

**ILMINSTER TOWN COUNCIL
REVENUE SUBSIDY GRANT
APPLICATION FORM 2018/19 2019/20.**



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 ... ILMINSTER

2. Name of person submitting the application... MRS CAROL HOLTOM

Position held in organisation ... SECRETARY / MANAGER

Address... 7 HIGH STREET

..... ILMINSTER

..... SOMERSET

Tel. No... 01460 57637

Email... Meholtom@btinternet.com

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

OPERATING A LOCAL INFORMATION CENTRE FOR THE
ILMINSTER AREA.

PROVIDING INFORMATION ON LEISURE FACILITIES
AND ACTIVITIES TO LOCAL PEOPLE, AND VISITORS,
IN THE FORM OF LEAFLETS, POSTERS ETC. THE CENTRE
IS LOOKED AFTER BY VOLUNTEERS.

4. Total anticipated annual running costs £ 262.55
(Please enclose supporting estimates)

5. Amount of grant sought from Town Council and % of total project cost £ 800
%

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)
<u>2020</u>	<u>SSDC</u>	<u>£500</u>	<u>VERBALLY AGREED.</u>

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

AS WE ARE PROVIDING A SERVICE TO THE TOWN WE DO NOT HOLD FUNDRAISING EVENTS.

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

THE MANAGER IS NO LONGER CLAIMING AN HONORARIUM AND IS MANAGING THE CENTRE AS A VOLUNTEER. A REPLACEMENT MANAGER IS BEING SOUGHT-WHO WILL REQUIRE AN HONORARIUM...

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.

8/10/18 £800.

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

Iminster Tourism

Income and Expenditure Account 2019

Grants received

Iminster Town Council	£800
South Somerset District Council	£500

Expenditure

Running costs: phone etc	£262.55
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Balance sheet

Bank Balance at 31.12.19	£1391.26
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Service Level Agreement 2019/20
Between
Ilminster Town Council And Ilminster Tourism

Parties to the Agreement

Ilminster Tourism and Ilminster Town Council

Purpose

To set out the service levels to be achieved by Ilminster Tourism in return for a¹revenue subsidy grant from Ilminster Town Council for the financial year 2019/20.

Ilminster Town Council's Obligations

1. To pay promptly the amount of the revenue subsidy grant agreed by the Town Council when the Service Level agreement has been signed by both parties.
2. To nominate a representative (this will usually be a serving Councillor) to sit on the management committee of Ilminster Tourism. This representative will provide regular updates on the activities of the Information centre to the Town Council
3. Visit the Ilminster Local Information Centre by request

Ilminster Tourist Centre's Obligations

1. To provide a warm welcome and professional service to visitors
2. To provide attractive and tidy displays with categorised up-to date information promoting the Town of Ilminster and the local area
3. To ensure the Local Information Centre is staffed by people with good local knowledge
4. To ensure that all staff wear name badges which clearly state their name
5. To keep statistics on the number of visitors to the Local Information Centre and the nature of enquiries (see 8 below)
6. To ensure that all persons staffing the Local Information Centre are appropriately trained (see 8 below)
7. To ensure that all persons staffing the Local Information Centre are aware of their responsibilities under Equalities legislation
8. To ensure that the centre is well signed and accessible to people with disabilities
9. To acknowledge Ilminster Town Council's support in any material prepared by the Local Information Centre
10. To report to the Annual Town Meeting and provide an annual, written, report to Ilminster Town Council on the activities undertaken during the period of funding. The report to include:
 - a. An income and expenditure summary
 - b. Statistics on the number of visitor contacts, the method by which the Local Information Centre was accessed, the type / nature of enquiries (this needs to be an accurate record not an estimated figure)
 - c. Details of training undertaken by people staffing the Local Information Centre
 - d. The number and nature of any complaints dealt with and how they were resolved

¹ A revenue subsidy grant must be applied for in accordance with the Town Council's current policy

**Service Level Agreement 2019/20
Between
Ilminster Town Council And Ilminster Tourism**

Signed On Behalf of Ilminster Town Council

Hayley White
Town Clerk

Date 2.10.20

Signed on Behalf of Ilminster Tourism

M E How

Date 5.10.20