

# BERKHAMSTED TOWN COUNCIL

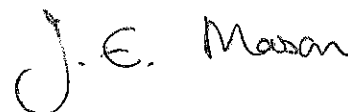
01442 800146  
enquiries @berkhamstedtowncouncil.gov.uk  
www.berkhamstedtowncouncil.gov.uk

2nd Floor  
Civic Centre  
Berkhamsted  
Hertfordshire  
HP4 3HD

5 September 2017

## SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on **Monday 11 September 2017 at 7.30pm** for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs J Mason  
Town Clerk

### **MEMBERS:**

Councillors	B Newton (Chair) S Bateman E. Collins J Jones (Vice Chair) T Ritchie G. Stevens G. Yearwood
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### **SUBSTITUTE MEMBERS:**

Councillors	P Matthews G Corry I Reay
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### **EX OFFICIO**

Councillor	C Green (Mrs)	Town Mayor
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**MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL**

## AGENDA

- FP 63/17 To receive apologies for absence**
- FP 64/17 To receive declarations of interest** regarding items on the agenda
- FP 65/17 To approve the minutes of the previous meeting** held on 14 August 2017

**FP 66/17 Chair's Communications**

- (i) NALC Chief Executive's Bulletin June 2017  
190617\*
- (ii) The Hospice of St Francis September 2017 newsletter  
110817\*

\*Date circulated to councillors

**FP 67/17 To suspend Standing Orders to allow public participation**

### **FINANCIAL MATTERS**

**FP 68/17 Grant Application – to consider the following applications**

- (i) Happy Wanderers Club for the Disabled: Application for £650 towards disabled access coach hire for the club's Broadening Horizons Project which takes members on outings outside their normal ambit. (Papers attached.)
- (ii) Herts Vision Loss: Application for £1,000 towards funding for a home visiting service for older people in Berkhamsted. (Papers attached.)

**FP 69/17 Income and Expenditure including Receipts and Payments Schedule**

- (i) To note and approve the Income and Expenditure and Variance Analysis at 31 July 2017. (Attached.)
- (ii) Receipts and Payments Schedule for the period 1 – 31 July 2017 has been sent to Cllr J Jones (in Cllr Newton's absence) and G Stevens for scrutiny and they will report back as appropriate at the meeting. (Attached.)

**FP 70/17 HCC Highways Projects – to consider recommendations made at the T & E Committee held on 21 August 2017 (TE 77/17 and 78/17 refer)**

- (i) Parking in Bridgewater Road

The T & E Committee supported a motion to extend the commuter parking ban in Bridgewater Road. The F & P Committee is asked to

- a. support this proposal and
- b. **RESOLVE** that a contribution of up to £2,350 should be made by the Town Council towards the cost of the public engagement stage of the project.

(ii) 20 mph zones

The T & E Committee supported a motion to introduce a 20mph zone in an area roughly bounded by Ellesmere Road, Bank Mill, High Street, Mill Street and Station Road. (Maps are available to view on the Town Council website.) The F & P Committee is asked to

- a. Support this proposal and
- b. **RESOLVE** that a contribution of £5,000 should be made by the Town Council towards the cost of the project.

## **POLICY MATTERS**

### **FP 71/17 Data Protection Regulations**

To note that

- (i) The EU regulation known as General Data Protection Regulation ("GDPR") will come into force on 25 May 2018. The Government has also confirmed that it will introduce new legislation to repeal the Data Protection Act 1998 ("the 1998 Act") and to ensure that new UK legislation does not create inconsistencies with the GDPR. It therefore seems likely that new UK legislation would be introduced before or on 25 May 2018. (NALC briefing note that includes an annex explaining how this will affect councils was circulated to councillors on 22 August 2017.)
- (ii) The Town Clerk has signed up for a HAPTC seminar on the subject which is likely to be held on 15 November 2017.

## **SUB COMMITTEES**

### **FP 72/17 Festival of Light Working Group**

To review the notes of the 22 July 2017 meeting (previously circulated).

JEM 050917

BERKHAMSTED TOWN COUNCIL  
MINOR GRANTS (up to £1,000)  
APPLICATION FORM

Name of Organisation:

HAPPY WANDERERS CLUB for the DISABLED.

Correspondence Address:

Name

MRS BARBARA BONWITT

Address

BIRCH COTTAGE,

[REDACTED]

[REDACTED] BERKHAMSTED

Postcode

HP4 [REDACTED]

Contact details

Club Treasurer

1. What is the nature of your organisation's activity?

The Club, run entirely by volunteers since its foundation in 1956, organises twice monthly meetings for elderly and/or disabled local residents. These meetings include speakers, outings, pub lunches and other entertainment.

2. Is your organisation a registered charity? YES/NO number 1112218

3. Is your organisation part of, or affiliated to, any national organisation?  
YES/NO\*

If yes please give details:

[REDACTED]

4. What is the catchment area covered by your organisation? .....

BERKHAMSTED & NORTHCURCH

5. Briefly describe the project or purpose for which you require a grant

5. The aim of the project, Broadening Horizons, is to hire a disabled access coach (which is, by definition, more expensive than regular ones) to take members of the Happy Wanderers Club on outings outside their normal ambit. Immediate plans are for a visit to the Chilterns Gateway centre at Dunstable Downs in September and for a Christmas trip on the Waterways Experiences boat on the Grand Union canal at the end of November. If funds allowed we would like to follow this up with, say, a visit to the Cotswold Wildlife Park in June 2018

6. How will the project benefit the community or residents of Berkhamsted?

6. By giving residents of Berkhamsted and Northchurch, whose lives are restricted by age and/or disability, the opportunity to travel outside their immediate area and to enjoy the local countryside. In the recent past such outings have included trips on the River Lee and visits to a wide range of places including the Tiggywinkles Animal Rescue centre, Buckingham Palace, Butterfly World and the Hitchen Lavender fields.

7. Is your organisation VAT registered? ~~Y/N~~ Vat number... NO

8. When do you intend to start the project? 01.09.17

Completion date? 31.08.2018 or extended to 31.12.2018

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

See attached sheet

Continue on separate sheet if necessary

VAT (if applicable) £ NIL

Total estimated cost of project £ 650 OR £1280

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

9i. Estimated Cost of Project

Hire of disabled access coach to Dunstable Downs .....	£450	
Hire of Lions mini bus to transport members to the coach	£32	
Waterways Experience - boat hire	£135	
Hire of Lions mini bus to transport members to the boat	£32	TOTAL £649

WITH EXTENSION

Hire of disabled access coach to Cotswold Wildlife Park	£600	
Hire of Lions mini bus to transport members to the coach	£32	£632
		TOTAL £1281

Funds immediately available from your organisation £ 1000 - Reserve of

Funds that you intend to raise yourself from events: £

Grants or loans applied for / confirmed from other organisations: £ 650.00

**Grant requested from Berkhamsted Town Council £ 650.00**

TOTAL FUNDING OF PROJECT £

10. Please give details of any reserves or savings held by your organisation

See accounts attached

11. Who should cheque be made payable to?

Happy Wanderers Club for the Disabled

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name BARBARA BONWITT

Signed Barbara Bonwitt

Position TREASURER Date 11.08.17

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents MUST be submitted with your application:

- 1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be sent to:

TheTown Clerk
161 High Street,
Berkhamsted, HP4 3HD

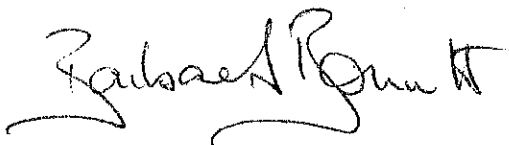
# HAPPY WANDERERS CLUB FOR THE DISABLED

(Registered Charity No 1112218)


Balance Sheet as at 31 December 2016

General Fund January 2016	£	Current Assets 31 Dec 2016	£
Balance at 1 January 2015	1006.90	Cash at Bank	4429.84
	3026.98		
Cash in hand	0.05	Cash in Hand	0.05
	<hr/>		
	4033.93		
Add: excess of income over expenditure	395.96		
	<hr/>		
	4429.89		<hr/>
			4429.89

The above Balance Sheet and the attached Income & Expenditure Account have been prepared from the Club's Bank Account and other relevant papers and are in accordance therewith.

Treasurer  Date 14.02.17.

I have examined these accounts, and am satisfied that they present a true and fair view of the Club's affairs.

Examined by  Date 14.02.17



# HAPPY WANDERERS CLUB FOR THE DISABLED

(Registered Charity No 1112218)

## Income and Expenditure Account for the year ending 31 December 2016

INCOME		EXPENDITURE	
Donations	2324.25	Hall Hire	370.00
Fund Raising, Collection & Raffle	364.02	Transport	724.34
Subscriptions	620.00	Speakers & Entertainment	310.00
Contribution to outings	1918.00	Catering	209.11
Sundries	5.40	Outings and Events	2793.67
Current A/c Interest	0.00	Insurance	274.72
Deposit A/c Interest	5.25	Volunteer leaving gift	67.30
		Birthday party	55.54
		Sundries/stationery etc	26.28
		Bank fees	10.00
			4840.96
		Add Excess of income over expenditure	395.96
	<hr/>		<hr/>
	5236.92		5236.92

# HAPPY WANDERERS CLUB FOR THE DISABLED

(Registered Charity No 1112218)

## LIST OF GRANTS & DONORS 2016

Apr 11	Waitrose	336.00
Jun 29	Berkhamsted Bulbourne Rotary Club	300.00
Sep 26	Lions Club of Berkhamsted	250.00
Oct 24	Berkhamsted Bowls Club	268.25
Nov 28	Nothchurch United Charities	150.00
	Anonymous donations	1020.00
		<hr/>
		2324.25

DATE	INCOME		RECEIPTS	Banked	Cash	SPECIAL DONATIONS	FUND RAISING	COLLECTION	RAFFLE	OUTINGS	SUBS	SUNDRIES	BANK INTEREST	NOTES
2016	Net bal B/fwd current a/c.			1,006.90	0.05									
	Net bal B/fwd deposit a/c			3,026.98										
Jan 11	Hall meeting	442.84	442.84					11.34 /	21.50 /		410.00 /			
Jan 29	Meeting on Jan 25	41.44	41.44					3.44 /	18.00 /		20.00 /			
Feb 9	Meeting on Feb 8	144.54	144.54					8.54 /	26.00 /		110.00 /			
Feb 24	Meeting on Feb 22	32.28	32.28					5.78 /	26.50 /					
Mar 22	Meeting on Mar 21	314.10	314.10			10.00 /		6.60 /	16.50 /	281.00 /			1.51 /	
Apr 11	Waltrose donation	336.00	336.00			336.00 /								
Apr 12	Pub Lunch	192.00	142.00	50.00 /						192.00 /				
Apr 26	AGM on Apr 25	96.84	90.36	6.48 /			25.00 /	6.44 /	20.00 /		40.00 /	5.40 /		
May 23	Meeting on 16 May	186.42	186.42					5.42 /	21.00 /	160.00 /				
3 June	Meeting on 13 June	204.56	204.56					6.06 /	18.50 /	160.00 /	20.00 /			
7 June	Boat trip	186.00	46.00	140.00 /						176.00 /	10.00 /		1.53 /	
9 June	Rotary Donation	300.00	300.00			300.00 /								
3 July	Meeting on July 11	1,036.98	1,036.98			1,000.00 /		7.48 /	19.50 /		10.00 /			Anon/member
3 Sept	Meeting on Sept 12	513.00	506.40	6.60 /				8.00 /	25.00 /					
6 Sept	Outing to Buck House	250.00	250.00			250.00 /				480.00 /				
1 Oct	Outing to Buck House	95.00	95.00							95.00 /			1.53	
16 Oct	Meeting on Oct 24	287.13	287.13			268.25 /		7.88 /	11.00 /					Berko Bowls
6 Nov	Meeting on Nov 14	24.22	17.62	6.60 /		10.00 /		4.22 /	10.00 /					
9 Nov	Meeting on Nov 28	514.32	514.32			150.00 /		5.32 /	19.00 /	340.00 /				Northchurch United
2 Dec	Xmas Lunch	34.00	34.00							34.00 /			0.64 /	0.04 /
	TOTAL	5,231.67	5,021.99	209.68	2,324.25	25.00	86.52	252.50	1,918.00	620.00	5.40	5.25		

**INCOME**

DATE 2016		RECEIPTS	Banked	Cash	SPECIAL DONATIONS	FUND RAISING	COLLECTION	RAFFLE	OUTINGS	SUBS	SUNDRIES	BANK INTEREST	NOTES
	Net bal B/fwd current a/c.		1,006.90										
	Net bal B/fwd deposit a/c		3,026.98	0.05									
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Jan 29	Meeting on Jan 25	41.44	41.44				3.44 /	18.00 /		20.00 /			
Feb 9	Meeting on Feb 8	144.54	144.54				8.54 /	26.00 /		110.00 /			
Feb 24	Meeting on Feb 22	32.28	32.28				5.78 /	26.50 /					
Mar 22	Meeting on Mar 21	314.10	314.10		10.00 /		6.60 /	16.50 /	281.00 /			1.51 /	
Apr 11	Waitrose donation	336.00	336.00		336.00 /								
Apr 12	Pub Lunch	192.00	142.00	50.00 /					192.00 /				
Apr 26	AGM on Apr 25	96.84	90.36	6.48 /		25.00 /	6.44 /	20.00 /		40.00 /	5.40 /		
May 23	Meeting on 16 May	186.42	186.42				5.42 /	21.00 /	160.00 /				
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7 June	Boat trip	186.00	46.00	140.00 /									
9 June	Rotary Donation	300.00	300.00		300.00 /					176.00 /	10.00 /	1.53 /	
3 July	Meeting on July 11	1,036.98	1,036.98		1,000.00 /		7.48 /	19.50 /		10.00 /			Anon/member
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9 Nov	Meeting on Nov 28	514.32	514.32		150.00 /		5.32 /	19.00 /	340.00 /				
2 Dec	Xmas Lunch	34.00	34.00						34.00 /				Northchurch United
												0.64 /	
												0.04 /	
	<b>TOTAL</b>	<b>5,231.67</b>	<b>5,021.99</b>	<b>209.68</b>	<b>2,324.25</b>	<b>25.00</b>	<b>86.52</b>	<b>252.50</b>	<b>1,918.00</b>	<b>620.00</b>	<b>5.40</b>	<b>5.25</b>	



Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
 www.hsbc.co.uk

Your Statement

Mrs Barbara Jean Bonwitt  
 Happy Wanderers Club for the Disa  
 [Redacted]  
 [Redacted]  
 Berkhamsted, Hertfordshire  
 HP4 [Redacted]



061138\_007 1/ 2 00003 87487 18431 35800

Account Summary	
Opening Balance	0.00
Payments In	4,429.84
Payments Out	0.00
Closing Balance	4,429.84

19 December 2016 to 7 January 2017

Account Name  
 The Happy Wanderers Club for the Disabled

International Bank Account Number  
 GB26MIDL40400172505657  
 Branch Identifier Code  
 MIDLGB2110W  
 Sortcode Account Number Sheet Number  
 40-40-01 72505657 1

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
05 Jan 17	CR THE HAPPY WANDERER CAF BANK 10		4,429.84	4,429.84
07 Jan 17	BALANCE CARRIED FORWARD			4,429.84

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34 %

try office@hertsvisionloss.org.uk  
01707 324680

68/17(ii)

## Townclerk

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**Subject:** RE: formResults : Grant Application Form

-----Original Message-----

From: UK Local Councils [mailto:admin@2commune.com]  
Sent: 14 August 2017 17:02  
To: Enquiries <Enquiries@berkhamstedtowncouncil.gov.uk>  
Subject: formResults : Grant Application Form

UK Local Councils - Grant Application Form

Message Sent From : <http://www.berkhamstedtowncouncil.gov.uk/grant-application-form.html> by 81.111.190.150 @ 2017-08-14 17:01:21

Name of Organisation :  
Herts Vision Loss

Name :  
Joanna Carter, Chief Executive

Address :  
The Woodside Centre, The Commons, Welwyn Garden City, Herts

Postcode :  
AL7 4SE

What is the nature of your organisation's activity? :

Herts Vision Loss, formally, The Hertfordshire Society for the blind, prior to April this year, was founded during the First World War in November 1915. It is an independent, countywide sight-loss charity and is the only local charity providing services to blind and visually impaired people, their families and carers in the county. The Society's mission is to support and empower visually impaired people in Hertfordshire and it aims to reduce loneliness and social isolation, maintaining independence, providing assistance with daily living needs. We aim to educate people about eye health and seek to promote health living.

Many people experience a huge sense of loss and social isolation with the onset of a serious eye condition. We provide much needed social interaction, practical and emotional support and advice and a link to the community via news and information ? all of which can help a person to regain their independence, rediscover their self-esteem and get their life back on track.

We deliver a wide range of services which include information, advice, advocacy, a regular newsletter, support with the use of interactive technology, gadget and equipment demonstrations, home visiting and befriending, social and support groups together with support to patients and staff at a number of low vision and hospital eye clinics across the county. We also offer a number of practical clubs to enhance independence. These include job clubs and educational forums.

Here at Herts Vision Loss we want to help as many people integrate back into 'normal' society as possible. We actively help those seek employment and work with any employers who would be looking to support our service users to find voluntary or paid work. We help the transition work smoothly.

We currently have 2462 people accessing our services. 2092 of these people are over 65, 1890 are over 75. As people are living longer the incidence of sight loss is increasing and a 30% increase in numbers is expected by 2020. With this in mind, it is important to help older people stay at home as long as they are safe and able.

Our annual operating costs exceed £225K and we have a predicted income (from a county council contract) of just under £60K to support some of the services we provide. The council contract us to provide the hospital services and Sight information points. To enable us to run the other valuable services we must seek support from organisations such as yours.

We design and develop services with the input of our stakeholders, which include our team, volunteers, users of the services and our local community. One of the reasons we changed our name, was at the request of our clients who were visually impaired and who did not believe that the previous name of the charity represented their personal circumstances. We have regular forums where we discuss services and developments. Often, we need to fundraise to be able to meet the needs of our users and we also apply for grants on a regular basis. We are committed to developing and delivering and to ensuring that our service users have high quality services that meet their individual needs.

Is your organisation a registered charity? Yes/No number :

Yes

Is your organisation part of, or affiliated to, any national organisation? If yes please give details :

No

What is the catchment area covered by your organisation? :

Hertfordshire

Briefly describe the project or purpose for which you require a grant :

We are requesting funding for a home visiting service for older people in Berkhamsted. The funding will support us in providing befriending services to our lonely and isolated older people, who often have no interaction outside of their home for weeks on end. The grant will allow us to build a team of willing and supervised volunteers to set up a service that will then expand and continue.

There are two strands to this service. Firstly, a vision loss advisor, who is a paid member of staff will identify the clients in need. This may be from a referral from another source, maybe through the established hospital service or another voluntary organisation. The referral can arrive from any source and will be as a result of an elderly person being unable to cope with their deteriorating eye condition and manage their daily needs at home. The person will want company, feel isolated, vulnerable and maybe depressed. The second strand is the volunteers that provide the home visiting and befriending service. They are trained, DBS checked and supported by the VLA.

The VLA will contact the client and undertake a home visit to assess the individual's requirements. They may need help with equipment, benefits or want to attend social groups. They may need other services or resources and they may be very lonely and depressed. They may benefit from our existing counselling service which can be provided in the home or in one of our centres. Where it is appropriate and the VLA will match the client with a volunteer who is a befriender. This element of the service not only benefits the client but offers other family members a well-earned rest.

The funding from the grant will support the development of the service. It will allow us to advertise and interview befrienders, undertake the necessary DBS checks and initiate the contact with the client. The VLA will complete regular check and ensure that the relationship is working well and that all outcomes planned are being met. It will support the expenses for the volunteers as well as have a small administration fee associated with it.

Over 800 home visits are undertaken per annum from new referrals, to undertake assessments. Of these, over 200 people require / would benefit from a volunteer befriender.

On developing this project, evidence has been considered, both with regards for the service being needed and the rate at which it is expected to grow.

It is clear from research that many older people with a visual impairment welcome the opportunity to have more informal social contact and this is shown to be psychologically beneficial. The need for a confident and befriender was evident during and interview with a client who felt a strong need for one to one friendships. She talked with regret at the lack of befriending services making her feel increasingly isolated, uncared for and unwanted.

The Thomas Pocklington Trust has evidenced a significantly greater need for social contact amongst the older blind and visually impaired community. Over half the people that they interviewed in their study felt left out of society, half of those interviewed disagreed that people are generally aware of the problem faced by people with sight loss and four fifths of people agreed that blind and partially sighted people need more help that is currently being provided. Over half viewed also said that they were not in touch with anyone outside their home.

Poor health and declining mobility and impaired vision limits social contact outside the home (Hanson et al, 2003).

We know that the number of older people are increasing and as a result there will be increasing cases of sight loss. There are two sets of nationally gathered evidence to support the case. The office of national statistics show that over 65s will increase by 22% by 2020, whilst UK vision strategy data shows that those over 65 with a visual impairment is predicted to grow by 29% in 2020. This data supports the view that the incidence of the onset and/or worsening of eye conditions grows as people get older. These figures have considerable implications for our service delivery generally, but more specifically that of Home Visiting which will be in greater demand in coming years. AS a result it is necessary to commence the service with a view to future expansion.

How will the project benefit the community or residents of Berkhamsted? :

It will provide the elderly visually impaired community with a befriender. The social contact will be improved and it is anticipated that mental health will be also.

Is your organisation VAT registered? Yes/No number :

Yes

When do you intend to start the project? :

November 2017

Estimated Cost of Project (Please provide a breakdown of the total cost of your project) :

What is the full cost of the project? - £15,870

Advertising and recruitment

£480.00

DBS checks and associated admin costs

£3,300

Vision Loss Advisor / Part salary

£10,020

Volunteer expenses

£570.00

Training and development

£950.00

Administration

£550.00



VAT (if applicable) :

Total estimated cost of project :

15,870

Funds immediately available from your organisation :

£10,000

Funds that you intend to raise yourself from events :

£5,870

Grants or loans applied for / confirmed from other organisations :

£2500 - ACT foundation

Grants requested from Berkhamsted Town Council :

£1000

Total funding of project :

15,870

Please give details of any reserves or savings held by your organisation :

3 months reserves are held as per the resources procedure = £65K

Who should cheque be made payable to? :

Herts vision Loss

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UK Local Councils

## Statement of Financial Activities

### Statement of Financial activities for the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016

Note	Unrestricted <u>Fund</u> £	Restricted <u>Fund</u> £	<u>Total</u> £	Year to 31/3/ 2015 £
<b><u>Incoming resources</u></b>				
HCC Contract	-	60,505	60,505	59,612
Project Grants	-	59,355	59,355	66,109
Locality Grants	-	7,000	7,000	-
Fundraising	37,996	-	37,996	31,028
Legacy	520	-	520	19,407
Donations	15,540	-	15,540	14,228
Merchandise & Activities	11,560	-	11,560	12,051
Advocacy Project	8,030	-	8,030	-
Advertising & Subscription	1,200	-	1,200	2,525
Other Income	907	-	907	417
<b>Total Incoming Resources</b>	<b>75,753</b>	<b>126,860</b>	<b>202,613</b>	<b>205,377</b>
<b><u>Outgoing</u></b>				
Cost of generating				
Voluntary income	31,577	-	31,577	25,003
Direct charitable activities	23,240	127,082	150,322	137,864
Fund Raising & publicity	19,027	-	19,027	23,362
<b>Total Resources Expenses</b>	<b>73,844</b>	<b>127,082</b>	<b>200,926</b>	<b>186,229</b>
Net Incoming (outgoing Resources)	1,909	(222)	1,687	19,148
Balance brought forward As at 1st April 2015	53,644	96,641	150,285	131,137
Balance Carried Forward As at 31 <sup>st</sup> March 2016	<b>55,553</b>	<b>96,419</b>	<b>151,972</b>	<b>150,285</b>

The Hertfordshire Society for the Blind  
Annual Report and Accounts for the Year Ending 31<sup>st</sup> March 2016

Balance Sheet as at 31<sup>st</sup> March 2016

	Note	As At 31/03/2016 £	As At 31/03/2015 £
<b><u>Fixed Assets</u></b>			
Land & Building		64,069	66,279
Furniture and equipment		16,456	22,012
<b>Total Fixed Assets</b>	<b>2.</b>	<b>80,525</b>	<b>88,291</b>
<b><u>Current Assets</u></b>			
Debtors & Prepayments		6,790	8,576
Short term deposit	3	126,579	126,328
Cash at Bank & in hand	4	16,692	10,263
		<b><u>150,061</u></b>	<b><u>145,167</u></b>
<b><u>Liabilities:</u></b>			
<u>Amounts falling due within one year</u>			
Creditors		5,174	17,985
Accruals		6,370	9,263
Advance payments		64,755	55,925
Payroll liabilities		2,315	-
<b>Total Liabilities</b>		<b><u>78,614</u></b>	<b><u>83,173</u></b>
<b>Current Assets less current Liabilities</b>		<b><u>71,447</u></b>	<b><u>61,994</u></b>
<b>Net Assets</b>		<b><u>151,972</u></b>	<b><u>150,285</u></b>
<b><u>Represented by:</u></b>			
Surplus from previous years		150,285	131,137
(Deficit) Surplus for the year		<u>1,687</u>	<u>19,148</u>
<b>Total</b>		<b><u>151,972</u></b>	<b><u>150,285</u></b>

### **Audit Exemption Statement**

For the year ending 31<sup>st</sup> March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### **Directors' Responsibilities Companies Act 2006**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company's regime.

Signed on behalf of the Trustees Members

Richard Seaman

Chair of Trustees



## **Accounting Policies**

### **Basis of Accounting**

The financial statements are prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the statement of recommended Practice: Accounting for Charities.

### **Income**

Grants, donations and legacies are taken to the statement of financial activities when there is a reasonable assurance of receipt. Grants relating to a future period are deferred.

### **Tangible Fixed Assets and Depreciation**

Tangible assets are stated at cost less depreciation. Depreciation is provided at the following rates in order to write off each asset over its estimated useful life.

Furniture	25% Straight Line
Computers & Equipment	25% Straight Line
Freehold Land & Buildings	43 year Straight Line

### **Taxation**

The company is a registered charity and is exempt from tax on its income and gains applied to charitable purpose. The company is not registered for VAT.

### **Restricted, Unrestricted and Designated Funds**

#### **Restricted Funds**

These are to be used for the specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

#### **Unrestricted Funds**

These are donations and other incoming resources received or generated for the objects of the Society without specified purpose and are available as general funds.

#### **Designated Funds**

These are unrestricted funds earmarked by the Board of Trustees for particular purposes.

The Hertfordshire Society for the Blind  
Annual Report and Accounts for the Year Ending 31<sup>st</sup> March 2016

**2. Fixed Assets**

	Freehold	Office furniture	Property and Equipment	Total
	£	£	£	
Costs at 1/4/15	95,000	70,848	165,849	
Additions	-	1,505	1,505	
Disposal	-	-	-	
<b>Costs at 31/3/16</b>	<b>95,000</b>	<b>72,353</b>	<b>167,353</b>	
Depreciation at 1/4/15	28,721	48,836	77,557	
Charge for the year	2,210	7,061	9,271	
<b>Depreciation at 31/3/16</b>	<b>30,931</b>	<b>55,897</b>	<b>86,828</b>	
<b>Net Book value at 31/3/16</b>	<b>64,069</b>	<b>16,456</b>	<b>80,525</b>	
<b>Net Book value at 31/3/15</b>	<b>66,279</b>	<b>22,012</b>	<b>88,291</b>	

**3. Short Term Deposit**

	As At <u>31/03/2016</u>	As At <u>31/03/2015</u>
	£	£
CAF Platinum Account	-	53,175
CAF Gold Account	-	116
Santander Receipts Account	126,579	68,037
Un-Deposited Funds	-	5,000
	-----	-----
	<b>126,579</b>	<b>126,328</b>
	=====	=====

**4. Cash at Bank & in Hand**

	As At <u>31/03/2016</u>	As At <u>31/03/2015</u>
	£	£
Cash in hand	460	412
Santander Business Account	16,231	8,848
CAF Cheque Account	-	1,004
	-----	-----
<b>Total Cash</b>	<b>16,691</b>	<b>10,264</b>
	=====	=====







69/17(i)

BTC Income Expenditure Current Financial Year

I & E Budget 2017-18 31-Jul-17

	Actual to 31-Mar-16	Budget 2016/17	Actual 31-Mar-17	Budget 2017/18	Actual 31-Jul-17	Predicted Expi/Income (JM)	Budget Less YTD	Proposed Budget 2018/19	Notes
TOTAL INCOME	£212,582	£236,248	£238,533	£258,892	£240,005	£260,451	£18,887	£0	
TOTAL EXPENDITURE	£238,467	£232,050	£207,301	£240,349	£88,360	£232,488	£151,989	£0	
Surplus/Deficit	(£ 25,885)	£4,198	£31,232	£18,543	£151,645	£27,963	£133,102	£0	

\*\* Total Income Actual & Budget figures above includes CIL total for 2017/18 & 2016/17 - see notes on Income Detail

RESERVES	Actual 31/3/16	Actual 31/3/17
1300 General Reserve	126,583	149,748
1340 Election Cost Fund	-	-
1350 Asset Renewal Fund	105,895	103,892
1380 Allotment Reserve Fund	12,134	14,074
1390 CIL Receipts Reserve	-	8,130
1343 Alan Dickman Fund	10,000	10,000
	<u>254,612</u>	<u>285,844</u>

BTC Income Expenditure Current Financial Year

	2017-18		2017-18		2017-18		Proposed Budget 2018/19
	Actual	Budget	Actual	Budget	Actual	Predicted Income (TC)	
<b>INCOME</b>							
0100 Precept	156,375	177,805	177,355	186,255	186,255	186,255	Budget Less YTD
0150 Town Warden Grant	14,949	15,000	15,098	15,299	15,299	15,299	
0660 DBC Noticeboards	450	450	450	-	-	-	
0661 Cemetery/Churchyard	2,685	2,700	2,685	3,380	3,380	3,380	
0950 Council Tax Advance Grant	4,315	3,493	3,493	3,138	3,138	3,138	
Concurrent Services	22,399	21,643	21,726	21,817	21,817	21,817	
0125 Community Infrastructure Levy* See Below	-	2,500	8,130	20,000	19,651	20,000	349
0180 Advance Festival of Light Grant							
0200 Festival of Light Grants	6,000	6,000	6,000	6,000	1,059	1,059	
0760 Festival of Light Income & Donations	280	200	630	500	6,000	6,000	
Festival of Light	6,280	6,200	6,630	6,500	1,000	1,000	(1,559)
0600/05 Allotment Land Rent	7,090	7,100	7,401	8,150	292	8,150	
0603 Allotment Income - Other	668	-	-	-	-	-	
0610 Allotment Water Rates Income	1,819	1,900	1,413	1,900	111	1,900	
0612-18 Water & Gate Key Sales (Prev Incl deposits)	170	200	115	170	100	170	
Allotment Income	9,747	9,200	8,929	10,220	503	10,220	9,717
0675/6 YC Regular & Ad-Hoc Income	12,007	13,500	12,045	12,500	4,075	12,500	
0677 YC Car Park Fees	1,375	1,400	458	-	-	-	
Lagley Meadow Youth Centre	13,382	14,900	12,593	12,500	4,075	12,500	8,425
0350/0768 Parish Paths Grant	1,000	1,000	300	1,000	-	1,000	1,000
0425 Defibrillator Income (Lions Club)	-	-	-	-	-	-	
0400 Miscellaneous Income	-	-	70	-	-	-	
0545-77 Bank Interest	3,399	3,000	2,890	600	355	600	955



**BTC Income Expenditure Current Financial Year**

	2017-18				2017-18		Proposed Budget 2018/19
	Actual 31-Mar-16	Budget 2016/17	Actual 31-Mar-17	Budget 2017/18	Actual 31-Jul-17	Predicted Exp. (JM) 31-Jul-17	
<b>EXPENDITURE</b>							
7000/04 Staff Salary Costs	84,526	104,000	99,094	103,000	34,300	103,000	
7001 Travel & Subsistence	1,680	250	12	250	-	250	
7002 Staff Training	305	500	-	500	1,160	1,160	
7005 Town Warden Transport	543	750	807	1,000	499	1,000	
7006 Town Warden Other	128	200	81	200	7	200	
7010 3rd Party Costs	13,808	1,500	2,751	1,610	84	1,610	
7020 Salary Administration	394	500	667	600	96	600	
7003 Staff Recruitment Costs	787	-	-	500	-	500	
<b>Support Services</b>	<b>102,171</b>	<b>107,700</b>	<b>103,412</b>	<b>107,660</b>	<b>36,146</b>	<b>108,320</b>	<b>71,514</b>
7050 Office Rent/Rates	15,408	16,500	19,740	19,429	13,092	19,429	
7051 Room Hire	-	200	70	150	-	150	
7052 Computing Costs	10,624	10,500	11,554	10,500	4,036	10,500	
7054 Stationery	792	700	662	700	262	700	
7057 Miscellaneous	7	50	100	50	-	50	
7058 Insurance	1,827	2,500	2,563	3,100	2,282	3,100	
7059 Subscriptions	2,512	2,400	2,459	2,700	2,195	2,700	
7060 Catering Supplies	75	100	120	150	57	150	
7061 Repairs	-	500	41	200	10	200	
7062 Telephones	426	500	326	400	276	400	
7063 Photocopier Costs	470	500	387	450	200	450	
7064 Annual Maintenance Contracts	553	600	560	650	381	650	
7065 Postage	635	500	734	700	270	700	
7066 Office Cleaning	-	750	336	1,000	280	1,000	
<b>Office/Admin Facilities</b>	<b>33,329</b>	<b>36,300</b>	<b>39,654</b>	<b>40,179</b>	<b>23,341</b>	<b>40,179</b>	<b>16,838</b>
<b>7750 Authorised Transactions - Staff &amp; Related</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7100 Training	310	150	70	200	40	200	
7101 Travel & Subsistence	250	150	18	150	-	150	
<b>Councillors' Costs</b>	<b>560</b>	<b>300</b>	<b>88</b>	<b>350</b>	<b>40</b>	<b>350</b>	<b>310</b>
<b>7055 Prior Year Vat Reclaimed</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(770)</b>	<b>770</b>	<b>-</b>
7150 Audit Fees	2,307	1,350	1,356	1,500	-	1,500	
7151 Bank Charges	172	100	179	150	25	150	
7153 Legal Fees	-	750	1,501	3,000	-	3,000	
<b>Financial and Legal</b>	<b>2,479</b>	<b>2,200</b>	<b>3,036</b>	<b>4,650</b>	<b>25</b>	<b>4,650</b>	<b>4,625</b>

BTC Income Expenditure Current Financial Year

	2017-18						Proposed Budget 2018/19
	Actual 31-Mar-16	Budget 2016/17	Actual 31-Mar-17	Budget 2017/18	Actual 31-Jul-17	Predicted Exp. (JM) 31-Jul-17	
<b>EXPENDITURE</b>							
7160 DBC noticeboard expenses	-	450	-				
7161 DBC Churchyard/Cemetery Grass Cutting	2,730	3,500	2,685	3,500	-	3,500	
<b>DBC Delegated Functions</b>	2,730	3,950	2,685	3,500	-	3,500	
<b>7250-55/7755 Grant Awards</b>	1,600	7,500	4,586	7,500	806	7,500	6,700
7300 Improvements	2,800	2,000	2,308	2,500	4,012	4,011	
7303 Water Supply Charges	1,174	1,400	1,111	1,500	2,074	1,500	
7304/07 General Expenses	500	300	160	300	-	300	
7306 Annual Maintenance Costs	1,858	2,250	2,939	2,250	795	2,250	
7308 Legal Fees	-	-	-	-	-	-	
7309 Allotment Software Support	445	450	451	500	229	500	
7794/5 Allotment Key Refunds	22	-	20	10		10	
<b>New Projects</b>							
<b>Allotments</b>	6,799	6,400	6,989	7,060	7,110	8,571	( 50)
7350 Mayoral Expenses	610	750	593	600	-		
7351 Mayor's Civic Function Costs	2,459	2,500	2,644	2,700	2,518	2,700	
<b>Civic Activities</b>	3,069	3,250	3,237	3,300	2,518	2,700	782
7450/70 Website, Publicity & Advertising	406	1,200	-	1,200	45	1,200	
7480 Public Meetings/ATM	-	300	9	300	107	300	
<b>Publicity and Promotion</b>	406	1,500	9	1,500	152	1,500	1,348
7500 Christmas Festival of Lights	8,403	9,000	12,922	17,500	-	17,500	
7530 War Memorial Maintenance	-	-	-	-	-	-	
7535 World War 1 Commemoration (S137 Payment)	-	-	-	-	-	-	
7575 Swan Youth Projects	12,500	12,500	12,500	12,500	6,250	12,500	
7690 PCSO Funding	14,250	-	-	-	6,268	-	
7695 Astro Turf	35,153	21,500	25,422	36,000	12,518	36,268	23,482
<b>Projects</b>							
Civic Garden Maintenance (Church & Flowerbeds)	911	1,500	782	1,500	166	1,500	
7552 Hanging Baskets	-	-	-	-	-	-	
7555 Planters	1,680	2,500	1,680	2,500	-	2,500	
New New Streetscape Strategy	-	5,000	-	-	-	-	
New Town Centre Improvements (BforB)	-	5,000	-	-	-	-	
<b>Environmental Projects</b>	2,591	14,000	2,462	4,000	166	4,000	3,834



BERKHAMSTED TOWN COUNCIL**FINANCE & POLICY COMMITTEE FINANCIAL PAPERS**

For the meeting dated  
11th September 2017 at 7.30pm

**RECEIPTS & PAYMENTS LISTS: 01/07/17 to 31/07/17****RECEIPTS**

Bank cash receipts

 Details attached

Customer Invoices

 Details attached

Customer Credit Notes

 Details attached – N/a**PAYMENTS**

Bank cash payments

 Details attached

Supplier invoices

 Details attached

Supplier Credit Notes

 Details attached – N/a

Annual Subscription Payments – year to date

 Details attached

E-mail: Councillor Jones  
Councillor Stevens

Hard copies Town Clerk  
Finance Officer (2 Nr)



**Finance & Policy Committee  
Financial Papers**

**Receipts**

Date: 04/09/2017  
 Time: 11:47:39

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: BANK CASH RECEIPTS (DETAILED)

Date From: 01/07/2017  
 Date To: 31/07/2017

Bank From: 999999999  
 Bank To:

Transaction From: 1  
 Transaction To: 99,999,999

N/C From: 0  
 N/C To: 999999999

Dept From: 0  
 Dept To: 999

No	Tr	Bank	N/C	Date	Refn	Details	Dept	Net	Tax I/C	Gross V	Bank Rec. Date
28037	BR	1245	0577	04/07/2017		Interest earned	0	3.32	0.00	3.32	R 31/07/2017
27969	BR	1210	0676	25/07/2017	101140	Kessler D, Childrens Party 19/08/17 12 to 17.00pm	0	75.00	0.00	75.00	R 31/07/2017
<b>Totals:</b>								<u>78.32</u>	<u>0.00</u>	<u>78.32</u>	

Date: 04/09/2017  
 Time: 11:49:12

**Berkhamsted Town Council**  
**ACCOUNTS SUB-COMMITTEE: CUSTOMER INVOICES**

Date From: 01/07/2017  
 Date To: 31/07/2017  
 Transaction From: 1  
 Transaction To: 99,999,999  
 Dept From: 0  
 Dept To: 999

Customer From:  
 Customer To: XXXXXXXX  
 N/C From:  
 N/C To: 99999999

Tran No.	TP	Date	A/C Ref	Customer's Name	N/C	Inv Ref	Dept	Details	Net Amount	Tax Amount	T/C	Gross Amount	Y	B
27963	SI	21/07/2017	SUNNYOLD	Allotments Sunnyside Old	0610	SSO-B22A0		Isherwood R, Water Rates	7.50	0.00	T0	7.50	N	-
27964	SI	21/07/2017	SUNNYOLD	Allotments Sunnyside Old	0612	SSO-B22A0		Isherwood R, Water Key	10.00	0.00	T0	10.00	N	-
<b>Totals:</b>									<u>17.50</u>	<u>0.00</u>		<u>17.50</u>		

**Finance & Policy Committee  
Financial Papers**

**Payments**

Date: 04/09/2017  
 Time: 11:48:25

**Berkhamsted Town Council**  
**ACCOUNTS SUB-COMMITTEE: BANK CASH PAYMENTS (DETAILED)**

Date From: 01/07/2017  
 Date To: 31/07/2017  
 Transaction From: 1  
 Transaction To: 99,999,999  
 Dept From: 0  
 Dept To: 999

Bank From: 999999999  
 Bank To:  
 N/C From:  
 N/C To: 999999999

<u>No</u>	<u>TR</u>	<u>Bank</u>	<u>N/C</u>	<u>Date</u>	<u>Refn</u>	<u>Details</u>	<u>Dept</u>	<u>Nef</u>	<u>Tax T/C</u>	<u>Gross Y</u>	<u>B</u>	<u>Bank Rec.</u>
												<u>Date</u>
28041	BP	1210	7151	31/07/2017		Charges incurred	0	2.40	0.00	2.40	N	31/07/2017
<b>Totals:</b>								<u>2.40</u>	<u>0.00</u>	<u>2.40</u>		

Date: 04/09/2017  
Time: 11:50:03

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)**

Date From: 01/07/2017  
Date To: 31/07/2017  
Transaction From: 1  
Transaction To: 99,999,999  
Dept From: 0  
Dept To: 999

Supplier From: ZZZZZZZZ  
Supplier To: 999999999  
N/C From:  
N/C To:

Tran No.	Tr Date	A/C Ref	Suppliers Name	N/C	Inv Ref	Dept Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
27992	PI 01/07/2017	ASL01	Auditing Solutions Ltd	7150	A5052_30-0	YE Internal Audit on 01/06/17	378.00	75.60	T1	453.60	N	-
27875	PI 03/07/2017	KCSTSL01	IQuada Ltd	7052	MSP-85100	Monthly IT Support - July 17	810.00	162.00	T1	972.00	N	-
27873	PI 03/07/2017	SWAN01	The Swan Youth Project Limited	7575	Q2 Jul_Se 0	Q2 Contribution Swan Youth Project	3,125.00	0.00	T0	3,125.00	N	-
27891	PI 05/07/2017	VAHDIY01	VAH DIY Ltd	7006	INV51936 0	Sabertooth Trade Saw for TW	7.49	1.50	T1	8.99	N	-
27893	PI 05/07/2017	DANW01	Apogee Corporation Ltd	7063	4223138 0	Photocopying April to June 17	123.60	24.72	T1	148.32	N	-
27892	PI 07/07/2017	SRTTL01	SRT Trading Limited	7550	1086 0	London Road Maintenance 29/06/17	28.00	5.60	T1	33.60	N	-
27938	PI 10/07/2017	RM01	Royal Mail	7065	3337986 0	100 x 2nd Class Stamps	56.00	0.00	T2	56.00	N	-
27937	PI 10/07/2017	RM01	Royal Mail	7065	3337986 0	100 x 1st Class Stamps	65.00	0.00	T2	65.00	N	-
27901	PI 11/07/2017	GRAD01	Graivell Communications Ltd	7062	1165891 0	Monthly Landline Calls from 11/07 & Mo	29.67	5.94	T1	35.61	N	-
27939	PI 12/07/2017	ST02	Banner Group Ltd	7054	9266621 0	3 x Boxes of A4 White Paper	37.08	7.42	T1	44.50	N	-
27962	PI 12/07/2017	BGS01	British Gas Services (Commercial) Ltd	7578	9727337 0	Boiler Service Contract LMYC 21/08/17 1	151.70	30.34	T1	182.04	N	-
27961	PI 14/07/2017	BTHTL01	Berkhamsted Town Hall Trading Ltd	1103	A0516 0	Prepay 18/19 Hire of Great Hall for A/TM	106.67	21.33	T1	128.00	N	-
27902	PI 14/07/2017	LIND01	David Lindon & Co	7000	Jul 17 Payr0	Office Payroll Costs - July 17	6,686.20	0.00	T0	6,686.20	N	-
27903	PI 14/07/2017	LIND01	David Lindon & Co	7004	Jul 17 Payr0	TW Payroll Costs - July 17	1,767.99	0.00	T0	1,767.99	N	-
27904	PI 14/07/2017	LIND01	David Lindon & Co	7008	Jul 17 Payr0	YC Caretaker Payroll Costs - July 17	412.53	0.00	T0	412.53	N	-
27960	PI 14/07/2017	PLAYGF01	Playground Facilities Ltd	7579	1000 0	Collect Fence Panels and erect at LMYC	642.00	128.40	T1	770.40	N	-
27981	PI 21/07/2017	TVW01	Affinity Water (Prev Three Valleys Water)	7303	1133344-0 0	SSO Water Charges 04/01 to 19/07/17 inc	367.60	0.00	T0	367.60	N	-
27980	PI 21/07/2017	TVW01	Affinity Water (Prev Three Valleys Water)	7303	1129796-0 0	QUERY DF Water Charges 30/12-11/07/1	1,706.43	0.00	T0	1,706.43	N	-
27983	PI 31/07/2017	ALLSTAR1	Allstar Business Solutions Ltd	7005	E2008575 0	Diesel for TW Van 20/07/17	59.96	7.99	T1	67.95	N	-
27984	PI 31/07/2017	HCC-CS01	Hertfordshire County Council (County Supplies)	7054	H0717056 0	Coloured Paper, Punched Pockets, 2018 D	48.20	9.64	T1	57.84	N	-
27987	PI 31/07/2017	SJC01	SJ Cleaning Services Ltd	7066	INV_31-070	Fortnightly & Monthly Clean 05/07 & 19/	70.00	0.00	T0	70.00	N	-
<b>Totals</b>							<b>16,659.12</b>	<b>480.48</b>		<b>17,139.60</b>		

Date: 04/09/2017  
 Time: 11:51:59

**Berkhamsted Town Council**

**1.Nominal Activity - Excluding No Transactions**

Date From: 01/07/2017  
 Date To: 31/07/2017

N/C From: 7059  
 N/C To: 7059

Transaction From: 1  
 Transaction To: 99,999,999

N/C: 7059      Name: Subscriptions      Account Balance: 2,229.81 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/07/2017			Brought Forward			2,194.81	2,194.81			
<b>Totals:</b>									7,165.81	4,971.00		
<b>History Balance:</b>									2,194.81			