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<b>Date</b>	17 <sup>th</sup> December 2013

<b>Ward (s) affected</b>	Ashtead Common, Ashtead Park, Ashtead Village, Bookham North, Bookham South, Fetcham East, Fetcham West, Leatherhead North & Leatherhead South	<b>Key Decision</b>	Yes
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<b>Subject</b>	<b>Thomas Flack Trust Fund Applications</b>
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**RECOMMENDATIONS**

That the views of the Thomas Flack working group are taken into account and the grants outlined in **Section 2 Table 1** for the financial year 2014/15 are approved.

**EXECUTIVE SUMMARY**

Applications to the Thomas Flack Trust Fund are considered by the Thomas Flack Working Group. The group is made up of elected Members for wards in the North of the District who offer views on all applications. The Executive is then asked to decide on the awards to be made.

Five applications to the Thomas Flack Trust Fund were received by the deadline of 30 Sept 2013 for funding in 2014/15. The Working Group assessed these applications and has considered their views on awards and refusals based on eligibility and projected outcomes.

**CORPORATE PRIORITIES**

The criteria for the Thomas Flack Trust Fund are set out in **Section 1** of this report. The Council is the trustee for the fund, and as such, funding is determined based on these criteria and not in relation to the Council's corporate priorities.

**The Executive has the authority to determine the Recommendations**

## 1 BACKGROUND AND PROCESS

- 1.1 The Strategy Committee of 21 June 2005 agreed that a Thomas Flack Working Group should be established with the following terms of reference:

*‘To meet once per annum to consider the applications for funding from the Thomas Flack Fund and to advise the officers of the Working Group’s views on each application.’*

- 1.2 The Council is the trustee of the Thomas Flack Trust Fund, which was established “for the general benefit of the people of the Leatherhead Urban District”. The estimated unallocated fund balance for 2014/15 is £85,838 before consideration of the applications in this report. A detailed summary of the account is attached at Appendix 1.

- 1.3 The Council’s guidance as trustee for applications to the Fund states that:

“The trust fund is only available for the general benefit of the inhabitants of Leatherhead, Ashted, Bookham and Fetcham. It is not available for the benefit of an individual.

When considering applications, the Council will in general give preference to:

- Capital projects that will provide permanent facilities for local people
- Initial revenue contributions to assist the start-up of new initiatives, provided that arrangements are in place for funding in future years which do not rely on grant aid from the Trust

There are no specific financial limits for grants from the Trust (within the total trust fund available). However, in order to achieve the maximum benefit from the Trust Fund, the following guidelines will generally be followed:-

(1) Unless there are special circumstances, grants will not be awarded to:

- Commercial operations
- applicants whose accounts show that they have ample resources to fund the project concerned

(2) The Trust will not normally be the sole funder unless there are special circumstances. Applicants applying for 100% grants will be required to identify those circumstances and what efforts they have made to obtain funding from other sources.”

## 2 THOMAS FLACK TRUST FUND GRANT APPLICATIONS 2014/15

### 2.1 Application from Leatherhead Youth Football Club

Leatherhead Youth Football Club (YFC) is a Youth Sports club and charity based at River Lane in Leatherhead. The club states that its aim is to promote football to children from 4 to 18 with a foundation of excellent coaching and facilities and is run by a dedicated committee of volunteers.

Funding is requested to support a capital project to develop a full size, floodlit, 3G, rubber crumb pitch with ball stop fencing on the premier pitch closest to the River Lane club house. In addition, the car parking facilities will be extended to resolve the pressure on the current facility created by increased participation on the site.

The specific objectives of this project are:

- 1) Development of a high quality football training facility at River Lane.
- 2) Increased participation in football for young people in Mole Valley.
- 3) Increased participation in football at River Lane by a cross section of the local community.

The facility will be available to hire by community groups and football clubs. Other users will include:

**Leatherhead Academy:** providing educational and training opportunities to talented young people from the community.

**Surrey County FA:** running courses and development programs on site in partnership with Leatherhead YFC.

**Tesco Skills Team:** establishing a skills centre at River Lane to provide additional opportunities for young people and learning and development opportunities for volunteers.

Total Project Cost	£708,000
Fundraising to Date (secured)	£0
Fundraising to Date (unsecured)	£608,000
<b>Total requested from Thomas Flack</b>	<b>£100,000</b>

**Members of the Working Group agreed that no grant be awarded to Leatherhead Youth Football Club as audited accounts had not been submitted.**

### 2.2 Application from Mole Valley Indoor Bowling Club

Mole Valley Indoor Bowling Club (MVIBC) is a Members' Indoor bowling club based at Leatherhead. It is a fully authorised Community Amateur Sports Club, with charitable status, which caters for the sporting interests of the 50 plus age group. The average members' age is 70 plus.

Membership is open to the whole of Mole Valley but the majority of members (178 out of 280) live within a 5 mile radius of the club.

Funding is requested to improve the amenities for existing Members by the provision of a servery with associated refreshments and improved and extended changing room facilities, which will bring the Club up-to-date. The club consider this is essential to maintain its standing within the Bowling Community and to encourage

new members to join.

The Club's aim is to widen its appeal to its target market and thereby increase the membership whilst helping to keep the ageing population active.

MVIBC is located within Leatherhead Leisure Centre which is a Council owned property, leased to Fusion until December 2023.

Total Project Cost	£22,800
Fundraising to Date (secured)	£12,800
<b>Total requested from Thomas Flack</b>	<b>£10,000</b>

**Members of the Working Group agreed that the application meets the Thomas Flack Trust Fund criteria and that £6,000 should be awarded.**

### **2.3. Application from SeeAbility**

SeeAbility is a registered charity which relies on volunteers to enrich the lives of people with sight loss and multiple disabilities.

They provide specialist housing in addition to a range of therapeutic services, including speech and language therapy, rehabilitation and physiotherapy. They also run day services to improve peoples' health and wellbeing, social skills and leisure opportunities.

SeeAbility would like to purchase three tandem bicycles that will enrich the lives of the people they support as well as their volunteers.

The Tandem Cycling Club offers people with sight loss and multiple disabilities the chance to make friends and keep fit at the same time as exploring the great outdoors. It is a highly social activity and requires teamwork, which can strengthen friendship bonds between riders.

The club, based in Leatherhead, is led by 15 volunteers and 2 staff members who support 14 individuals living in Ashted, Leatherhead, Bookham or Fetcham. Volunteers take the 'pilot' seat, at the front of the bike, and communicate what's ahead to the person with sight loss in the back seat; they work together as a team to pedal.

Total Project Cost	£9,000
Fundraising to Date (secured)	£6,000
<b>Total requested from Thomas Flack</b>	<b>£3,000</b>

**Members of the Working Group agreed that the application meets the Thomas Flack Trust Fund criteria and that the full amount of £3,000 should be awarded.**

## 2.4 Application from Ashtead Community Vision

Ashtead Community Vision is the Working Group of Ashtead Neighbourhood Forum. The aim of this group is to produce a Neighbourhood Development Plan for Ashtead.

Funding is requested to cover the cost of meeting rooms, production of publicity material, website, printing documents and other general costs.

Since December 2012, £2,166 has been raised towards costs. A further £4,996 of Locality money is being held by MVDC for claiming in 2013/14.

Total Project Cost (beyond 2013/14)	£3,300
Reserves	£400
<b>Total requested from Thomas Flack</b>	<b>£2,900</b>

**Members of the Working Group agreed that the application meets the Thomas Flack Trust Fund criteria and that the full amount of £2,900 should be awarded.**

## 2.5 Application from Leatherhead Youth Project

Leatherhead Youth Project (LYP) supports disadvantaged and vulnerable young people in Mole Valley, with a particular focus on North Leatherhead.

The organisation runs a range of different projects to engage disaffected young people, with BFree Youth Café being the main hub, open every day after school as a drop-in service for local teenagers. In addition to this, they run Lads Night, a weekly youth club for local young males aged 13-18; The Link, an alternative education centre in partnership with Mole Valley secondary schools; MTB, a mountain biking project which involves regular bike rides and residential trips, and a number of other projects aimed at serving local young people.

Funding is requested to run the Duke of Edinburgh Scheme, aiming to engage at-risk young people in order to provide them with new skills and qualifications as a result of completing the Duke of Edinburgh Award.

LYP aims to engage a minimum of 20 local young people in completing the D of E Silver scheme by the end of 2014, and a further 8 in Gold by 2015.

Total Project Cost	£6,430
Fundraising to Date (secured)	£1,000
<b>Total requested from Thomas Flack</b>	<b>£5,150</b>

**Members of the Working Group agreed that the application meets the Thomas Flack Trust Fund criteria and that the full amount of £5,150 should be awarded.**

## 2.6 Table 1

### SUMMARY OF APPLICATIONS

ORGANISATION	Grant Application for 2014/15 £	Working Group's Views <b>Award/No Grant</b>	TOTAL 2014/15 £
<b>CAPITAL</b>			
Leatherhead Youth Football Club	100,000	No Grant	
Mole Valley Indoor Bowling Club	10,000	6,000	
SeeAbility	3,000	3,000	9,000
<b>REVENUE</b>			
Ashted Community Vision	2,900	2,900	
Leatherhead Youth Project	5,150	5,150	8,050
<b>GRAND TOTAL</b>			<b>17,050</b>
Projected Balance Available for 2014/15			85,838

## 2.7 Financial Implications

The estimated balance in the fund at 31 March 2013 is £85,838 before consideration of the applications in this report.

Considering the views of the Thomas Flack Working Group, the available balance will reduce to £68,788 after payment of the grants detailed in this report. The trust fund has been subject to a yearly income from rents at an average of £30,290 and interest at an average of £544, based on the previous three years' income.

For a number of years 95 Kingston Road has been used by the Council's housing department as emergency accommodation on the basis that the housing department would account to the Trust for the rental income received (less maintenance costs).

The annual rental income is just over £10,000 and just over £6,000 goes to the Trust. The housing department have notified the Council as Trustee that housing no longer requires this property on the basis that new property is to be acquired and the repairs required to bring this to a reasonable standard would cost a significant amount.

Further work will be carried out in order to provide a detailed report to the Trust outlining the options available and a cost benefit analysis will be undertaken. The Council as Trustee will need to obtain a surveyor's report on the proposed option to evidence that it is in the Trust's best interests.

Attached at Appendix 1 is an analysis of the fund's actual income and expenditure for 2012/13 and projected income and expenditure for 2013/14. Appendix 2 contains an analysis of the fund's accounts for the last five years.

## 2.8 Legal Implications

The Council, as trustee of the Trust Fund, is under a duty to administer it strictly in accordance with the terms of the Trust. This duty is fulfilled by making awards from the Fund where applications are for the general benefit of the people of Leatherhead, Ashted, Bookham and Fetcham, and by rejecting applications which do not qualify.

There are no financial limits to the number of awards or the amount of grant awarded.

In order to secure the maximum benefit from the Trust Fund, it is considered legitimate to apply the Council's guidance set out in section 1.3 of this report.

## 3 OPTIONS

- 1) That grants are approved by the Executive based on the views of the Thomas Flack Working Group; these views are made after assessing the grant applications against the agreed criteria and in line with the available budget.
- 2) That the Executive discounts the views of the Working Group and reviews each application against the criteria before determining which applications should be awarded a grant.

Option 1 is recommended. Option 2 would be appropriate if the Executive had concerns about the Working Group's assessment of any of the applications.

## 4 CORPORATE IMPLICATIONS

**Monitoring Officer Commentary** - The Monitoring Officer confirms that all relevant legal implications have been taken into account.

**S151 Officer Commentary** - S151 Officer confirms that all financial risks and implications have been taken into account.

**Risk Implications** – The Council, as Trustee, must award grants based on the criteria set out in section 1 of this report. The Council could suffer a reputational risk if the terms of the Trust are not adhered to or the Council is seen to benefit from grant funding awarded.

**Equalities Implications** - The Thomas Flack Trust Fund guidance sets out eligibility criteria clearly for all potential applicants. The guidance also details the review and assessment process carried out on all applications.

**Employment Issues** - Not applicable.

**Sustainability Issues** - Not applicable.

**Consultation** - The Thomas Flack Working Group took place on 24th October 2013 and the views of the Working Group Members are included in this report.

**Communications** – Applicants will be written to when the outcome of their funding application has been determined.

## **5 BACKGROUND PAPERS**

Thomas Flack Trust Fund grant application forms:

- Leatherhead Youth Football Club
- Mole Valley Indoor Bowling Club
- SeeAbility
- Ashted Community Vision
- Leatherhead Youth Project

Thomas Flack Working Group Agenda  
Thomas Flack Working Group Report  
Thomas Flack Working Group Minutes

# APPENDIX 1

## Thomas Flack Fund - Projections

### Properties held by MVDC as trustee of the Thomas Flack Fund

- 255 Guildford Road, Effingham
- Post Office Stores, Forest Road, Effingham Junction
- 95 Kingston Road, Leatherhead

### 2013/14 PROJECTION

Actual balance of Thomas Flack fund 1.4.13		76,337
Interest on fund	600	
Insurances recharges	460	
<u>Rent income</u>		
255 Guildford Road, Effingham	14,000	
Post Office Stores, Forest Rd, Effingham Junction	9,660	
95 Kingston road	6,630	
		<u>31,350</u>
<u>Expenditure</u>		
All Aloud	2,625	
Bookham Residents Association	2,000	
Leatherhead Revival Trust	9,264	
Home-Start Mole Valley Limited	7,500	
Insurance	460	
		<u>21,849</u>
Projected closing balance of Thomas Flack fund 31.3.14		<u><u>85,838</u></u>

## APPENDIX 2

### Thomas Flack Trust Income and Expenditure over 5 years

	2008/09 Actual £	2009/10 Actual £	2010/11 Actual £	2011/12 Actual £	2012/13 Actual £
<b>Fund Balance 1 April</b>	<b>228,007</b>	<b>181,043</b>	<b>170,062</b>	<b>126,467</b>	<b>94,135</b>
<b>Add : Income</b>					
Rents	29,510	30,290	30,290	30,290	30,290
Sale cannons					
Interest on Balances	7,331	859	690	517	424
Insurance Recharged	347	355	427	429	458
<b>TOTAL INCOME</b>	<b>37,188</b>	<b>31,504</b>	<b>31,407</b>	<b>31,236</b>	<b>31,172</b>
<b>Less : Expenditure</b>					
Age Concern Mole Valley					2,000
Arts Alive Festival				10,000	
Ashtead Churches Community Trust		10,000	5,000	5,000	
Ashtead Peace Memorial Hall			30,000		
Ashtead Recreation Campaign		1,500			
Ashtead Village Traders	959				
Ashtead Skate Park Partnership	10,000				
Ashtead Tennis Players Club	3,205	9,295			
Bookham Community Association					8,000
Bookham Scout Group	20,000	5,437			
Bookham Tennis Club					7,000
Bookham Youth & Community Association Ltd	7,186		5,127		
South Bookham Youth and Community Association				25,000	16,114
Bookham Residents Association	4,500				
Bookham Vision			2,500		
Freewheelers Theatre Company	1,288	692			1,950
The Grange Centre	10,000				10,000
Leatherhead & Dorking Gymnastics Club	24,726				
Leatherhead Cricket Club				10,000	
Leatherhead Drama Festival				3,100	
Leatherhead Revival Trust		12,117	335		
Leatherhead Horticultural Society			586		
Leatherhead Tennis club			18,400		
Leatherhead Youth Project Ltd		2,800	3,200		
Liquid Connection			5,960		3,500
Little Bookham Village Hall	1,975				
Pitstop, Leatherhead		129	1,241		
Seeability			2,000		
St Andrews Schools Parkour club			276	10,086	
Other Misc Expenses		149			
Insurance	313	366	377	382	406
<b>TOTAL EXPENDITURE</b>	<b>84,152</b>	<b>42,485</b>	<b>75,002</b>	<b>63,568</b>	<b>48,970</b>
<b>Fund Balance 31 March</b>	<b>181,043</b>	<b>170,062</b>	<b>126,467</b>	<b>94,135</b>	<b>76,337</b>