,250	389
Exhibitions	Operation of assembly rooms	-	519
Booking fees	Operation of assembly rooms	37,801	19,052
Live streaming	Operation of assembly rooms	<u>62,530</u>	<u>54,488</u>
		<u>439,670</u>	<u>383,344</u>

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

5. RAISING FUNDS

Raising donations and legacies

31.3.16 31.3.15

£ £

Fundraising Events Committee expenditure

2,472

3,919

6. CHARITABLE ACTIVITIES COSTS

Support costs
(See note 7)

£

£

Operation of assembly rooms

472,018

472,018

Administration costs

119,268

119,268

591,286

591,286

7. SUPPORT COSTS

Management

Finance

Governance
costs

Totals

£

£

£

£

Operation of assembly rooms

459,943

7,251

4,824

472,018

Administration costs

117,455

1,813

-

119,268

577,398

9,064

4,824

591,286

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

31.3.16

31.3.15

£

£

Auditors' remuneration

4,824

4,109

Depreciation - owned assets

52,254

32,313

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

10. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	<u>184,746</u>	<u>191,129</u>

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

	31.3.16	31.3.15
Direct charitable work	6	6
Administrative	<u>3</u>	<u>3</u>
	<u>9</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

No employee earned £60,000 per annum or more.

Certain staff wages and salaries have been allocated to the activity to which they relate.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	175,585	34,600	210,185
Charitable activities	383,344	-	383,344
Operation of assembly rooms	<u>7</u>	<u>-</u>	<u>7</u>
Investment income	558,936	34,600	593,536
Total			
EXPENDITURE ON			
Raising funds	3,919	-	3,919
Charitable activities	429,890	19,680	449,570
Operation of assembly rooms	<u>106,446</u>	<u>4,920</u>	<u>111,366</u>
Administration costs	540,255	24,600	564,855
Total			
NET INCOME	18,681	10,000	28,681
RECONCILIATION OF FUNDS			
Total funds brought forward	155,354	(248)	155,106
TOTAL FUNDS CARRIED FORWARD	<u>174,035</u>	<u>9,752</u>	<u>183,787</u>

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

12. EXCESS SURPLUS

The surplus recognised by the LDCA in 2015-16 of £64,287 was significantly higher than any seen in recent years and far beyond what was forecast. This surplus was due largely to our current CEO working throughout the financial year as a volunteer receiving no financial benefits whatsoever. The LDCA has budgeted and managed its operation on the expectation that this would be a paid position and will continue to do so, but as a result, approximately fifty per cent (50%) of the surplus in the year was directly attributable to this individual's contribution in kind. A further twenty-five per cent (25%) of the surplus was attributable to the fact that senior positions went unfilled for several months of the year. The continued efficient operation of the LDCA during these months was largely thanks to the efforts of the staff who shared the workload of the vacant positions. Therefore only about twenty-five per cent (25%), or approximately £16,000 of the surplus can be directly attributed to normal operating activities in the year.

13. TANGIBLE FIXED ASSETS

	Freehold property £	Improvement s to property £	Plant and machinery £	Totals £
COST				
At 1 April 2015	145,000	-	520,252	665,252
Additions	-	61,751	-	61,751
At 31 March 2016	145,000	61,751	520,252	727,003
DEPRECIATION				
At 1 April 2015	32,400	-	481,341	513,741
Charge for year	2,700	15,438	34,116	52,254
At 31 March 2016	35,100	15,438	515,457	565,995
NET BOOK VALUE				
At 31 March 2016	109,900	46,313	4,795	161,008
At 31 March 2015	112,600	-	38,911	151,511

During the financial years to 31 March 1997 and 1998, the company acquired a small plot of land at the rear of 1 Mill Street for £10,000. This is included within freehold property.

Since October 1992 the company has had a leasehold over 1 Mill Street and 11 Castle Square. The lease is for 50 years to September 2042.

Upon taking the lease the company opted to include the value of the property and lease payment in advance on the balance sheet and depreciate it over the period of the lease.

Following a professional valuation in 2011 by a firm of chartered surveyors the trustees are now of the opinion that this no longer provides a true reflection of the state of affairs of the company and as a result changed their policy for treatment of leased property in the financial statements to 31 March 2011.

The leasehold asset has been removed from the balance sheet and the rent, which was paid in advance in 1997 for £120,000 has been taken to the profit and loss account, with a prepayment being shown on the balance sheet to allocate the expense over the remaining period of the lease.

The same valuers considered the valuation of the freehold property and are of the opinion that the carrying amount reflects the true market value of the land and buildings at 1 Mill Street owned by the association.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

14. DEBTORS

	31.3.16 £	31.3.15 £
Amounts falling due within one year:		
Trade debtors	9,779	3,097
Prepayments and accrued income	<u>11,282</u>	<u>13,260</u>
	<u>21,061</u>	<u>16,357</u>
Amounts falling due after more than one year:		
Prepayments and accrued income	<u>65,089</u>	<u>67,746</u>
Aggregate amounts	<u>86,150</u>	<u>84,103</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16 £	31.3.15 £
Trade creditors	14,730	21,651
Social security and other taxes	6,722	8,385
Other creditors	11,591	35,704
Accruals and deferred income	<u>80,437</u>	<u>44,777</u>
	<u>113,480</u>	<u>110,517</u>

Included within other creditors is an amount for £11,591 which has been received on behalf of clients for exhibitions and shows. Before settlement to the client, the association raises charges for services and administration, after the event takes place. At 31 March 2016, the bank balance in the client account was £22,676.

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.16 £	31.3.15 £
Accruals and deferred income	<u>46,788</u>	<u>40,320</u>

17. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31.3.16 £	31.3.15 £
Expiring:		
Between one and five years	<u>10,797</u>	<u>8,447</u>

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

18. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	174,035	54,286	228,321
Restricted funds			
Restricted Fund	9,752	10,001	19,753
TOTAL FUNDS	183,787	64,287	248,074

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	612,493	(558,207)	54,286
Restricted funds			
Restricted Fund	45,552	(35,551)	10,001
TOTAL FUNDS	658,045	(593,758)	64,287

19. CONTINGENT LIABILITIES

At the year end the company was awaiting the outcome of a tribunal case between HMRC and the British Film Institute regarding VAT on independent cinema income. At the year end HMRC held a protected assessment against the company totalling £55,930. Funds to cover this assessment have been received by and reserved for by the company.

20. CAPITAL COMMITMENTS

	31.3.16 £	31.3.15 £
Contracted but not provided for in the financial statements	36,622	-

21. RELATED PARTY DISCLOSURES

During the year several trustees/employees made donations to the company totalling £40,000 either individually or through charitable trusts.

22. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital.

The liability of each trustee, in the event of winding up, is limited to £1.

LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	31.3.16 £	31.3.15 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Ludlow Town Council	14,999	15,002
Shropshire Council	73,800	73,800
Fundraising Events Committee	25,412	27,930
Other grants and income	37,038	36,713
Capital grants to match recognised expenditure	35,552	24,600
Donations, grants and gift aid	<u>31,557</u>	<u>32,140</u>
	218,358	210,185
Investment income		
Deposit account interest	17	7
Charitable activities		
Cinema	131,590	141,939
Live events	76,935	57,518
Education and outreach	902	2,931
Catering and bar	59,003	51,032
Room hire	41,569	26,008
Membership subscriptions and gift-aided tax reclaimable	16,118	19,134
Provision of services and advertising	11,972	10,334
Sundry income	1,250	389
Exhibitions	-	519
Booking fees	37,801	19,052
Live streaming	<u>62,530</u>	<u>54,488</u>
	<u>439,670</u>	<u>383,344</u>
Total incoming resources	658,045	593,536
EXPENDITURE		
Raising donations and legacies		
Fundraising Events Committee expenditure	2,472	3,919
Support costs		
Management	184,746	191,129
Wages	10,267	15,410
Rent and rates	8,844	8,106
Insurance and licences	17,609	20,301
Light and heat	4,833	4,473
Telephone	4,815	3,883
Postage and stationery	46,167	42,462
Advertising	5,640	2,645
Sundries	967	2,391
Education and outreach	-	636
Travelling	283,888	291,436
Carried forward		

**LUDLOW & DISTRICT COMMUNITY ASSOCIATION
LTD**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

	31.3.16 £	31.3.15 £
Management		
Brought forward	283,888	291,436
Repairs and renewals	40,706	55,528
VAT re partial exemption	24,995	(431)
Professional fees	1,002	2,638
Room hire costs	1,391	293
Catering	30,152	36,051
Cinema and live events	113,002	98,529
Alternative content	30,008	30,916
Freehold property	2,700	2,700
Improvements to property	15,438	-
Plant and machinery	34,116	29,613
	<u>577,398</u>	<u>547,273</u>
Finance		
Bank charges	2,196	2,424
Credit card charges	6,868	7,130
	<u>9,064</u>	<u>9,554</u>
Governance costs		
Auditors' remuneration	4,824	4,109
	<u>4,824</u>	<u>4,109</u>
Total resources expended	<u>593,758</u>	<u>564,855</u>
Net income	<u>64,287</u>	<u>28,681</u>

ANNUAL CORE GRANT APPLICATION

LUDLOW IN BLOOM

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by the 8th September 2017

CONTACT DETAILS

Name of Group/Organisation

LUDLOW IN BLOOM

Address

2 JOCKEY FIELDS
LUDLOW
SHROPSHIRE

Post Code:

SY8 1PN

Email:

C@WILLIAMSIEBTINTERNET.COM

Tel No:

01584 874661

Contact Person

Title:

MR.

First Name:

ERIC

Surname:

WILLIAMS

Position held in Group:

TREASURER

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

PLANNING AND MANAGEMENT OF THE LOCAL ENVIRONMENT AND
MAKING THE TOWN ATTRACTIVE TO RESIDENTS AND TOURISTS Alike

How many people are in your group/organisation

Approx 6, and anyone who will volunteer - open to all.

HOW WILL THE FUNDING BE USED?

Please give details below. Please continue on a separate sheet if necessary.

To install in the central area of the town of Ludlow, and as necessary its immediate surroundings, growing trees, shrubs and plants in suitable containers and then subsequent maintenance.

To encourage young and alike, through the promotion of competitions, to participate in making their local environment a better place to live and work. To enter local, regional and national competitions.

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p><input type="checkbox"/> Answered every question</p> <p><input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity)</p> <p><input type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement</p>
--	---

Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETING HELD IN SEPTEMBER AND OCTOBER 2017.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN THE 8th SEPTEMBER 2017.

Completed Application Forms should be returned to:
 Gina Wilding, Town Clerk, Ludlow Town Council,
 The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ
 Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

Ludlow In Bloom

Expenditure

	2015	2016	2017
Plant Boxes	939.00	369.00	454.00
Plants/Trees/bulbs/Compost	2,708.44	3,267.89	1,996.07
Insurance	135.00	135.00	135.00
Heart of England -Entry Fee	138.00	138.00	138.00
Days Competition Costs	546.20	434.50	492.80
Flyers/Brochers	212.48	216.38	198.00
Hire of Hall	101.20		65.00
Sundries	188.89	100.00	75.00
Watering		280.00	290.00
New Garden Costs		12,061.59	30.00
Povision of Seat			
	<u>4,969.21</u>	<u>17,002.36</u>	<u>3,873.87</u>

Income

	2015	2016	2017
Donations	2,203.00	2,742.50	700.00
Draw	59.00		
interest	0.20		
Ludlow Town Council	2,500.00	2,500.00	2,500.00
Ludlow Methodist Church	200.00	350.00	
Ludford PCC		100.00	
Tesco Grant		12,000.00	
	<u>4,962.20</u>	<u>17,692.50</u>	<u>3,200.00</u>

Balances

Balances B/Fwd 1st January 2017

1,365.32

Balances at the 30th August 2017

691.45

Add Income

3,200.00

Less Expenditure

3,873.87

691.45

691.45

Income received for 2017 was only £3200 and although there has been a considerable reduction in expenditure for 2017 mainly due to a reduction in plant costs with no winter/spring plants having been obtained Ludlow In bloom will make a loss in 2017 exceeding £670. A considerable amount of fund raising will have to be achieved in 2018 and is reliant on the Grant from Ludlow Town Council if it wishes to continue

C E Williams - Treasurer

Constitution of the Ludlow in Bloom Committee

(A not-for-profit voluntary organisation)

Name

The committee will be called the Ludlow in Bloom Committee and will be referred to throughout the document as The Committee.

Aim

The aim of The Committee is to increase civic pride, working with local people and other local voluntary groups, in assisting local and regional councils with the planning and management of the local environment and making the town attractive to residents and tourists alike.

Objectives

- 1 To install in the central areas of the town of Ludlow, and – as necessary – its immediate surroundings, growing trees, shrubs and plants (not cut flowers) in suitable containers.
- 2 Maintenance of the tubs, troughs and baskets around the town, and the encouragement of local councils and businesses to do the same.
- 3 To encourage young and old alike, through the promotion of competitions, to participate in making their local environment a better place to live and work.
- 4 To enter local, regional and national competitions.

Ludlow in Bloom – Equalities Statement

Ludlow in Bloom serves a diverse community and values the contribution which all parts of that community are able to make.

Ludlow in Bloom wishes to ensure that all residents are able to play a full part in assisting the aims of Ludlow in Bloom and would wish to encourage the widest possible participation in all its activities, regardless of disability, sex or race.

All sections of the community will be welcomed as Friends of Ludlow in Bloom. This is a network of individuals and organisations that are prepared to support the aims of The Committee through either financial or practical help such as planting, maintenance and fund raising activities.

Committee membership and officers

The officers of The Committee shall be – Chairman, Vice-Chairman, Secretary and Treasurer in so far as people can be found to hold these posts. Other officers and position holders may be appointed as may from time to time become necessary or appropriate.

Officers will be elected at the AGM by members of The Committee.

Officers will hold office for a 2-year period, after which they shall remain eligible for re-election. Other members of The Committee will be ordinary members and have full voting rights. The full committee will not normally exceed 10 members.

The Committee has the power to co-opt members or associate members as necessary. Co-opted members will be ratified at the next AGM.

All decisions will be by a simple majority vote. In the event of a tied vote, the Chairman has an additional casting vote.

Accounting

No honoraria or other remuneration will be paid to any member of the committee. Where agreed purchases are made by a committee member for the purposes of The Committee, the cost will be reimbursed on production of the appropriate receipt.

All monies raised by The Committee, or donated to it by gift, sponsorship or other means, shall be used for the purposes of The Committee and its necessary administration. Such money will be held in a dedicated bank or building society account.

A minimum of 2 members of The Committee shall be signatories to any bank or building society account. The signatories will normally be the Chairman, Treasurer, Secretary and one other member of The Committee. Any 2 of the signatories may sign each cheque.

The annual accounts will be independently examined.

Meetings

The Committee shall meet as may from time to time be required, but not less than 4 times a year, of which one meeting shall be the AGM. The presence of over 50% of The Committee shall be a quorum at an officially called meeting.

- 1 Meetings shall not last longer than 2 hours unless sanctioned by vote for an extension in half hour intervals.
- 2 Only items listed on the agenda will be discussed.
- 3 Items under Any Other Business will be put forward as agenda items for the next meeting unless they are on urgent nature or can be dealt with during the initial 2 hours.
- 4 Extra-ordinary General Meetings can only be called by a minimum of 3 committee members providing the request has been put in writing to the Secretary not less than 14 days prior to the proposed date of the EGM.

The AGM will be held in November of each year.

The independent examiners of the accounts will be agreed at the AGM.

Changes to the Committee Constitution

Changes to the constitution shall be agreed at the AGM by The Committee. Any changes must have 2/3 of The Committee vote in favour.

Winding Up

If, at an Extra-ordinary General Meeting The Committee should decide to wind up or cease to function, any monies held will be used to:

- 1 Pay any debts and expenses outstanding
- 2 Clear up any displays or discontinued tubs, troughs and baskets as necessary
- 3 Plant up any permanent areas for which The Committee is responsible with permanent low maintenance landscaping of any kind
- 4 Any remaining monies to be used to maintain permanent areas for which The Committee are responsible for as long as possible. Such remaining monies may be transferred to another account for this purpose if necessary.

Duties of Committee Officials

The Chairman

Leadership to The Committee to ensure the aims and objectives are followed through
Chair committee meetings
To represent The Committee
To act as spokesperson for The Committee
To have overview of all the functions and actions of The Committee

The Vice-Chairman

To stand in for the Chairman in his/her absence and take on the Chairman's duties for as long as required

The Secretary

Provide support to The Committee in issuing minutes and agendas
In association with the Chairman to deal with correspondence of The Committee arising from meetings
Produce the Ludlow in Bloom Portfolio

The Treasurer

To report at meetings on the financial position of The Committee
To prepare the annual accounts for independent examination and present the annual financial statement at the AGM
To assist in funding applications in association with the Chairman

TEMPORARY ROAD CLOSURE

Temporary Road Closure outside 45 Temeside, Ludlow SY8 1PA

Please find below details of a temporary road closure and attached diversion route.

Road to be closed:	Outside 45 Temeside, Ludlow SY8 1PA
Date:	09/10/2017 – 13/10/2017 (24 hours)
Purpose:	Disconnect 1 x 25MM PE service of which 2M is in the public from main located in footway
Applicant	Balfour Beatty