

**ILMINSTER TOWN COUNCIL  
REVENUE SUBSIDY GRANT  
APPLICATION FORM 2017/18**



**Please Note: Prior to completion of this form please read The Town Council's Revenue Subsidy Grant Policy and Guidelines**

1. Name / Title of Organisation ILE YOUTH CLUB

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Tel.  
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3. Please give an overview of the services provided by your organization with an emphasis on how it will benefit the citizens and / or businesses of Ilminster

*This year we went out to tender for the first time in 6 years. It went to an awful out-fit catered C.Y.P. numbers were dropping, and are still low, but are improving, we have had to go back to 11-15 year olds, with agreement from County Youth we hope this will help our young people in the future.*

4. Total anticipated annual running costs (Please enclose supporting estimates) *£8000 this includes heating and lighting and extra equipment.*

5. Amount of grant sought from Town Council and % of total project cost *£3000*

%

6. Please give details of applications made to other grant making bodies in respect of this organisation (eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted (yes / no)
4-12-17	GOOCH TRUST	1000	
	<del>Patton Ru</del>		
	Pat-Refugee Trust	185 per month	
	County Youth		on going
	Bank		

7. Please provide details of how your organisation will be raising money to meet running costs e.g. charges for services fundraising events.

Father Christmas raised £340. we had a dinner Pave Booked at the Sharby Hotel in March. There and other events, we hope to raise £1500

8. Please provide details of how your organisation will seek to reduce the level of revenue subsidy grant required in future years

We hope to train two people in youth work with county help, this should cut the cost of youth work.

9. Has your organisation received any type of grant funding from Ilminster Town Council within the last 3 years?

YES ~~NO~~ If YES, please provide details.

£2000. for the last 3 years

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts

Please return the completed form to

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset, TA19 0DG

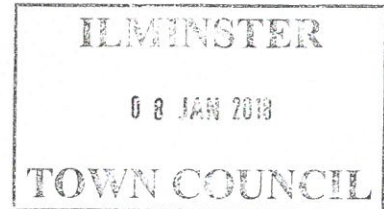


Frog Lane, Ilminster, Somerset TA19 0AP

[ileyouthcentre@gmail.com](mailto:ileyouthcentre@gmail.com)

Bookings: 01460 419320

## Constitution



### Name

The name of the club shall be Ile Youth and Community Centre.

### Objectives

The objectives of the club are to promote the wellbeing of young people so that they can achieve their physical, intellectual, social and spiritual potential.

### Trustees

There will be three trustees, whose job in the case of the club being dissolved will be to sell all properties for the purpose to pay off any debts where possible and to negotiate a fair price from South Somerset District Council for the handing back of the remainder of the lease. No personal financial liability shall fall upon the Trustees if insufficient funds are available to pay all debts.

### Management

A management committee shall control the activities of the club which shall consist of no less than five people elected annually. Not more than two members of any one organisation shall stand or vote on the Management Committee.

- The committee shall have powers to co-opt up to another three members.
- The officers of the committee should consist of a chair person, treasurer, secretary and bookings officer.
- The management committee shall meet at least four times a year.
- When appropriate the management committee shall put out to tender the running of the youth club, the service providers to be chosen from the list of Youth Work Providers as published by the Somerset Youth and Community Service.
- The committee shall manage the affairs of the club to achieve its objectives and shall exercise oversight of the clubs activities in accordance with guide lines set out by Somerset Youth and Community Service so as to safeguard the health and welfare of the members and volunteers.
- The management committee may delegate to sub-committees the right to act on its behalf within such guidelines they may set down.

### **Accounts**

The management committee shall cause to be kept accounts of all money and property belonging to the club and such accounts shall be scrutinised annually and retained for future inspection. The accounts shall be submitted to the annual meeting of the club.

### **Young People's Representation**

Up to four young people (under 18) shall be nominated to attend meetings of the management committee where they shall be entitled to speak but not vote.

### **Annual General Meetings**

Annual general meeting of all the members and supporters shall be upheld once a year.

The general meeting will receive a report of the club's activities and a statement of accounts and will elect the committee for the coming year.

No less than 14 days' notice of the meeting shall be given to members and supporters.

A special meeting may be convened at any time by the management committee. No less than 14 days' notice of the meeting shall be given to members and supporters.

### **Changes to the Constitution**

The above constitution shall only be changed by resolution passed by 2/3 majority at an annual general meeting or special general meeting. At least 14 days notice must be given on the proposed amendments.

### **Dissolution**

No personal financial liability shall fall upon members of the Management Committee if insufficient funds are available to pay all debts in the event of the club being dissolved. Any surplus monies will be given to Ilminster Town Council and shall be used for the future benefit for the young people of Ilminster.

Signed *J. A. Child* (Chair)

Signed *K. Pitman* (Secretary)

Date 14.12.17



**DRAFT**

**Service Level Agreement  
Ilminster Youth Club Management Committee  
Effective from 8th September 2017**

**1. Purpose**

- 1.1. This agreement is between the Community Youth Project (CYP) and the Ilminster Youth Club Management Committee for the provision of youth worker support to the communities of Ilminster

**2. Terms and Conditions**

- 2.1. The parties commit to this agreement for a period to 7<sup>th</sup> September 2018, after which it may be extended further by mutual consent.
- 2.2. The notice required for termination by either party is three months, except by mutual consent.
- 2.3. This agreement shall not be amended without the approval of both parties in writing.

**3. Services provided by the CYP**

- 3.1. The CYP will provide one Youth and Community Development Officer and one Youth and Community Support Worker from 8<sup>th</sup> September 2017 to run youth sessions or other activities on Friday evenings 7.00 from 9.00pm, plus 15 minutes on either side for, preparation and post session close down and recording. In addition both staff will attend professional supervision and staff meeting requiring a total of 1 hour per week and the Youth and Community Development Officer will resource tuck shop and programme materials, deliver outreach, attend community based meetings, Update Social media and other duties as required within the contract specification.
- 3.2. This totals 7.5 hours per week Youth Worker time.
- 3.3. The objectives of this agreement are as follows :-
- a. Programme to include
- 3.4. Other support, including weekend and holiday activities, will be provided on an as required basis.
- 3.5. The services provided by the CYP include:
- b. Professional and management support, including advice to the management Committee on youth-related issues.
- c. A full suite of policies and procedures as may be required, including safeguarding.



Community Youth Project

The Community Youth Project (Somerset) - Registered Charitable Incorporated Organisation 1157241



- d. Insurance to cover employer's liability, professional indemnity and public liability for sessions, activities and events led by the CYP.
  - e. Enhanced Disclosure and Barring Service checks for CYP youth workers and a means for obtaining DBS checks for local volunteers as required.
  - f. Support for the recruitment and training of volunteers, within the agreed youth worker hours.
  - g. Funding advice and support.
  - h. A record of income and expenditure
  - i. A record of attendance
  - j. Six monthly progress reports to the Ilminster Youth Club Management Committee
- 3.4. The CYP will aim to provide continuity of support throughout the period of this agreement from one named youth worker. However, it reserves the right to provide a qualified replacement in the event of sickness, holiday absence or termination of employment.

#### **4. Support provided by the Ilminster Youth Club Management Committee**

- 4.1. The Ilminster Youth Club Management Committee will provide:
- a. A secure and suitably equipped venue for indoor youth sessions, including building and contents insurance, that meets Health and Safety and legal requirements, including fire and safety procedures and checks, electrical Portable Appliance Testing (PAT) and suitable licensing arrangements.
  - b. Access to other community facilities, such as the recreation ground, for organised activities and events as available and required.
  - c. At least one local volunteer, or more as may be required by numbers, to support the delivery of each youth session, activity or event. All volunteers will be required to provide a DBS number which CYP can provide support accessing. See point e above.
  - d. Information, including records of attendance, as may be required to support the CYP and any external funders.

#### **5. Cost**

- 5.1. The annual cost of CYP youth worker provision for the 39 weeks term time sessions as at 3. above is £6864 due annually in quarterly instalments. This is based on a flat fee of £22.00 per hour for Youth and Community Development Officer and £19.00 per hour for Youth and Community Support Worker
- 5.2. Youth worker support for any additional activities, as mutually agreed by the parties, shall be charged at £22/ £19 per hour.
- 5.3. These costs will be reviewed by the parties on an annual basis and may be subject to reasonable inflation increases.
- 5.4. A float of £20 is to be provided by Ilminster Youth Club Management Committee and will be kept on site for tuck and subscriptions

#### **6. Dispute Resolution**

- 6.1. In the event of any dispute between the parties arising out of this agreement, they agree that this shall be referred the Solicitor to South Somerset District Council for resolution and that any decision so reached shall be binding on them.



THE ILE YOUTH CENTRE

ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2017

**THE ILE YOUTH CENTRE**

**ACCOUNTS**

**- FOR THE YEAR ENDED -**

**31ST MARCH 2017**

**CONTENTS**

1	Independent Examiner's Report on the Accounts
2	Balance Sheet
3	Income and Expenditure Account



**THE ILE YOUTH CENTRE**

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

**FOR THE YEAR ENDED 31ST MARCH 2017**

I report to the Management Committee for The Ile Youth Centre on the Income and Expenditure Accounts for the year ended 31st March 2017 which are set out on Pages 2 to 3.

**Respective Responsibilities of Trustees and Examiner**

The organisation's Management Committee are responsible for the preparation of Accounts. The Organisation considers that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to:

- examine the Accounts;
- follow the procedures laid down in the General Directions given by Professional Bodies; and
- state whether particular matters have come to my attention.

**Basis Of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Professional Bodies. An examination includes a review of the accounting records kept by the Organisation and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and the seeking of explanations from you as Management Committee 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; and
  - to prepare Accounts which accord with the accounting records and comply with accounting requirements 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.

  
.....

Mrs Lorna Elizabeth Cox, FCCA, ACA  
(Association of Chartered Certified Accountants and  
Institute of Chartered Accountants for England & Wales)

**Mitchams**  
Chartered Accountants  
1 Cornhill  
Ilminster  
Somerset  
TA19 0AD

**12th September 2017**

EXCELBI4

THE ILE YOUTH CENTREBALANCE SHEET

- as at -

31ST MARCH 2017

	<u>2017</u>		<u>2016</u>	
	£	£	£	£
<b><u>CURRENT ASSETS</u></b>				
NatWest Current Account @ 31.03.17 (31.03.16)	2922		1393	
NatWest Reserve Account @ 31.03.17 (31.03.16)	16104		18008	
Lloyds TSB Treasurers Account @ 31.03.17 (31.03.16)	3481		4461	
Cash in Hand @ 31.03.17 (31.03.16)	16	22523	2	23864
<b><u>REPRESENTED BY:</u></b>				
NatWest Current Account @ 31.03.16 (31.03.15)	1393		1499	
NatWest Reserve Account @ 31.03.16 (31.03.15)	18008		16640	
Lloyds TSB Treasurers Account @ 31.03.16 (31.03.15)	4461		8437	
Lloyds TSB Treasurers Ac (Savings Ac) @ 31.03.16 (31.03.15)	-		-	
Cash in Hand @ 31.03.16 (31.03.15)	2	23864	50	26626
<u>Add</u> Excess Income over Expenditure				
<u>Less</u> Excess Expenditure over Income		-1341		-2,762
		<u>22523</u>		<u>23864</u>

Accounts approved by Committee...

Chairman: ..... *G. Childs* ..... (Mr G Childs)Administrator: ..... *G. Pitman* ..... (Mrs G Pitman)Date: ..... *6-11-17* .....

THE ILE YOUTH CENTREINCOME AND EXPENDITURE ACCOUNT

- for the year ended -

31ST MARCH 2017

<u>INCOME</u>	<u>2017</u>	<u>2016</u>	<u>EXPENDITURE</u>	<u>2017</u>	<u>2016</u>
	£	£		£	£
Cark Park (re 2015/16)	-	4860	Accountancy	578.00	528
Cark Park (re 2016/17)	4860.00	-	Maintenance:		
Grants Received:			General Repairs and Maintenance	1706.68	1825
Ilminster Town Council - General	2000.00	-	Premises Repairs	6425.24	260
Fundraising:			Equipment Renewals	-	833
Jumble Sales	-	100	Insurance	2200.00	2200
Santa's Grotto/Christmas Bazaar	468.61	752	Postage and Stationery	287.88	119
Casino Night	4815.90	-	Land Lease	52.00	52
Lions Fete	42.00	-	Gas and Electricity	1826.83	1624
Queen's Birthday	98.50	-	Telephone	179.78	177
Ilminster Experience	112.00	-	Rates	623.09	-
90's Night Shrubbery	530.00	-	Water Rates	361.56	313
Donations Received:			Hygiene	470.97	447
Pat Ripley Trust	# 1020.00	1020	Caretaker	1522.20	1830
Gooch Charitable Trust	# 1000.00	-	Miscellaneous	533.93	373
Donations	252.39	-	Music Licence	126.46	122
Club Hire:			Provision for Mega Mondays	# 6000.00	4996
Slimming World	2025.00	1878	Fund Raising	3408.65	-
Phoenix Fitness	229.50	-			
Scouts	900.00	-			
Deafplus	1377.00	-			
Lip Reading Communication Group	752.50	485			
Active Skills & Learning	-	15			
Helen Laxton Dance School	492.00	1456			
Zumba	715.00	678			
Majorettes	1402.00	460			
Five Rivers	1144.00	272			
SCC Rental Of Hall	-	450			
Miscellaneous Hire	610.50	523			
Miscellaneous	110.28	20			
Other:					
Bank Interest Received	5.86	8			
	<u>24963.04</u>	<u>12977</u>		<u>26303.27</u>	<u>15699</u>
Excess Expenditure over Income	1340.23	2762	Excess Income over Expenditure		
	<u>26303.27</u>	<u>15739</u>		<u>26303.27</u>	<u>15699</u>

# Relates to Monies given specifically re Provision of Youth Services

Balance of unspent Youth Services 31.03.16	1238.87
- Total Income Received 2016/17	2020.00
- Total Payments Made 2016/17	-6000.00
Balance of overspent Youth Services 31.03.17	<u>-2741.13</u>

