



## WILMSLOW TOWN COUNCIL



items & redistributes to people in need, particularly to women, families and individuals in crisis

It promotes recycling initiatives in the local community to reduce environmental damage. Offers valuable volunteering opportunities to local people, particularly those who are social excluded and those with additional needs.

### **2.2 Is the Organisation a registered charity or intending to apply for charitable status?**

No

### **2.3 Charity Registration Number:**

N/A

### **2.4 If Your organisation is not a registered charity please indicate which of the following applies to you:**

Not-for-profit organisation using both employed Staff (One Full Time and One Part time) and volunteers.

### **2.5 Please give details of your membership and the geographical area the Organisation covers/draws its membership from.**

Both employees are Wilmslow Residents (Lacey Green Estate) and most volunteers and service users come from the SK9 and surrounding areas.

### **2.6 Is membership restricted in anyway?**

No

### **2.7 Background information about the Organisation**

See copy of constitution attached

## **3. Previous funding**

### **3.1 Has your organisation ever received funding from Wilmslow Town Council before?**

Yes

Date: December 2015                      Amount : £450.

This covered 50% of the anticipated total cost of £900.

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### 4. Your Project or Event

#### 4.1 How much money are you requesting?

£200 (Two hundred pound)

This will cover 25% of the anticipated total cost of £800.

#### 4.2 Please give full details of how the grant would be used. Please give detail of the grant you are requesting. Please itemise the costs in terms of project/ event expenditure or items that would be purchased. Please include quotes for items where applicable.

The grant would fund a trip to see "Aladdin" pantomime at the Royal Opera House Manchester on Thursday 5<sup>th</sup> January 2017 along with a pre pantomime meal at McDonalds Restaurant on Oxford Road Manchester.

The trip would be for a total of 25 people which would consist of 21/22 children and 3 / 4 accompanying adults. The group would comprise of children from single parent families and or children in foster care. The children would all come from families that the Trust have supported in recent years. This would include children from the Lacey Green and Colshaw Farm Estates in Wilmslow and form families living in Wythenshawe. At the time of making this application the exact number of children from each area is uncertain but we expect the minimum number form Wilmslow (Lacey Green and Coleshaw Farm Estates) to be at least 15.

The anticipated total cost or the trip is expected to be just over £800 as detailed below

1) Pantomime tickets (25)	£295.00 (already purchased and paid for)
2) Transport (Coach Hire)	£260.00
3) McDonalds Meals (25)	£75.00 (£3 each)
4) Interval Ice Creams (25)	£75.00 (£3 each)
5) Souvenirs (25)	£100.00 (Wands, Hats, spinning lights etc)
<b>TOTAL</b>	<b>£805</b>

This is an approximate £100 saving on the cost of the same trip in December 2015 which

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was for a total of 20 people. This was achieved by booking the theatre seats at a cheaper rate than in 2015, but with no loss of view (Advance booking).

**4.3 If the funding is for an event and you make a profit, please indicate how this will be used:** N/A

**4.4 Please state how it will benefit the Wilmslow Community.**

Children from areas of multiple deprivation in Wilmslow will get to experience professional theatre first hand, which without this trip they would probably never have the opportunity to experience. It gives them many happy memories that they carry into adulthood.

**4.5 Have you, or do you intend to apply for grant support from any other source?**

Yes. We have already applied for a grant of £800, from the "You Decide" Public Health Grant (See attachment). The closing date for applications to this is 10<sup>th</sup> October 2016. The grant from WTC is being submitted in advance of this and is being submitted incase the full £800 requested in not forth coming. If it is then the grant application from WTC will be with drawn.

**4.6 If a grant were forthcoming, would the Organisation be prepared to perform/contribute at/to a Wilmslow Town Council organised function? Please give details:** Yes

### 5 Monitoring

**5.6 Events: Please identify the people you expect to benefit from your project / event.**

Age Range	Current	Forecast
Young people up to 18 (total)	21 / 22	
Young people up to 18 with a disability	?	
Young people up to 18 from an ethnic minority group.	?	
Adults 18-64 (total)	3 / 4	
Adults 18-64 with a disability	0	
Adults 18-64 from an ethnic minority group	0	
Senior citizens 65 and over (total)	0	
Senior citizens 65 and over with a disability	0	
Senior citizens 65 and over from an ethnic minority group.	0	
Total (unable to forecast as above)	25	

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## Supporting Documentation attached (*Please tick to indicate attachment*)

	Tick
Breakdown of anticipated funding	
and Audited accounts for the last 12 months	
or Most up-to-date accounts	X
or New start-up groups – financial statement regarding proposed budget	
and Recent Bank Statement (see 7)	

## 6 Additional Information

Please add any additional information that is not covered elsewhere on the application form but that you consider to be relevant to your application.

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### 7 Payment Details

Payments of grants awarded are made by electronic bank transfer.

Please provide the following bank details and enclose a recent bank statement to confirm:

Bank Account Name:

Bank Sort Code:

Bank Account Number:

Bank Name & Branch Address:

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### 8 Conditions to be reviewed at meeting

That the money is only to be spent as detailed on this application.

In the case of sponsorship, the event is promoted as being sponsored by Wilmslow Town Council.

You must supply receipts/invoices photographs if requested on completion of the event.

I hereby certify that to the best of my knowledge all the information contained within this application is correct. I agree that the grant if awarded will only be spent as detailed in this application and I agree to the Conditions listed in Section 8 above. I agree to this completed application form, together with any supporting information, being made available to view on Wilmslow Town Council's website, subject to personal information being redacted.

Signed: Stuart Redgard

Position in Organisation/Group : Volunteer Responsible for Grant Applications.

Date: 19<sup>th</sup> September 2016.

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole. The Town Council may wish to add additional conditions to any grant offer.

Thank you for your time and effort in completing this form which will assist the Council to consider your application on its merits.

**Please return this form to:**

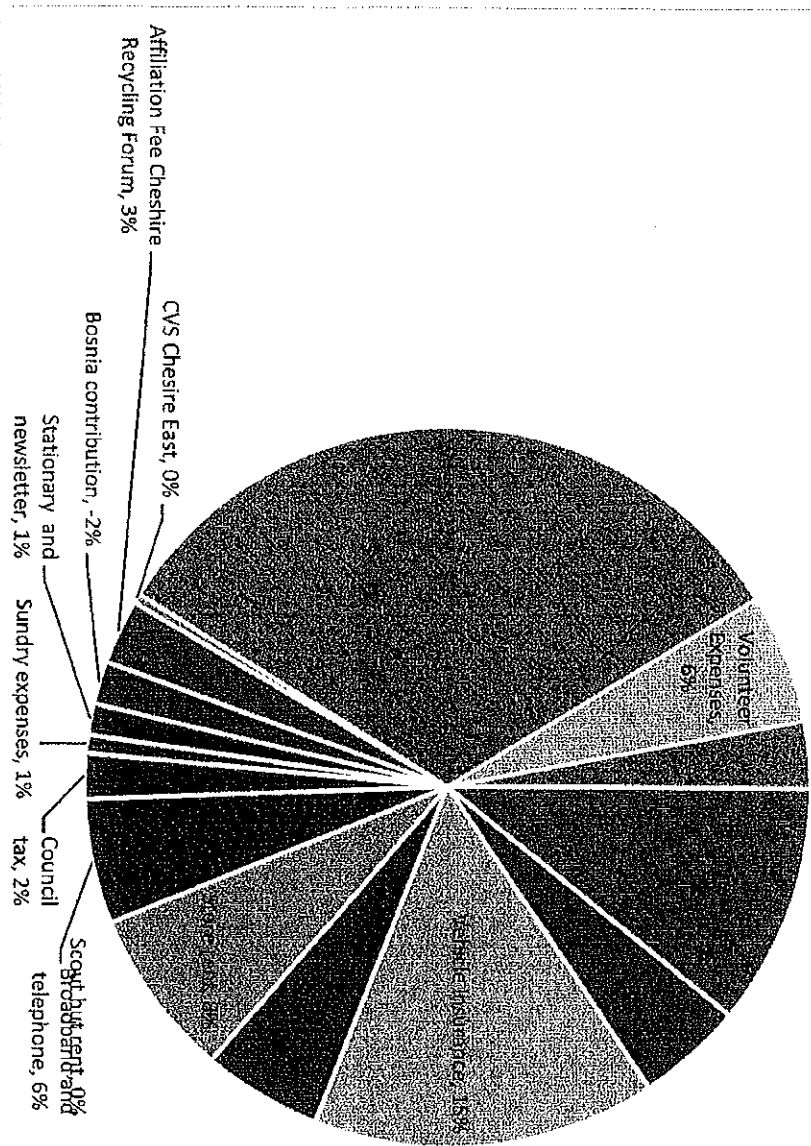
Wilmslow Town Council, Wilmslow Parish Hall, Cliff Road, Wilmslow. Cheshire SK9 4AA

WYTHENSHAW DEVELOPMENT TRUST  
 RECEIPTS AND PAYMENTS ACCOUNT  
 FOR THE YEAR ENDED 31 MARCH 2015

	£		£
Balance brought forward	912	Vehicle Maintenance	1,121
Donations	7,999	Vehicle tax	495
Grants	<u>1,312</u>	Vehicle insurance	1,576
	9,311	Vehicle fuel	544
		Store rent	780
		Scout hut rent	-
		Broadband and telephone	581
		Council tax	210
		Sundry expenses	86
		Stationary and newsletter	145
		Bosnia contribution	200
		Affiliation Fee Cheshire Recycling Forum	300
		CVS Chesire East	45
		Wages	3,328
		Volunteer Expenses	600
		Electric	<u>313</u>
			9,925
		Balance carried forward	<u>297</u>
	<u>10,222</u>		<u>10,222</u>

# 2015 WDT Expenditure

Electric, 3%





WYTHENSHAW DEVELOPMENT TRUST  
EXPENDITURE 2015 V 2014

	£	£	£			
	2015	2014	Change from	% change from		
			2014	2014		
Vehicle Mai	1,121	231	890.16	386%		
Vehicle tax	495	242	253.00	105%		
Vehicle insc	1,576	2,129	-553.02	-26%		
Vehicle fuel	544	850	-305.76	-36%		
Store rent	780	704	76.26	11%		
Scout hut r	-	150	-150.00	-100%		
Broadband	581	798	-217.17	-27%		
Council tax	210	-	210.00	0%		
Other insurances		128	-128.30	-100%		
Sundry expi	86	269	-182.62	-68%		
Stationary	145	65	80.48	124%		
Bosnia cont-	200	400	-600.00	-150%		
Affiliation F	300	360	-60.00	-17%		
CVS Chesire	45	-	45.00	0%		
Wages	3,328	-	3,328.00	0%	1541.78	0.238775
Voluntear E	600	600	0.00	0%		
Electric	313	20	293.30	1467%		
	9,925	6,946	2,979	43%		

WDT Expenditure 2015 v 2014	
2015	9,925
2014	6,946
Change	2,979
% Change	43%

# **CONSTITUTION OF THE WYTHENSHAW DEVELOPMENT TRUST**

## **1 NAME**

The name of the charity is the Wythenshawe Development Trust (set up in 1972).

## **2 PURPOSES OF THE CHARITY**

- 1 To assist disadvantaged and vulnerable individuals and families in need in south Manchester and north-east Cheshire by recycling unwanted furniture.
- 2 To encourage local recycling schemes to reduce environmental damage.
- 3 To encourage and promote overseas aid to Africa.
- 4 To campaign for the recognition and implementation of informal education.

## **3 TRUSTEES**

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

## **4 CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

- 1 raise funds, receive grants and donations
- 2 apply funds to carry out the work of the charity
- 3 co-operate with and support other charities with similar purposes
- 4 do anything which is lawful and necessary to achieve the purposes.

## **5 MEMBERSHIP**

The charity shall have a membership. Anyone who supports the work of the charity is deemed to be a member. The trustees will keep an up-to-date membership list.

## **6 ANNUAL GENERAL MEETING (AGM)**

- 1 The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- 2 Members wishing to attend the AGM should let the Secretary know in writing 5 days prior to the meeting.
- 3 Every member has one vote.
- 4 The trustees shall present the annual report and accounts.
- 5 Any member may stand for election as a trustee.
- 6 Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

## 7 TRUSTEE MEETINGS

- 1 Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- 2 At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- 3 If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- 4 During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- 5 The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

## 8 MONEY AND PROPERTY

- 1 Money and property must only be used for the charity's purposes.
- 2 Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- 3 Trustees cannot receive any money or property from the charity, except to refund reasonable out-of-pocket expenses.
- 4 Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

## 9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision with at least 3 trustees present. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two-thirds majority. Minutes must be kept.

- 1 **Winding up** – any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- 2 **Changes to the Constitution** can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- 3 **General Meeting** – called on written request from a majority of members.
- 4 Trustees may also call a General Meeting to consult the membership.

### Role of the officers

#### **Chair**

At all meetings the chair will preside over the meetings and report of the work of the Trust, failing that the meeting will elect its own chair and will have both a deliberative and a casting vote.

The chair also:

- is one of the cheque signatories
- calls the meetings and sets the date for the AGM.

**Treasurer**

The treasurer:

- is usually one of the people who signs cheques on behalf of the trust (two signatories needed)
- keeps account of all monies received and expended and ensures that a report on financial matters is available at general meetings.
- submits a financial statement for audit prior to the AGM, as a true copy certified by the treasurer.

**Secretary**

The secretary:

- maintains full, organised records of the Trust
- distributes written information of the Trust's activities, including minutes, meeting arrangements and the items to be discussed
- maintains an up-to-date list of trustees and their contact details
- receives correspondence for the Trust and normally prepares or sends replies
- is one of the cheque signatories.

Signed Mr A Davis      Chairperson \_\_\_\_\_      Date \_\_\_\_\_

Signed Mr G Davis      Vice-Chairperson \_\_\_\_\_      Date \_\_\_\_\_

Signed Mrs L Curley      Treasurer \_\_\_\_\_      Date \_\_\_\_\_

Signed Mrs L Brown      Secretary \_\_\_\_\_      Date \_\_\_\_\_