

MACCLESFIELD TOWN COUNCIL

Meeting of Full Council

Agenda for the meeting to be held on 12th September 2016 at 7.00pm at Macclesfield Town Hall.

The Mayor may open the meeting with a short address.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

The mayor will adjourn the meeting to invite questions and comments from members of the public. The meeting will then be re-convened.

3. MINUTES OF THE MEETING OF FULL COUNCIL AGM 11TH JULY 2016

Action: To consider the draft minutes and receive them as a true record of the meeting.

4. MINUTES OF THE PLANNING COMMITTEE

4.1 Minutes of the Planning Committee 15/07/16

4.2 Minutes of the Planning Committee 28/07/16

Action: To note the minutes of the Planning Committee

5. DISABILITY INFORMATION BUREAU (DIB)

Action: To consider a funding request from DIB for £10,670.71

6. MACCLESFIELD MUSEUMS GRANT

Action: To consider the terms of the awarded grant

7. MACC ACTIVITY CENTRE

Action: To consider the funding request

8. BARNABY 2016/17

Action: To authorise and release the funding as budgeted for the Macclesfield Barnaby Festival

9. ST GEORGE'S DAY

Lead: Civic Officer

Action: To consider the circulated report and its recommendations [to follow]

10. CHRISTMAS LIGHTS

Lead: Cllr Beverley Dooley

Action: To consider a verbal update report

11. POLICY

11.1 Grants – churches

Action: To consider the proposed amendment to the Community Grants Scheme Policy relating to capping of funding available for churches and religious groups.

11.2 Employee Handbook

Action: To approve the amendments to the employee Handbook as advised by Wirehouse Employer Services and approved by the Personnel Committee

11.3 Financial Risk Assessment

Action: To review and confirm the Financial Risk Assessment for Macclesfield Town Council

12. SPEND TO DATE

Lead: Town Clerk / Responsible Financial Officer

Action: To authorise the council's spend to date.

13. CORRESPONDENCE

14. MEMBER ITEMS

CLOSED SESSION

Due to the confidential nature of business, public and press will be excluded from the meetings under the Public Bodies (Admission to Meetings) Act 1960.

15. MINUTES OF THE PERSONNEL COMMITTEE**15.1 Minutes of the Personnel Committee 03/05/16****15.2 Draft Minutes of the Personnel Committee 29/07/16**

Action: To note the minutes and draft minutes of the Personnel Committee

16. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of Macclesfield Town Council is 7pm, 28th November 2016, at Macclesfield Town Hall.

MACCLESFIELD TOWN COUNCIL

Meeting of Full Council

Minutes of the meeting held on 11th July 2016 at 7.00pm at Macclesfield Town Hall.

In attendance: Cllr Alift Harewood (Mayor)
Cllr Beverley Dooley (Deputy Mayor)
Cllr Chris Andrew
Cllr Liz Durham
Cllr Adam Schofield
Cllr Gareth Jones
Cllr Philip Bolton
Cllr Neil Puttick
Cllr Janet Jackson
Cllr Matt Sharrocks

Also in attendance was the Town Clerk, Pete Turner, The Civic Officer, Harriet Worrell, and Laura Smith of the Disability Information Bureau.

The meeting was opened in prayer by the Mayor's Chaplain, Rev Helen Byrne, and a minute's silence was held in remembrance of Jo Cox MP.

The Mayor opened the meeting with a short address identifying the voluntary sector as a key contributor to the community of Macclesfield and described being elected mayor of Macclesfield as a blessing and an honour. The Mayor thanked all those at the meeting for taking the time to attend.

1. APOLOGIES FOR ABSENCE

Cllr Martin Hardy
Cllr Ainsley Arnold

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

There were none.

The Mayor adjourned the meeting to invite questions and comments from members of the public.

Liz Braithwaite addressed the meeting expressing her acceptance of the council's decision not to support her suggestions from the Annual Town Meeting, but also her disappointment that the council had not contacted her following it's meeting on 23/5/16, where this was considered. Ms Braithwaite asked the council to consider how it should communicate its decisions in future.

The meeting was then be re-convened.

3. MINUTES OF THE MEETING OF FULL COUNCIL AGM 23RD MAY 2016

RESOLVED: That the minutes are accepted as a true record of the meeting.

4. DISABILITY INFORMATION BUREAU (DIB)

Laura Smith, Chief Officer of DIB, gave a brief overview of the circulated information, identifying the need for additional capacity and resource to develop the service's accessibility strategy. Members sought clarification from Laura with regard to the benefits of additional resources; the availability and need for changing spaces for people with special needs; representation for better access on to coaches; details of the fundraising strategy and business plan; what events and fund-raising activities are carried out at DIB; how the work and successes of DIB might be communicated; and the opportunity for a third sector service hub.

In response Laura clarified the added value of additional capacity and resources; the opportunity for additional fund-raising; the ability to publish and up to date accessibility guide for Macclesfield; and the further work of DIB with regard to supporting people with needs and promoting accessibility in Macclesfield.

RESOLVED: That consideration of funding the accessibility project is deferred to the next full council meeting, with members specifying in advance what additional information they would like to see supporting the funding request.

5. MINUTES OF THE PLANNING COMMITTEE

5.1 Minutes of the Planning Committee 16/05/16

5.2 Minutes of the Planning Committee 03/06/16

5.3 Draft minutes of the Planning Committee 24/06/16

The minutes and draft minutes were noted.

6. MINUTES OF THE FINANCE COMMITTEE

6.1 Draft minutes of the Finance Committee 4/07/16 [to follow]

The draft minutes were noted.

7. MINUTES OF THE SERVICES COMMITTEE

7.1 Draft minutes of the Services Committee 20/06/16

Cllr Jackson requested that she is included within the informal bloom champions group as referred to at agenda item 6.3 of the above minutes.

The draft minutes were noted.

8. CHALC MEMBERSHIP

RESOLVED: To approve membership of the Cheshire Association of Local Councils - £1,429.31

9. CIVIC AWARD SCHEME

The Civic Officer, Harriet Worrell, was thanked for the work of updating the policy and application process.

RESOLVED:

- i. That all of the new Civic Award categories are approved and implemented.
- ii. That the Mayor of Macclesfield's Civic Award scheme is implemented on an annual basis.

10. CHRISTMAS LIGHTS

Cllr Dooley gave a verbal update with regard to the Christmas Lights provision and the Switch On Event, identifying that the budget is expected to be met, but it will be close. Cllr Dooley also identified that the infrastructure testing and reinstatement costs were high due having not been previously tested (or no record of). Entertainment is being booked for the switch on event, including stage and on street entertainment.

11. CCTV CONTRIBUTIONS

Members discussed the review of the provision of CCTV and identified additional provision at Sparrow Park as well as the work of the Services Committee to review overall provision and value for money.

The Town Clerk was asked to arrange a visit to the CCTV control room in September for members.

RESOLVED: The CCTV Service Level Agreement with Cheshire East Council is approved- £31,450

12. SPEND TO DATE

RESOLVED: The Council's spend to date is approved as shown in the submitted financial reports: May £7,799.21; June £31,376.16

13. CORRESPONDENCE

None

14. MEMBER ITEMS

14.1 Mayoral Honour

Cllr Schofield led members in formally congratulating Cllr Alift Harewood on the recent announcement in the Queen's 90th Birthday Honours List of her award of MBE in recognition of her work for the community of Macclesfield.

14.2 Town Crier

Cllr Jackson introduced the item and clarified that the report was seeking an in principle decision with further detail to be brought to a future meeting. Members expressed clear support for the idea and welcomed the added value such an initiative would bring.

RESOLVED:

- i. That the principle of the creation of the post of Town Crier for Macclesfield is supported.
- ii. That Cllr Jackson, supported by the Town Clerk, returns to Full Council in November with a detailed proposal, to include costs and details of promotion, the post description and the launch event.

CLOSED SESSION

Due to the confidential nature of business, public and press will be excluded from the meetings under the Public Bodies (Admission to Meetings) Act 1960.

15. COUNCIL STAFFING STRUCTURE AND RECRUITMENT

The Town Clerk introduced the item, detailing the process followed, risks and response to the recruitment process.

Cllr Durham expressed her clear disappointment at not being included in the recruitment panel, requesting that this be noted.

The confirmation and continuation of the recruitment process, risks and response to the recruitment process was noted.

16. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of Macclesfield Town Council is 7pm, 12th September 2016, at Macclesfield Town Hall.

Meeting closed at 8.13pm

Chair
Clerk

Cllr Alift Harewood
Pete Turner

MACCLESFIELD TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the meeting held on 15th July 2016 at **10am** at **Macclesfield Library**.

In attendance: Cllr Gareth Jones
 Cllr Philip Bolton
 Cllr Alift Harewood
 Cllr Liz Durham

Also in attendance was the Town Clerk, Pete Turner.

1. APOLOGIES FOR ABSENCE

Cllr Beverley Dooley

2. DECLARATIONS OF INTEREST

None

There no members of the public present

3. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 24TH JUNE 2016

RESOLVED: That the minutes are accepted as a true record of the meeting

4. PLANNING DATA BRIEF

It was requested that the brief be amended to include reference to the proposed safeguarded land around Macclesfield and the housing crisis.

RESOLVED: That the Town Clerk is to seek costings and mechanisms to inform the delivery of the amended brief.

5. OBSERVATIONS ON PLANNING APPLICATIONS

The planning authority has been informed of the date of this meeting and any delays in responses as they relate to all applications with response closing dates before the date of this meeting.

Application No: 16/2281M

Proposal: The proposal is to provide an additional 25 car park spaces for users of the Hospital. The proposed area is currently grassed.

Location: THE REGENCY HOSPITAL, WEST STREET, MACCLESFIELD, CHESHIRE, SK11 8DW

RESOLVED: That this committee does not object in principle, but seeks that no further trees are lost to this site as a result of this application.

Application No: 16/2820M

Proposal: Insertion of two rooflights in front elevation

Location: 5, Pearle Street, Macclesfield, Cheshire, SK10 2AL

No Objection

Application No: 16/2868M

Proposal: Front porch, single storey rear extension, loft conversion with dormers, render existing house, new access onto Sandy Lane.

Location: 229 , Whirley Road, MACCLESFIELD, SK10 3JJ

No Objection

Application No: 16/2901M

Proposal: Proposed new dwelling.

Location: 120, WINDMILL STREET, MACCLESFIELD, CHESHIRE, SK11 7LB

RESOLVED: That this committee objects to the proposed development on the grounds of evident over development of the site.

Application No: 16/2932M

Proposal: Rooftop installation of a Photovoltaic flat roof system to provide solar energy

Location: ASTRAZENECA, CHARTER WAY, MACCLESFIELD, CHESHIRE, SK10 2NA

No Objection

Application No: 16/2937M

Proposal: Proposed office extension

Location: ASTRAZENECA, CHARTER WAY, MACCLESFIELD, CHESHIRE, SK10 2NA

No Objection

Application No: 16/2938D

Proposal: Discharge of Condition 6 on Application 15/4086M - Variation of conditions 3, 4 and 8, Discharge of conditions 6 and 7 on approved 13/3082M - Internal and external alterations to the original former Cheshire Building Society (no. 36 Castle Street) together with the demolition of the majority of the subsequent extensions to the building and the change of use of the ground floor from offices (Class B1(a)) to 2 no. flexible use units (Classes B1(a), A1, A2, A3 and/or A4). Demolition of retail units at no.'s 22, 24 & 26 Castle Street and no.'s 25, 25B & 25C Castle Street Mall (forming part of the Grosvenor Shopping Centre) to facilitate the redevelopment of a two storey building (plus roof top plant area) to adjoin the redeveloped former Cheshire Building Society and provide 4 no. retail (Class A1) units, erection of replacement canopy above Castle Street Mall, formation of 5 no. car parking spaces, external alterations and associated works.

Location: 22, 24, 26 & 36 Castle Street, 25, 25B & 25C Castle Street Mall, Macclesfield, Cheshire.

No Objection, and that the Town Clerk responds to reflect the committee's support for the application.

Application No: 16/2982M

Proposal: Single storey rear extension and first floor side extension
Location: The Old Stables, 10, Whitney Croft, Macclesfield,
Cheshire, SK10 1RQ

No Objection

Application No: 16/2997M

Proposal: Conversion of existing offices to create 10 self contained
residential apartments.
Location: Paradise Mill, 1 - 21 PARK LANE, MACCLESFIELD, SK11 6TL

No Objection

Application No: 16/2998M

Proposal: Listed building consent for conversion of existing offices to
create 10 self contained residential apartments.
Location: Paradise Mill, 1 - 21 PARK LANE, MACCLESFIELD, SK11
6TL

No Objection

Application No: 16/3005M

Proposal: Single storey side extensions
Location: 22, PEXHILL ROAD, CHESHIRE, SK10 3LL

No Objection

Application No: 16/3059M

Proposal: Proposed two storey side and rear extension to form
ground floor larger kitchen/breakfast area, utility and first
floor bedroom with ensuite. Proposed single storey rear
and side extensions to form rear snug and side toilet.
Location: 21, GAWSWORTH ROAD, MACCLESFIELD, SK11 8UE

No Objection

Application No: 16/3084T

Proposal: We are seeking permission to remove branches which are overhanging our neighbour's back garden. The tree is an oak tree which is subject to a Tree Preservation Order. The neighbours have requested that we cut back the branches as it is overhanging a central area of their garden and causing excessive shading. They have 2 disabled children and 'furry' deposits from the tree mean that they cannot sit out in their garden. The overhanging branches are comprised of about 4 stems approximately 9 ft in length. We have approached Cheshire Tree Felling to carry out the work and they will complete it if council permission is obtained.

Location: 25 , Hamble Way, MACCLESFIELD, SK10 3RN

No Objection

Application No: 16/3119M

Proposal: Outline application for demolition of 10 lock-up garages and erection of two semi-detached dwelling houses

Location: LAND ADJACENT TO, 21, SLATER STREET, MACCLESFIELD

RESOLVED: That the committee understands the concerns of nearby residents and seeks that details of adequate off street parking be included in in any future associated detailed planning application.

Application No: 16/3123M

Proposal: ALTERATIONS TO FORM NEW JOINT VEHICULAR ACCESS OFF BYRONS LANE AND FORMATION OF VEHICULAR PARKING.

Location: 93, BYRONS LANE, MACCLESFIELD, SK11 7JS

No Objection

Application No: 16/3154M

Proposal: Demolition of existing building and construction of two dwellings

Location: 2 LONGACRE STREET, MACCLESFIELD, CHESHIRE, SK10 1AY

No Objection

Application No: 16/3235M

Proposal: Change of use of Units 1 & 2 from Class A 1 to Class A3 use

Location: UNIT 2, The Silkworks, PICKFORD STREET, MACCLESFIELD, SK11 6JD

No Objection

Supplementary Agenda

Application No: 16/3328M

Proposal: Porch to the front of the house

Location: 74, DELAMERE DRIVE, MACCLESFIELD, CHESHIRE, SK10 2PU

No Objection

Application No: 16/3321M

Proposal: Non material amendment relating to 15/3521M

Location: 21, MASONS LANE, MACCLESFIELD, CHESHIRE, SK10 2RS

No Objection

Application No: 16/3267M

Proposal: Demolish existing dormer bungalow and replace with two storey house with the same ridge level

Location: 93, CHELFORD ROAD, MACCLESFIELD, MACCLESFIELD, CHESHIRE, SK10 3LQ

No Objection

6. CORRESPONDENCE

None

7. MEMBER ITEMS

It was sought that an item relating to public access electric car charging points be considered at the next meeting.

8. DATE/TIME AND PLACE OF NEXT MEETING

The next Planning Committee meeting will take place on **28th July at 9.30am at Macclesfield Library**

Meeting closed at 10.57am

Chairman

Cllr Gareth Jones

Clerk

Pete Turner

MACCLESFIELD TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the meeting held on 28th July 2016 at **9.30am** at **Macclesfield Library**.

In attendance: Cllr Philip Bolton
Cllr Gareth Jones
Cllr Liz Durham
Cllr Alift Harewood MBE
Cllr Beverley Dooley

Also in attendance was the Town Clerk, Pete Turner

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Cllr Jones declared a pecuniary interest in application 16/3470M, having previously been involved in the sale of the premises, and took no part in the discussion or decision.

No members of the public attended the meeting

3. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 15TH JULY 2016

RESOLVED: That the minutes are confirmed as a true record of the meeting

4. PLANNING DATA BRIEF

There was no update to give as no information had been received from outside bodies since the last meeting.

5. OBSERVATIONS ON PLANNING APPLICATIONS

The planning authority has been informed of the date of this meeting and any delays in responses as they relate to all applications with response closing dates before the date of this meeting.

Application No: 16/2590M

Proposal: Listed building consent for replacement of rotten wooden windows with new wooden windows to match existing windows

Location: 189, CROMPTON ROAD, MACCLESFIELD, SK11 8EH

No Objections

Application No: 16/3124M

Proposal: ALTERATIONS TO FORM NEW JOINT VEHICULAR ACCESS OFF BYRONS LANE AND FORMATION OF VEHICULAR PARKING

Location: 91, BYRONS LANE, MACCLESFIELD, SK11 7JS

No objections, but members noted the submitted neighbour comments

Application No: 16/3393M

Proposal: Single storey side garage extension.

Location: 68, ECTON AVENUE, MACCLESFIELD, SK10 1RA

No objections

Application No: 16/3396M

Proposal: Single storey rear extension and pitched roof over existing garage

Location: 6, Bollinbarn Drive, MACCLESFIELD, SK10 3DN

No objections

Application No: 16/3417M

Proposal: Single storey rear extension

Location: 149, WHIRLEY ROAD, MACCLESFIELD, CHESHIRE, SK10 3JL

No objections

Application No: 16/3430M

Proposal: Alterations to No 152 Bank Street and building of 2 new terraced houses in the side garden

Location: 152 , Bank Street, Macclesfield, SK11 7AY

No objections, but members noted the submitted neighbour comments

Application No: 16/3470M

Proposal: The change of use to a D2 leisure (gymnasium) use, external glazing and new entrance doors, and the installation of air conditioning units

Location: 16-20, DUKE STREET, MACCLESFIELD, SK11 6UR

No objections, but members sought that the details of the siting of the air conditioning units were clarified and conditioned as part of any planning consent agreement to ensure they are sited sympathetically in terms of noise and also visual impact.

Application No: 16/3476M

Proposal: Advertisement consent for 1no. illuminated fascia sign

Location: 8, MILL STREET, MACCLESFIELD, CHESHIRE, SK11 6LY

No objections

Application No: 16/3517M

Proposal: Erection of one detached house.

Location: Land Adjacent To 30, BRIARWOOD AVENUE, MACCLESFIELD

No objections

Application No: 16/3518M

Proposal: Erection of one detached house

Location: LAND ADJACENT TO, 14, MAPLE AVENUE, MACCLESFIELD

No objections

Application No: 16/3528M

Proposal: Proposed colour changes to the shopfront, new mechanical plant on the flat roof with removable access ladder and safety handrail around the edge of the flat roof and layout parking and Armco barrier to the rear of the property

Location: CO-OP SUPERMARKET, 155, LONDON ROAD, MACCLESFIELD, CHESHIRE, SK11 7SP

No objections

Application No: 16/3547M

Proposal: Listed building consent for alterations to convert from current office accommodation to 4 bedroom residential home. Removal of all existing office fittings. Addition of gas fired central heating and radiators in all rooms. New modern kitchen Aga cooker. Remove wooden post in kitchen and re-use as beam in other alterations. Replace wood external door to kitchen with modern aluminium bi-fold fully glazed door. Make good external stone step. Open up internal staircase. Modernise existing staircase. Floor tile all downstairs rooms with new tiles. Remove wooden post in south wing downstairs room. Sub-Divide upstairs south wing room into master bedroom and master bathroom. Add new master bathroom and add en-suite to adjacent bedroom by creating internal room.

Location: TYTHERINGTON OLD HALL, DORCHESTER WAY, MACCLESFIELD, CHESHIRE, SK10 2LQ

No objections

Application No: 16/3551M

Proposal: Advertisement consent for 3no. fascia signs

Location: ROYAL BUILDINGS, 8, PICKFORD STREET, MACCLESFIELD, MACCLESFIELD, CHESHIRE, SK11 6JE

No objections

6. CORRESPONDENCE

6.1 Email from V Boulton

The email expressed concern and disappointment at the decision of CEC to approve planning application 16/227M (MTC Planning Committee objected to the application).

It was agreed that the Town Clerk should seek clarification from the Planning Officer as to the reasons for approval and forward any response to the chair of the Planning Committee

6.2 Email from CEC Cllr Nick Mannion

Cllr Mannion wished to discuss the delivery of a Neighbourhood Plan for Macclesfield.

It was agreed that the Chair of the planning Committee would invite Cllr Mannion to speak to the committee at his next available opportunity.

7. MEMBER ITEMS

7.1 Electric Car Charging Points

The provision of publicly accessible electric car charging points was discussed to promote sustainable transport as well as a promotional tool for Macclesfield.

RESOLVED:

- i. That this committee supports the provision of publicly accessible electric charging points in Macclesfield on the grounds of sustainable transport principles, public service and transport planning.
- ii. That the Services Committee is tasked to investigate and progress the provision of publicly accessible charging points within Macclesfield.

8. DATE/TIME AND PLACE OF NEXT MEETING

The next Planning Committee meeting will take place on **2nd September 2016 at 9.30am at Macclesfield Town Hall**

Meeting closed at 10.48am

Chairman Cllr Gareth Jones

Clerk Pete Turner

Proposal for Macclesfield Town Council

Disability Information Bureau run Macclesfield Accessibility Group

Our Mission

To promote and create equal access to services, buildings and information for the people of Macclesfield

Our Vision

A Macclesfield which is fully accessible to every member of the community regardless of disability

The Need for Accessibility

Accessibility is the extent to which individuals and households can access day to day services, such as employment, education, healthcare, food stores, transport and town centres. We run Macclesfield Accessibility Group and want to build up Volunteers from the local community so that a stronger voice is heard at this important time of the town centre regeneration. We want to meet with other groups to collect their views e.g. MS Society and Rossendale to ensure their needs can be met within Macclesfield Town Centre and encourage visits into town especially with a new cinema and restaurants. We want to encourage people to choose Macclesfield as the 'accessible choice'. Also in light of the recent issues with the Grosvenor Centre 'banning' disabled people, many of our service users felt there was a lack of understanding of disability and accessibility. We recently consulted our members and 93% agreed that raising awareness accessibility for Macclesfield Town Centre is a priority, which is now part of our Business plan.

There are many reasons to promote accessibility:

- Boost economy - the potential spending power of disabled people is known as the 'purple pound'. 12 million disabled people in the UK, whose spending power is estimated to be worth over £200 million a year.
- Encourage people from surrounding areas to come in to Macclesfield to shop and use the new cinema.
- It is a requirement of the Equality Act.
- It will reduce social exclusion and create an inclusive community

Proposals for raising the profile of Accessibility in Macclesfield

1. Macclesfield Accessibility Booklet covering;

- Accessible Cafes
- Activities and Things to Do
- Accessible Shopping
- Accessible Toilets and Car Parking
- Promoting RADAR keys to disabled people and RADAR locks to businesses
- Simple tips to improve accessibility for shops and cafes

2. Website Page

- Accessibility Statement
- E- version of the booklet
- Links to shops/cafes

3. Social Media campaign to tweet good news access and local shops and businesses that are making accessibility improvements

#makemaccaccessible

4. Campaigning for Changing Places Toilet for Town Centre. This will encourage visits from disabled people and their Carers who need fully accessible toilet with hoists.

Cost

Staff (including all costs)	£8164
Volunteer Expenses	£500
RADAR Keys	£350
Contribution to Overheads	1006.71
Marketing/leaflets	£350
Printing Booklets	£300
Total	£10,670.71

Added Value

In line with the Social Value Act, we will recruit disabled people and long-term unemployed to volunteer and help support service delivery. We will train our volunteers, including qualifications, help them improve their CVs and skills to work towards employment. 24% of our volunteers last year gained employment. Participants of this service will shape its future with their feedback, which can be fed to local town centre shops, venues and the Town Centre Vision Stakeholder Panel, on how they can be more Accessible e.g. looking at the barriers disabled people face and where changes can be made. We will also feedback views into the JSNA and Healthwatch services to help shape services.

Plus, 87% of volunteers recorded an improvement in health and wellbeing since starting volunteering with us, leading to further positive change in their lives and less reliance on public and council services. Also volunteers translated into monetary value on this project alone is an estimated £6600 (@£11 per hour). Across our whole organisation this figure is over £77,000.

Disability Information Bureau

Draft Summary Financial Report



Draft Statement of Financial Activities for the Year Ended 31st March 2016

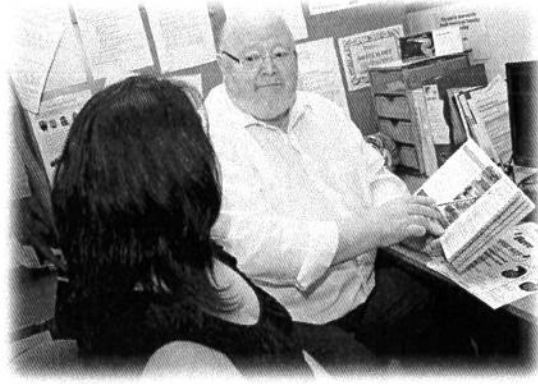
	2016	2015
	£	£
<u>Incoming Resources</u>		
Voluntary Income	3,928	9,911
Activities for generating Funds	16	1169
Investment Income	3,315	3,849
Incoming resources from charitable activities		
Services	320,136	278,681
Grants	8,778	6,750
Room hire	1,473	1,841
Total Incoming Resources	337,646	302,201
<u>Resources Expended</u>		
Fundraising trading, costs of goods sold and other costs	202	325
Charitable activities	316,144	311,393
Governance costs	1,273	2,573
Total Resources Expended	317,619	314,291
Net Incoming/ (Outgoing) Resources for the Year	20,027	(12,090)
Total Funds brought Forward	253,239	265,329
Total Funds Carried Forward	273,266	253,239

Draft Balance Sheet as at 31st March 2016

	2016	2015
	£	£
Current Assets		
Debtors	450	8,455
Prepayments and accrued Income	0	436
Deposits and Cash	290,849	285,658
Current Liabilities		
Creditors (Short Term)	18,033	41,310
Net Assets	273,266	253,239
Unrestricted Funds	263,266	252,875
Restricted Funds	10,000	326
Total Funds	273,266	253,239

This summary report is a very early draft and will be subject to minor corrections and a full report will be available in October 2016 Independently Examined by Heywood Shepherd Accountants.

Laura Smith
CEO
04.05.16



Disability Information Bureau Business Plan 2016-19



Disability Information Bureau Business Plan 2016-19

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Our Legal and Charitable Status

We are the **Disability Information Bureau (DIB)** and are:

- A Registered Company Ltd by Guarantee in England & Wales No. – 6452443
- A Registered Charity No 1124371

Our Registered Address is:

Disability Information Bureau, Pierce St, Macclesfield, Cheshire, SK11 6ER

Our Charitable aims are

1. To provide information, support and associated services so that disabled people may lead active and fulfilling lives and participate fully in society
2. To advance education by enabling people with disabilities to become more involved in the process of working towards positive change in the provision of services for disabled people
3. To advance education amongst organisations in the public, private and voluntary sectors to raise awareness, share best practice and increase understanding of the needs of people with disabilities

Our Vision

Our Vision is a society where disability is no longer a barrier to opportunity and fulfilment.

Our Purpose

We work locally to provide a range of accessible, personalised services for the benefit of people affected by disability.

Our Values

We are:

- Friendly
- Honest
- Inclusive

- Accomplished
- Experienced
- Dedicated to working with integrity
- We promote self-confidence.
- We give people a voice to achieve their aims.

Definition of Disability

We encourage the use of the Social Model as a way of understanding disability. It says that disability is created by barriers in society.

The barriers generally fall into 3 categories:

- The environment – including inaccessible buildings and services
- People's attitudes – stereotyping, discrimination and prejudice
- Organisations – inflexible policies, practices and procedures

The issue is the 'disabling environment' and the negative attitudes towards disability. Disability is caused by an unaccommodating environment, negative attitudes and organisational structures:

- Inaccessible transport
- Poorly designed buildings
- Segregated services
- Stereotyping
- Lack of understanding
- Too few sign language interpreters

Legally the definition of Disability is under the Equality Act 2010

You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

What 'substantial' and 'long-term' mean:-

'Substantial' is more than minor or trivial - e.g. it takes much longer than it usually would to complete a daily task like getting dressed

'Long-term' means 12 months or more - e.g. a breathing condition that develops as a result of a lung infection

Equality Statement

Disability Information Bureau is committed to equal opportunities principles in:

- designing and delivering its services;
- recruiting and developing its paid staff and volunteers;
- recruiting and developing its Board membership

This commitment is set out in full in our Equal Opportunities Policy

Governance and Future

The Board of Directors meets monthly to review performance and discuss strategy.

The senior staff and representatives of the Board members meet monthly for Operational team meetings where individual service work plans are reviewed. This feeds into Board of Directors meetings.

Current Directors are:

Ivor Williams	Chair
Pete Tunwell	Treasurer
Marion Goddard	Secretary
Gill Peate	
Bob Birchall	
Richard Watson	
John Kirk	

Cheshire East Councillor Laura Jeuda attends meetings in a co-opted capacity.

A volunteer representative is nominated annually to attend Board meetings.

The Disability Information Bureau is committed to becoming a Disabled Persons User Led Organisation (DPULO).

This is defined by the Office for Disability Issues (ODI) as

- Led and governed by disabled people and have a minimum membership of 75% of disabled people on their board
- Staffed by a minimum of 50% disabled people
- At least 50% of Volunteers are disabled people
- Actively demonstrate their commitment to the Social Model of Disability
- Working to achieve the above

The current percentages of disabled people at DIB has:

- 53% of staff are disabled people
- 80% volunteers are disabled people

We are committed to the Social Model of Disability, where disability is caused by the way society is organised, rather than by a person's impairment or difference.

We are at present working to recruit more disabled Trustees/ Directors so we can achieve our target of becoming a fully-fledged DPULO.

Our Background

We are based in Macclesfield and were established in April 1993. We were created when volunteers formed a management committee and applied for and gained charity status in 1996. In 2001 DIB was awarded a community fund grant and also funding for Information, Advice and Guidance through Cheshire County Council.

This led to further funding "Breaking Down Barriers to I.T". Breaking Down Barriers to I.T. focussed on providing I.T. services and adaptive technology to disabled people who lived in Cheshire East. In 2013 we become an accredited learning centre with Open Awards and a year later we were given Direct Claims status.

In 2008 we were successful in becoming a sub-contractor for the "Pathways to Work Employment Service" which assisted people on health related benefits to find suitable sustainable employment. To extend the service to a wider number of people we opened a branch office in Congleton in May 2010, and successfully mirrored the services we were offering in our Macclesfield service, in 2011 we were awarded further sub-contract for the "Work Programme".

Another new service was added in 2012 when DIB took responsibility for running the Shopmobility Service, based in Churchill Way, Macclesfield. The additional office space acquired through this provided our Advice Team with the opportunity to offer additional consultations. The Benefit Advice Service now also runs a weekly sessions from Crewe Citizens Advice Bureau (CAB) as an outreach provision, and also has outreach sessions in Alsager and Congleton.

Over the past few years we have been successful in running several European Social Funded (ESF) Contracts, contracts from HMRC, SFA (Skills Funding Agency), Local councils, CCGs and Police Crime Commissioners

We are able to offer specialist support to other voluntary sector organisations including Safeguarding, Disability Awareness and Equality and Diversity training. We also support organisations to take on disabled volunteers or staff and advise on the use of adaptive technology and 'reasonable adjustments' in the work place. Our fully accessible office space enables us to facilitate other voluntary sector organisations through use of our premises for their meetings e.g. Parkinson's Society.

We produce a handbook of local disabled organisations, for which an entry is free and we distribute 10000 copies.

We have always worked in partnership with other voluntary organisations and believe that co-operation and collaboration with partners including the CABs, Age UK, CVSCE, JCP's is important for the future of the voluntary sector.

Overview of our Current Services

We offer a varied and wide range of services based in and from our Resource Centre at Pierce Street in Macclesfield. Our building is fully accessible offering not only rooms and space for our services but opportunity for other local voluntary organisations to use our rooms for meeting and training.

The Information and Advice Service

We assist people with disabilities and their families/Carers with advice and information. Common areas that the DIB can assist with are :-

- General Disability Advice (adaptations & equipment, signposting to local organisations for sport, leisure and social events)
- Wheelchair Loans
- Sale of Radar Keys
- Signposting for Blue Badge applications
- Room Hire (meetings, training and social groups)
- Training for organisations (Equality & Diversity, Safeguarding; Disability Awareness)

This service funded by contract with Cheshire East Council.

Welfare Benefit Service

We assist approximately 1000 people with disabilities and their families and Carers through the maze of welfare benefits and the changes that may impact on their health and wellbeing. The team also assist people who need extra assistance due to financial hardship source charitable funding to enable them to secure additional funds. The target is to work with 40 cases over a 12 month period. We assist individuals, carers and their families around tax credits and finances and educate them about assistive technology and equipment that may help them to live independently.

Learning Centre

We offer Learning opportunities to adults over 19, offering computer and employability courses. We have a range of adaptive technology to suit disabled people. Courses offered are community learning (non- accredited designed to get people into learning) and accredited qualifications by awarding body Open Awards.

This service is contracted to Cheshire East Lifelong Learning (sub-contractor to Skills Funding Agency)

IT Drop in Centre

Our IT drop-in Centre is open from 12.00 – 4.00 pm Mon – Fri for the local community, who may not have access to broadband or a computer. Adaptive technology is available.

A grant from Awards 4 All funds this.

Wheelchair Loans

Various adult size wheelchairs are available to loan on a medium term basis (up to 6 weeks). Donations are welcome, this service is run in conjunction with the Red Cross.

Employment Support Service

We have successfully run the Work Programme Contract (end to end delivery) for 4 years and now we are concentrating on the In Work Support element to ensure that customers who were assisted into suitable employment are supported to stay in work.

We are contracted to People Plus (sub-contractor to DWP) to provide this service.

Radar Keys

The National Key Scheme (NKS) aims to provide disabled key holders with independent access to the toilets provided for them and increases the likelihood of the facilities being in a usable state. We sell Radar Keys to the public charging £3.50 if collected or £5 with post and packaging.

Appraisals of Services and Buildings for Accessibility

We offer an access and appraisal service which includes appraisal of buildings, services and websites, giving feedback on accessibility and guidance on the requirements of the Equality Act and Access to and use of buildings to Approved Document M. We provide a report with our findings. Disabled people are involved in the delivery of this service, for which we make a charge.

Volunteering Opportunities

Volunteers are an invaluable and essential part of the delivery of our services. We offer many opportunities, including for example receptionists, IT tutors. All volunteers are given training and support. Many of our volunteers gain qualifications within our Learning Resource Centre and go onto employment.

Shopmobility Macclesfield

We hire out mobility scooters, electrical and manual wheelchairs to the general public who need mobility assistance within Macclesfield Town Centre. We also offer a waiting area for users of the D&G transport service. This service is run as a contract from Cheshire East Council.

Social Prescribing

We at DIB are working in partnership with CVS Cheshire East to deliver a joint project on Social Prescribing covering Crewe, Wilmslow and Handforth. The aim of this service is to assist people to connect to non-medical sources of support via community services (arts; peer support groups; physical activity; volunteering and learning). Our aim is to help people find new life opportunities, forming new social relationships and become less dependent on their local medical centres and general practitioners, giving patients a voice and access to wider service. We have a contract with Public Health to run this service.

Hate Crime Reporting Centre

We raise awareness by attending local events, giving presentations and being contactable to assist individuals who wish to report a HATE Crime incident with the emphasis on disability. The DIB cover Cheshire East working in Partnership with the lead provider DIAL West Cheshire. This service is currently contracted by the Police and Crime Commissioner for Cheshire

Care Act Support Services

We provide this service to the public to promote awareness and answer queries covering the implementation of the Care Act. Information includes who is potentially eligible for a Carer's Assessment, Carer's costs and in addition regular update to the ACE Website which outlines Care Act Legislation alongside promotion via facebook and twitter (internet and social media). Enquiries relating to Carers Benefits which covers for example Carers Allowance, Form Filling, Carers Credit are referred to our Benefits Team. We also provide a dedicated helpline. This service is currently contracted by Cheshire East Council

Macclesfield Accessibility Group

We facilitated by the group who respond to accessibility issues in Macclesfield and aims to increase awareness of accessibility in planning and local businesses.

How to Contact Us

Our Resource centre is Macclesfield open Monday to Friday 9am – 5pm ; and Out-reach Services at Crewe Citizens Advice Service (CAB) Wednesday 10am – 2pm, Congleton Dane Housing Thursday 10am - 4pm and Alsager Community Centre Wednesday 1pm – 3pm

Shopmobility, Macclesfield is open Monday to Friday 9:30 – 16:00

We have a general email contact, info@dibservices.org.uk and website www.dibservices.org.uk.

At DIB we offer direct face-to-face interaction on a drop-in basis and also pre-arranged appointments which include general advice enquiries, assistance to complete forms, booking of IT and Employability classes, hiring of wheelchairs and the purchasing of radar keys. We up-date and publish an annual handbook which outlines up-to-date information on Local Disability Related Organisations within Cheshire East.

Volunteers

We are committed to ensuring volunteering opportunities for local people. Volunteers have been a very important part of our organisation since it began.

Volunteers carry out some of the following roles:

- Benefits advisor
- Receptionists
- Data Entry Clerks
- IT Tutors

Training and CPD opportunities are essential to many volunteers who are looking to ultimately gain employment including Preparing to Volunteer qualifications, ITQ and PTLLS teaching qualifications

On average our volunteers give 543 hours per month

If we cost this at the living wage of £8.25 annually this gives a figure of £53,757

In the past year over 20% of the volunteer workforce gained employment after gaining confidence and skills at the Disability Information Bureau.

Service User Involvement

In addition to our commitment to becoming a DPULO so the voice of disabled people runs throughout the organisation at all levels, we also ensure that all staff and volunteers are made aware of the need to maintain a listening and responsive approach and feedback people views to their line manager.

We collect Service Users views in the following way:

- Collecting feedback forms from Service Users of each service.
- Encourage Service Users to attend the Annual General meeting, become volunteers or apply for jobs as they become available and stand for election to the Board
- A volunteer representative attends Board meetings
- Hold focus groups
- Hold consultations on key issues.
- Asking Service Users their views e.g. before applying a charge for Shopmobility services in Macclesfield we consulted the users and other disabled organisations with suggestions. The feedback we gained meant we could introduce a charge

Promotion of Our Services

At the Disability Information Bureau we target current and potential Service Users through:

- Promotional materials distributed across Cheshire East in (including but not exhaustive) GP surgeries, hospitals and libraries, community centres, care homes, day centres and other organisation.
- Open days and other public events, publicised through press releases to local press and radio;
- A presence at local events e.g. events held by CEC
- Visits to statutory services, community groups and voluntary groups;
- Collaborative working with other groups;
- Maintaining our own web-site;
- Maintaining information on other key web-sites e.g. www.advicece.org.uk
- Working with other organisations e.g. ACE (advice Cheshire East) to expand knowledge of our services.

We also make contact with organisational stakeholders (local strategic planners and funders, operational partners) additionally through:

- Inter-agency meetings and networks;
- Occasional news bulletins;
- Information-sharing via e-mail list;
- Sharing impact statistics and feedback from Service Users

We offer promotional materials and information in a variety of accessible formats to suit different needs, and as part of our ongoing business plan will review key promotional items this year giving them a more modern accessible feel.

Evidence of Need and Our Impact

Cheshire East has a geographical area of 1,116 km² (430.89 sq. mi) and an average population of 372,700. The towns within Cheshire East we are currently covering are Alsager, Congleton, Crewe, Knutsford, Macclesfield, Middlewich, Nantwich, Poynton, Sandbach and Wilmslow. It is estimated that 17.5% of Cheshire East residents have a long-term health problem / disability and 40,003 residents are "unpaid carers" with 8,024 providing at least 50 hours care per weeks.

Cheshire East has Lower Layer Super Output Areas, 10 areas in Crewe are lower super output areas, the bottom 10% of the country and 3 areas in Macclesfield are in the bottom 3%.

Nationally statistics show:

- The Labour Force Survey shows disabled people remain significantly less likely to be in employment than non-disabled people. In 2012, 46.3% of working-age disabled people are in employment compared to 76.4% of working-age non-disabled people. There is therefore a 30.1 percentage point gap between disabled and non-disabled people, representing over 2 million people.

- Over 1 in 4 disabled people say that they frequently do not have choice and control over their daily lives. (Papworth Trust – Disability in the United Kingdom, Facts and Figures, December 2013: Office of National Statistics, Opinions Survey, 2011)
- Disabled people make up around one third of the NHS users in Britain. (Papworth Trust – Disability in the United Kingdom, Facts and Figures, December 2013: Office of Disability Issues, Accessible Information)
- 40% of restaurants and a third of department stores do not have an accessible toilet. (DWP Disability Audit December 2014)
- A third of disabled people have never used the internet, compared to just 8% of non-disabled people – a 'digital divide' of 25%. (Leonard Cheshire Disability: Facts & Figures 2014)
- Disabled adults are nearly 3 times as likely to have no formal qualifications as non-disabled adults, 30% and 11% respectively. (Office for Disability Issues, 2012, Measuring National Well-being Education and Skills)

In 2014 we asked over 250 of our Service Users if it was important to them to receive the services we offer from a disabled person's organisation. 91% said that this was very important to them listing words like understanding, empathy and feel safe as important.

We service approximately 3000 people per year. We have waiting lists of the majority of our services in particular the learning provision and welfare benefits.

Examples of the kind of Impact we make (stats from 2014-15)

89% of users of our services record an improvement in their Health and Well being

Financial advice and support on welfare benefits is given at an early stage and helps people to stay independent and reduce risk of crisis with a recorded 79.8% feeling more independent

75% record more control of their lives

79.8% record they are more independent

71% record they have more of a voice

64% of our welfare benefit service record more income

We delivered the work programme for 4 years helping 212 people into employment. Of those we helped into work 78.2% sustained employment for longer than 6 months.

We have an excellent track-record of learning provision. 2014 our centre had 99.14% retention and 94.34% achievement. There is no difference in the achievements made by disabled and non- disabled learners

Business Strategy (2016 – 2018)

Our Business Strategy is to continue to strive and apply for new and innovative funding opportunities in particular searching for new tendering opportunities that are compatible with the services already provided by our Resource Centre and outreach clinics and part of the Business Strategy.

Our Disability Information Bureau Business Strategy focuses on key priorities for this year 2016-17, and in addition we have agreed longer term strategic goals to meet the challenges of the future.

Key priority areas are for 2016-17:

- DPULO: Recruit at least 2 disabled people to the Board.
- Source Funding for services and reduce budgeted deficit.
- Re brand Benefit service effectively as it does not accurately state all the different parts of the service.
- Consult Staff volunteers, members and Service Users to develop our longer term goals.
- Develop communication and positive relationship with Macclesfield Town Council and local Councillors and key Cheshire East Councillors
- Maintain Quality standards and gain recognition
- Trial collecting holistic IMPACT for people who use more than one of our services, to evidence overall improvements.
- Partnerships: seek opportunities for collaborative working and diversification of funding sources.

Longer term goals 2016-19

1. Become a fully-fledged DPULO (Disabled Persons User Led Organisation). This means having 50% of volunteers and staff with a disability and 75% of the Board
2. Act as local champion organisation for giving disabled and vulnerable adults a voice
3. Raise awareness of the need for improved accessible facilities in towns and leisure facilities to influence the development of new town centre in Macclesfield ensuring disabled people's views are heard
4. Source funding to support unemployed people, in particular those with disabilities, who wish to explore the opportunity to work
5. Promote existing presence in Cheshire East in particular Cheshire East South and Crewe area
6. Consolidate and develop partnerships to work smarter, more efficiently and share resources'
7. Develop a fundraising strategy seeking sponsorship from local businesses

Financial Controls and Budget

We employ a finance officer on a part-time basis to manage the day-to-day finances and liaise with and reports directly to the Chief Executive Officer and the Board Treasurer. Monthly financial information, accounts and summary are circulated to all Board members and directors who meet monthly to discuss and scrutinise the financial implications with the CEO and Treasurer. The accounts are Independently Examined annually by external auditors to meet the requirements of Companies House and Charity Commission standards.

We have an annual budget set by the CEO and Treasurer and a 3 year financial forecast.

Insurance

We have the following insurance, which is regularly reviewed to ensure it meets the needs of the organisation and contractual obligations.

TYPE	LEVEL	Renewal date
Employer's liability	£10m	31.03.17
Public liability	£10m	31.03.17
Professional indemnity	£2m	31.03.17

Funding Strategy

The DIB have several funding streams at present, some of this funding comes from:-

- Cheshire East Council / Local Authority Contracts
- Cheshire West & Chester Council – ESF contracts
- Public Sector Grants – Department of Justice & Cheshire Police Commissioner
- Private Sector (Training Provider) – Work Programme
- Donations within the agency and other external supporters (Wheelchair Loans)

Our Funding Strategy comprises of

- Continually searching for funding that helps to continue to run/expand our current services.
- Searching for funding that adds value to our current services and fits with our Charitable aims/feedback from users
- Reviewing where our funding comes from and trying to diversify sources of funding and not becoming over dependent on one source.
- Ensuring as an organisation we stay prepared for tendering PPQs and ITTS
- Working in Partnership with other similar voluntary organisations to obtain funding for our services and expansion of our services
- Charging for services has been periodically discussed by the Board and indeed we have implemented charges at Shopmobility
- Ensuring we are in strong partnership when funding is directed to LEPS

Premises

We currently use 2 building premises.

- Our registered address is Pierce St, Macclesfield, SK11 6ER
This is an accessible building with automatic doors and a lift to the first floor with 2 accessible toilets. It houses offices and 1-2-1 rooms for confidential work with Service Users. It has an IT centre that can seat up to 8 people and a meeting/training room that can sit up to 15 people depending on arrangement of furniture.
We are currently looking to see if we can gain funding for a remote hoist in one of the toilets. Parking is limited but can be arranged if a prior telephone call to the centre.
- We run Shopmobility Services from a town centre location on Churchill Way, Macclesfield, Cheshire, SK11 6AY. Again this has automatic doors, a lift to the first floor, an accessible toilet on each floor. There are 2 offices and 1 meetings/training room and an IT centre used as a Drop In. Parking is available for Shopmobility users and blue badge holders.
- We have outreach clinics in Congleton, Crewe and Alsager based in community accessible buildings.

Operational Plans

We have Work Plans for each service, these reflect the agreed goals and strategies of the organisation, are annually reviewed and updated monthly by staff. The work plans are available for the Board Members to view online.

The Work Plans form the basis of the regular Operational Business meetings, which are attended by 2 representatives of the Board, CEO and senior staff members.

Quality Standards

We have the Investors in People Quality mark and the Advice Quality Standard (AQS) both National Standards and we hold the STAR standard (designed to show Excellence in Governance in the Voluntary sector).

We hold Two Ticks Positive about Employing Disabled people logo issued by Job Centre Plus. We are also a Living Wage Employer and a member of the Living Wage Foundation. We were shortlisted for Employer of the Year from North West by the Living Wage Foundation in 2015.

We were also presented with a Bronze Award in Excellence in Customer Service and a High Commendation in Best Company to Work for category at the North East Cheshire Business Awards 2015.

We have been successfully audited by Work Programme Prime Avanta (now Peopleplus) in line with the DWP requirements in line with the ISO/IEC 27001 standard.

We have:

- Well qualified staff and volunteers who are inducted and trained in Disability Awareness, Safeguarding, Equality and Diversity and Health and Safety.
- Excellent Opportunities for CPD for staff and volunteers
- Regular Director/team meetings.
- Employment Advisors who have the Employment Related Skills level 3 qualification and tutors qualified to teach in FE.

Our Quality Assurance Policy includes the following processes and tools we use to ensure quality and continuous improvement:

- Self-Assessments Reports and Quality Improvement Plans comprising of evidence from the following:
- Statistics of results and outcomes
- Staff and Volunteer Feedback
- Service User Feedback
- Equality and Diversity Monitoring
- Audits and Quality Checks
- TLO and informal observations
- Service Users complaint
- Safeguarding, Health and Safety and Equality and Diversity information
- Feedback from Stakeholders

Our Management and supervision policies ensure that all staff have appropriate supervision with their line managers on a regular basis.

In our history we have complied and passed all audits, self-assessments and reporting requirements funders have required

A full list of our Internal Policies and Procedures is available as Appendix 1 and an overview of the skills and resources can be found in Appendix 2.

Appendix 1

Internal Policies and Procedures

Document Title	Version number	Date amended	Review period	Date of next review
Staff Only Policy				
Appraisal Policy	1	August 2015	Every 3 Yr's	August 2018
Anti Bribery Policy (was Conflict of Interest Policy)	2	December 2015	Every 3 Yr's	December 2018
Code of Business Ethics	1	August 2014	Every 3 Yr's	August 2017
Conflict of Interest Policy for Directors	2	August 2015	Every 3 Yr's	August 2018
Disciplinary Policy	1	August 2014	Every 3 Yr's	August 2017
Grievance Policy	1	August 2014	Every 3 Yr's	August 2017
Finance Policy	1	March 2013	Every 3 Yr's	March 2016
Ill Health Capability Policy	2	August 2013	Every 3 Yr's	August 2016
Managing Performance	1	December 2014	Every 3 Yr's	December 2017
Pay and Remuneration Policy	3	March 2015	Every 3 Yr's	March 2018
Quality	2	August 2015	Every 3 Yr's	August 2018
Recruitment and Selection Policy with TUPE	3	Updated December 2015	Every 3 Yr's	December 2018
Sickness Absence Policy	1	August 2013	Every 3 Yr's	August 2016

Supervision Policy	2	March 2015	Every 3 Yr's	March 2018
Trustee Recruitment Pack	1	July 2015	Every 3 Yr's	July 2018
Well Being Policy	1	August 15	Every 3 Yr's	August 2018
Work Life Balance Policy	1	March 15	Every 3 Yr's	March 2018
Staff and Volunteer Policies				
Anti-Fraud	1	August 2014	Every 3 Yr's	August 2017
Building Security	2	August 2015	Every 3 Yr's	August 2018
Code of Conduct at Work	1	August 2014	Every 3 Yr's	August 2017
Confidentiality and Data Protection	1	August 2014	Every 3 Yr's	August 2017
Complaints	2	September 2015	Every 3 Yr's	August 2018
Environmental	1	August 2014	Every 3 Yr's	August 2017
Equality and Diversity	1	August 2014	Every 3 Yr's	August 2017
Harassment	1	August 2015	Every 3 Yr's	August 2018
Health and Safety Policy	6	August 2015	Every 3 Yr's	August 2018
Lone Worker Policy	2	May 2015	Every 3 Yr's	May 2018
Internet and Email usage	2	September 2015	Every 3 Yr's	August 2018
Quality Policy 2015	1	June 2015	Every 3 Yr's	June 2018

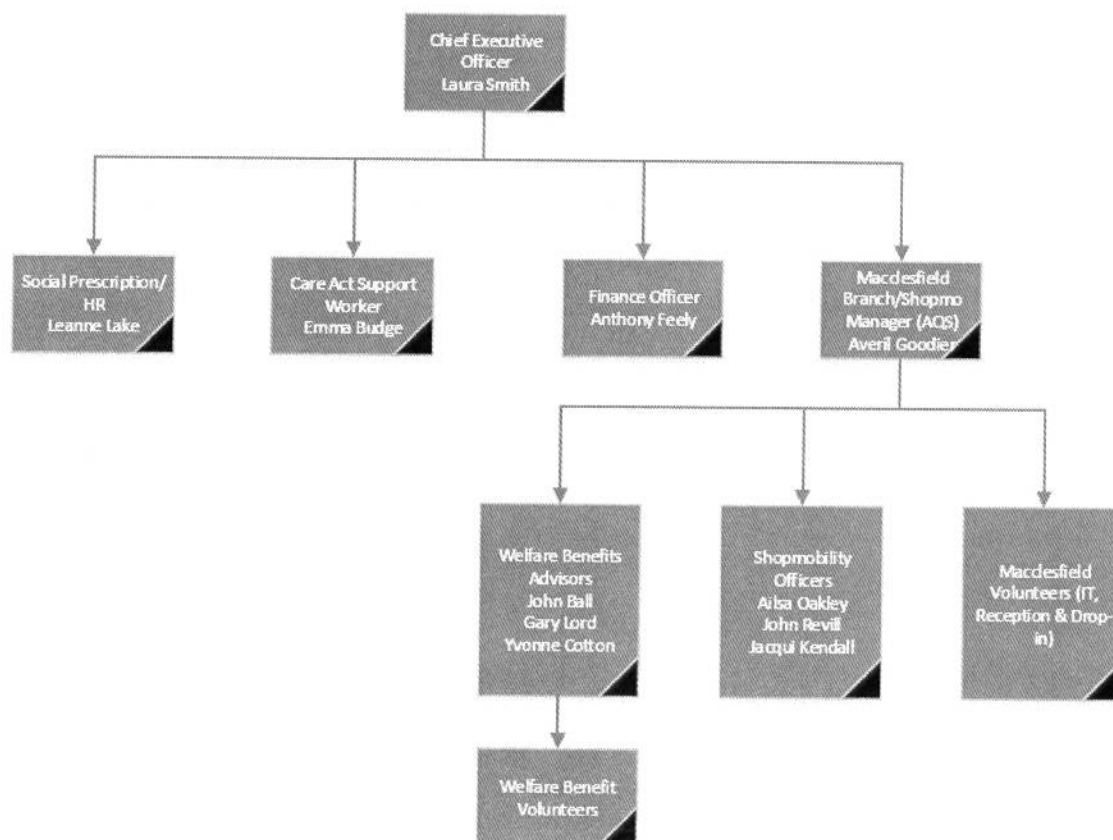
Risk Assessments 2015			Every 1 Year	June / July 2016
Safeguarding	3	August 2015	Every 3 Yr's	August 2018
Whistleblowing	1	August 2014	Every 3 Yr's	August 2017
Volunteer Policies				
Absence Procedure	1	August 2015	Every 3 Yr's	August 2018
Expense Procedure	1	August 2014	Every 3 Yr's	August 2017
Volunteer Recruitment Policy	1	August 2015	Every 3 Yr's	August 2018
Learning Centre Policies				
Internal and Verification Standardisation Policy	1	Sept 2015	Every 3 Yr's	Sept 2018
Malpractice and Maladministration Policy	1	Sept 2015	Every 3 Yr's	Sept 2018
Quality Assurance Review of Courses	1	Sept 2015	Every 3 Yr's	Sept 2018

Appendix 2

Skills and Resources

- Disability Awareness Related Experience
- Strategic Management
- General Management
- Welfare Benefits & Disability Rights
- Finance
- Human Resources
- Training / Tutoring (Tutors have PTLLS or equivalent)
- Employment Advising
- General Administration
- Qualified Information Advice and Guidance

Our DIB **Organisation Chart** below, shows the structure and the level of responsibilities within the organisation.





Disability Information Bureau

Impact Report 2016



What do we do?

At the Disability Information Bureau we are constantly working to deliver demonstrable improvements to the lives of disabled people, their families and carers. This means offering a range of services that local disabled people want, to help them become more knowledgeable or independent or healthier, in fact whatever outcomes they choose!

Why we do it?

We were established over 25 years ago by a group of disabled volunteers who set up an Information, Advice and Welfare Rights service to assist disabled people like themselves and Carers become more knowledgeable and empowered. In 2008 we updated our charitable aims to include education – because that was what our service users wanted.

Our aims are very clear

- To provide information, support and associated services so that disabled people may lead active and fulfilling lives and participate fully in society
- To advance education by enabling people with disabilities to become more involved in the process of working towards positive change in the provision of services for disabled people
- To advance education amongst organisations in the public, private and voluntary sectors in order to raise awareness, share best practice and increase understanding of the needs of people with disabilities

We have grown significantly over the years, with paid staff and more volunteers and we have extended our reach to cover the whole of Cheshire East, with head office in Macclesfield and outreach venues in Crewe, Congleton and Alsager. Importantly we still provide the services wanted and needed by local disabled people.

How do we know what disabled people want?

Simple – we ask them! Surveys, focus groups and conversations anyway they want to give us suggestions, ideas and feedback. Plus disabled people work in our organisation at all levels, volunteer, staff and board, providing knowledge and empathy.



How many people do we help?

- We helped **1677** people with information and advice answering **2063** enquires
- **177** people used our learning facilities, **125** accredited qualifications
- We helped **935** people with our welfare rights service filling in forms and other documents gaining **£612,647.02** in annualised income.
- We have raised **£2959** by contacting charitable organisations to fund items for 15 individuals e.g. wheelchairs, car hoists and special glasses
- We have helped over **100** people with a Social Prescription to take up activities to improve their health and wellbeing
- **216** wheelchairs hired, **2244** Shopmobility scooter hires
- **123** RADAR keys for accessible locks on toilets and countryside gates sold
- Held **12** information and awareness sessions for other local organisations
- Over **3000** enquiries dealt with by the Care Act helpline (provided in partnership with CAB)



What Impact do we have?

- **87%** of service users record they have more choice and control
- **91%** of service users record they are better informed
- **88%** of service users feel more independent
- **92 %** of service users more aware of rights
- **72%** reduced isolation

Over **50** active volunteers giving over **7000** volunteer hours. Even costed at minimum wage this equals over **£50,000**. **84%** of our volunteers have recorded an improvement in their wellbeing since they have been at the Disability Information Bureau. **10** have gone into employment.

Case Studies – lives we've changed

As a team we have positively impacted on the lives of my local people, below are case studies which highlight some of this impact.

Volunteering

Becky has been a Volunteer at the DIB for 17 years! She started to volunteer as she had become a virtual recluse, stuck in her home. Although the first steps were nerve-wracking over the years Becky has helped local disabled people by delivering our services. Becky has completed teaching courses and is a qualified tutor and assessor of IT. She tutors groups of people, helping them to use a computer and gain skills and independence. She also works on reception, answers enquires and helps mentor other volunteers. She is a Jacqueline of all trades!

Becky's own confidence and skills have grown over the years, and she is now set to join the Disability Information Bureau board of Trustees to give valuable input.

Becky also won a national volunteer of the year award in 2015 from the League of Mercy and was nominated for Cheshire Woman of the year.



Becky Nixon

"When the pilot scheme was introduced I was placed at the DIB and wanted to continue attending in the capacity of volunteer which I really enjoy"

Grace initially came to the DIB with her job coach from Macclesfield College in April 2013. The aim was for Grace to have training from the Branch Manager and assistance from the Job Coach for 4 hours a week over a six week period, this was a pilot scheme with Macclesfield College. Grace was trained on the Access Database and given enquiry forms to input on to the database. Grace soon became efficient and she took to the role like a duck to water. After the agreed six week work experience came to the end, it was apparent that Grace was more than capable of attending our office to continue inputting onto the database but now the remit changed for Grace to become a valuable member of our Volunteer team without the support from Macclesfield College.

Grace is so proficient in her role that the Branch Manager will pass over new volunteers and staff members for training which outlines how confident Grace has become.



Grace Stockdale

Social Prescribing

Julie was referred to our Social Prescribing service by her nurse at Grosvenor Medical Centre in Crewe. She has a chronic long term lung condition, and was starting to feel low in mood and losing motivation to do things, resulting in isolation and depression. We helped Julie to find activities within the community that she may enjoy, giving her something to do and reduce her loneliness. With lots of chats and some encouragement Julie attended a local craft group. 5 months on Julie loves attending the craft group and has made lots of new friends. She no longer feels isolated and depressed. She says she has got her sparkle back and even her family have noticed this too!

Julie feels that the Social Prescribing service has been a lifeline, as she would otherwise be sitting at home feeling sorry for herself. Julie said that she is glad she was encouraged to take a social prescription than rely on medication. Julie's nurse advised that when she attended the surgery her health had improved and she blew a significantly improved lung function test.

"Without the support of the Social Prescribing Team, I would not have moved on and been stuck at home feeling lonely. This service has been a lifeline"

Information and Advice – Care Act Support Services

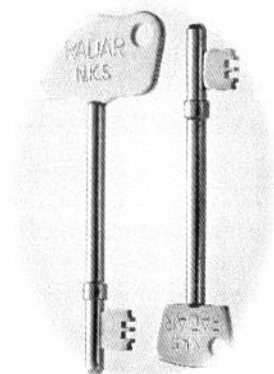
The Care Act 2014 brought in new regulations relating to care across the country. We set up the Care Act Helpline with CAB to help people with questions, including Care Act Advocacy, choosing care, Safeguarding, local services, finding a Carer and paying for care.

We helped a lady to borrow a wheelchair so that she could take her husband out to stop him becoming isolated, however it was apparent that she was struggling to care for her husband due to her age and a debilitating back condition. Our Care Act Support worker Emma, got in touch and gave the Carer information on what extra support she may be entitled to and how to request a Carer Needs Assessment. She helped her book an assessment and what to expect.

"The support we receive has changed our lives, I feel so much better and my husband is getting out and about more. We would never have known what help we could get without the Disability Information Bureau"

The outcome of the Carer Needs Assessment was that the lady was given a support worker to help them access the community, preventing further isolation and further damaging of the health of the Carer. She was also given £350 from the Carers Wellbeing Fund, which supported her to get out of the house so she could improve her wellbeing and recharge. The information provided to the clients regarding the assessment process, their rights and what to expect made them feel more in control and has meant that they can spend more quality time together.

Accessibility – RADAR Keys



A lady came in as she wanted a RADAR key so she could use accessible toilets with the RADAR lock. She purchased a key and was also given list of all the accessible toilets in Macclesfield Town Centre with a RADAR lock. The lady herself volunteers with older people at a befriending and luncheon club and was off to spread the word. RADAR locks on accessible toilets ensure that toilets are not misused or treated as cupboards and are available to disabled people, ensuring their independence and accessibility.

"I was offered a wealth of information and advice and the staff were very welcoming and understanding. Not only to receive the key but a list of accessible toilets, I can use my key places in the town that I never knew about"

Gaining New Skills

Dawn's working knowledge for 15 years was as a care assistant but since having an injury at work and damaging a nerve in her right hand she was unable to continue within this occupational sector but had no experience or qualifications to transfer to another role. Dawn was referred onto an IT ESF Contract the DIB were running for Employability which incorporated mentoring alongside gaining an accredited IT Basic Level 1 qualification. Dawn was encouraged to volunteer on reception which would give her some valuable customer service experience and then she would be able to incorporate the additional skills on her curriculum vitae.



Dawn Pickles

"I know that since coming to the DIB my confidence has grown and through the patience and understanding of the staff and other volunteers I have been able to gain the experience and qualifications to secure full time employment"

Dawn had no confidence in answering the telephone but through encouragement from staff members and other volunteers within three months of spending time on reception she started to complete enquiries both face-to-face and answering the telephone which has increased her knowledge and definitely her confidence.

Dawn has progressed on several IT courses and has confidently achieved Level 1 and 2 in Word, Access and Spreadsheets Level 1 and now working towards Access and Spreadsheets Level 2.

Dawn secured full time employment at Peaks & Plains as a Customer Service Advisor where her main role is call handing — the one thing Dawn was totally scared of. The DIB are happy that Dawn still volunteers on reception.

Welfare Rights

A Gentleman sought help with a Disability Living Allowance Claim and also a reassessment for Employment and Support Allowance. He had severe mobility issues in his legs but also wanted a manual wheelchair to help him get out of the house, he was becoming housebound and isolated due to his difficulties. He needed help completing the forms and help for sourcing funds for the wheelchair.

The Disabled Living Allowance form was completed and the award obtained and the Employment and Support Allowance was reassessed and successful. By the clients own admission he would have never been able to complete the forms himself.

With regard to the wheelchair, we did research with the client for a suitable model and then sought funds by writing to various charities to donate. We were able to successfully gain the funds for the wheelchair.

The outcome for the client was relief in terms of completing and being successfully awarded DLA and ESA. We are also optimistic that the wheelchair has led to a significant improvement in his quality of life and increase his levels of independence and wellbeing.



Information and Advice – Equipment

A lady phoned up, worried and stressed about her mother, who kept forgetting to take some of her medication while she was at work. We talked through different options including equipment that may help. We assisted the lady to search online for a piece of equipment that would hold her mother's medication and then sound an alarm when she was due to take the medication.

The lady purchased one for her mother so she could set it up and then check it when she got in from work. By helping the lady to search online we were able to get her the best price. We helped the lady set up the equipment and she took it home to her mother. After a few hiccups the mother is now able to take the medicine dispensed when the alarm goes off. The daughter is no longer stressed at work about this and the mother is able to continue to be independent.

"Thank you for the help, that piece of simple equipment has made life a lot easier and less stressful"

Often adaptive equipment can provide simple solutions.



Request to Macclesfield Town Council relating to Match Funding Grant

Background

In February 2016 Macclesfield Town Council generously provided match funding for an Arts Council Museum Resilience Fund bid. Macclesfield Museums, managed by the Silk Heritage Trust, were successful through the Expression of Interest (EOI) stage, but unfortunately were unsuccessful with the final bid.

This project was linked to the redisplay of the Egyptian collection at the Old Sunday School. Before the EOI was submitted, officers of Cheshire East Council, to whom the Egyptian collection belongs, had agreed to this plan as a way forward as part of a transition process funded by the Council and HLF. However before the full application was submitted they changed their approach and began to look at ways of retaining the collection in its current location at West Park. This new thinking had to be incorporated into the full application and therefore weakened the bid.

The proposal of moving the collection has therefore been put on hold until Cheshire East Council make a decision about what they would like to do long term with the West Park site and the collections.

In the meantime Cheshire East Council were also in negotiation with private owners to buy Paradise Mill and develop a new relationship with the Trust who own the looms on the top floor and currently open the space as an attraction. However by April 2016 this deal had not come to any conclusion and the owners requested that the Museum vacate the premises. After a number of emergency meetings the Council announced that it no longer wished to purchase the Mill and the Trust began new negotiations with the owners. This is proving to be fruitful and the owners have agreed to repair the physical building structure, with the Trust looking to develop the visitor offer in the long term. The Trust are therefore now refocusing their attention on the Silk Museum and Paradise Mill to create a sustainable offer which tells the silk story within these 2 Macclesfield historic buildings.

The Trust therefore requests that the £10k generously offered to match fund the ACE bid is retained by the Trust as match funding for a History Makers bid to develop this silk story.

History Makers Fund

History Makers is funded by the Association of Independent Museum and Biffa. It will fund museums to create new exhibitions that will inspire the public through the lives and achievement of extraordinary, historical figures who have made a significant impact on the industrial, scientific, commercial or social history of the UK, shaping the world we live in today.

History Makers will put a particular focus on making stories accessible and relevant to children and young people, whether engaging with their families or with their schools. There is a national shortage of people taking up STEM subjects (Science, Technology, Engineering, Mathematics)

identified as vital to the country's prosperity and growth. Many of the History Makers stories will be deeply connected to STEM subjects so for some projects, the programme will provide an exciting opportunity to enable museums to inspire a new generation with the possibilities of studying and working in these areas.

The History Maker chosen to tell the important story of Jacquard loom and its links to the birth of computers is Ada Lovelace. (Appendix 1)

The displays at the Silk Museum are nearly 15 years old. This development will give the Trust the opportunity to refresh the offer and attract more visitors, particularly updating them to be of more interest to children and young people. The Silk Museum is one of the four sites where we make an entry charge, and the re-display will give us more income through increased admissions. The focus on science, technology, engineering and mathematics will also give us the opportunity to develop new education programmes for schools linked to the changes in the curriculum. At the current time most school visits are to the Sunday School and West Park and this gives us the opportunity to increase the number of children visiting and again improve income streams. The Trust has already been working on an innovative programme with a PHD student from Manchester Metropolitan University, 'Coded Cloth' where Jacquard patterns are recoded digitally and new woven fabric designs are produced.

This History Makers project would be the first phase of redevelopment of the silk heritage offer in the town.

Grant Request

An expression of interest has been submitted to the History Maker fund and an appointment made to discuss the full application with the Grants Officer at the end of August. A full application needs to be submitted by October 2016.

In compliance with Landfill Communities Fund regulations, the Trust will need to have secured or can commit to providing a 10% cash contribution (known as a Third Party Contribution or TPC) within 2 months of receipt of the Conditional Offer.

The Trust is therefore requesting that it retains the £10k generously offered by the Town Council as match funding for this project.

Appendix 1

Project Details History Maker – The Enchantress of Numbers

Ada Lovelace

Story and Significance

The birth of computer science came in the 1840s...

A woman was a major player....

Preposterous!

However....

Brought up in an era when women were routinely denied education, and long before any computers were actually built, Ada Lovelace had a remarkable understanding of computing.

Ada was the daughter of Lord Byron and his mathematics-loving wife Annabella Milbanke. Fearing that her daughter would inherit her father's volatile 'poetic' temperament, her mother raised Ada under a strict regime of science, logic and mathematics.

In 1833 Ada was introduced to Charles Babbage and was intrigued with his plans for a complicated device called the Analytical Engine which used an elaborate punch card operating system like that in Jacquard weaving. Ada produced a document to explain the engine which contains several early computer programmes, including some striking suggestions for its potential uses - manipulating symbols or creating music. It is because of this work that Ada is often called the 'first computer programmer'.

Ada's document was influential in inspiring Alan Turing's work on the first modern computers in the 1940s.

Accessibly inspiring...

"We may say most aptly that the Analytical Engine weaves algebraic patterns just as the Jacquard loom weaves flowers and leaves." Lovelace, 1842

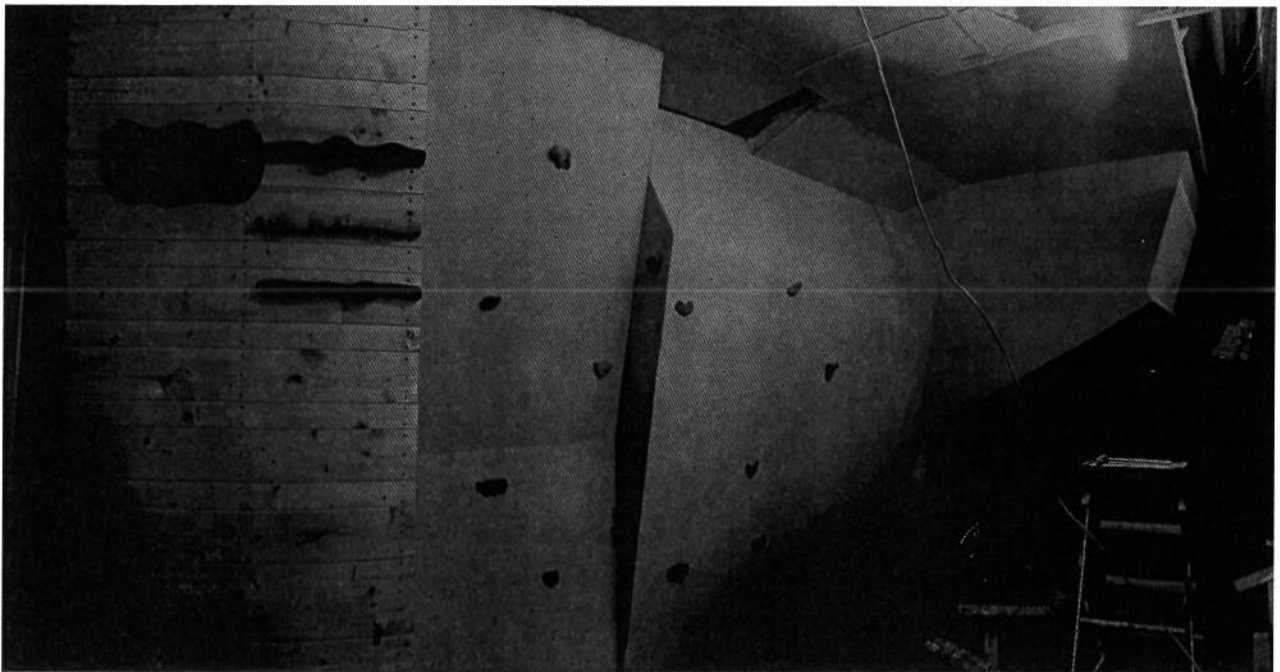
Both Lovelace and Babbage used the language of the textile industry to describe their Analytical engine. The Silk Museum and Paradise Mill house a unique collection of silk making equipment, with 28 Jacquard hand looms in the Mill and a range of looms in the Museum interpreting their progression to the present day. Paradise Mill provides a real 'wow' factor, a loom floor where people can step into the past and see the machines in action.

The process of design, production and use of Jacquard punch cards is a difficult concept to explain. At the moment we only make a passing reference to their role in the history of computers. In this project we would use Ada Lovelace to make this story more accessible, to support understanding of how ingenious the Jacquard system is and how it is translated into digital coding. Interpreted via a new Ada Lovelace gallery with high and low-tech interactives, animations and displays, it will demonstrate how influential the loom technology and Ada were to modern computing. Improvements to both intellectual and physical access to the collections, will give us the opportunity to break down the various Jacquard processes by displaying individual items of equipment, in addition to the experience of seeing the looms in totality during operation.

We feel Ada is a great 'Ambassador' for STEM subjects and hope that by focusing on a female History Maker we can encourage more girls to get interested. Alongside this exhibition will be curriculum based workshops for schools and informal learning opportunities for children and adults, including the opportunity to meet 'Ada Lovelace' in person. The exhibition and activity programme

will be designed to enhance creative thinking, communication and reflective learning with hands-on and imaginative problems solving activities, immersive experiences and practical intelligence challenges.

Request for funding
For
Mac Multi Activity Centre
(Climbing walls)



We are currently trying to build some bouldering walls for our centre. This will open the centre to a greater number of people and will appeal to adults as well as children.

Climbing and Skating both work to improve balance, co-ordination and confidence. It also allows the whole family to enjoy some fun time together and also getting some physical activity into what is normally a busy lifestyle.

The Mac Activity centre is a Community activity centre that was built to serve the local area and give the community a place that they can use, enjoy, help to develop and most of all afford.

With the cost for any activity kept to a minimum we allow everybody to take part. With a minimum age of 4yrs and no maximum upper age limit we are finding it is multi generational. Grandparents are skating with their kids and also their grandkids and all saying it is what they used to do when they were younger and helping them to build some great memories.

The centre has filled a gap in the local area for somewhere that kids between 10-14 yrs can come with the family and friends and not feel they are too old or uncool.

We have many sessions during the week and also have started many lessons and classes.

Skate lessons,
Artistic skating club
Roller hockey(kids)
Roller hockey (adults)
Adult only sessions
Disability sessions(space 4 Autism)
Uniform groups
Schools

We have found we appeal to everybody

We have a social group we have started (Tuesday group) and this is for local elderly residents to get together and do whatever they choose, knitting, jigsaws, colouring, sowing etc. This is all free to the residents who attend and we put on drinks and snacks also. Each session is 2 hrs long on a Tuesday afternoon, 2pm – 4pm and get well attended with around 12-15 people each week.

Due to the great start with the skating we made a decision to build some Bouldering walls in a part of the centre that was not being used.

As we are just on the edge of the peak district we felt there was a need for something in Macclesfield as the area does not have any climbing walls that are open to the public.

Due to the lack of funding we have been building the walls ourselves when the centre is shut, we need to do this to reduce the cost from the £50,000 we have been quoted. This has made some very long days and also means it is taking longer than we expected.

We have managed to secure the support of a local company that has offered some funding to assist us with the purchase of some more materials to help us continue building.

Mac Multi Activity centre is a Community Interest Company that runs as a Not-for-profit organisation. Since we opened on 28th July 2015 we have reformed the skate rink to make it bigger, increased the number of seats in the cafe area, changed the layout of the community room and also generated another small meeting room that is available to use anytime by any organisation or group. We have fitted out our kitchen area to allow catering for parties to be done on the premises and also we have painted the whole skate floor about 30 times with different themes and games for the kids to interact with. We have also purchased another 50 pairs of skates and built racks for these to go on hire, purchased roller hockey equipment approx 20 sets (£200-£300 each)

We have added a number of new disco lights and bigger speakers to the sound system.

Every penny the centre makes has been put back into make it a place to enjoy.

All the above has been completed outside the normal 40hrs a week the centre is open, More in school holidays.

Additional to all the work done we have also supported a number of charities, groups and individuals with donations, gifts, vouchers and discounted skate sessions.

East Cheshire Hospice, we donated approx £1500

Rotary club, we raised about £1200

Space 4 Autism, 70% discount on skate sessions

uniform groups 50% discounted

held a roller disco and raised £1800 for 2 school boys to help fund a school trip.

We have given £150 in vouchers to a number of schools for raffle prizes.

The Funding we are looking to secure, is for the completion of the Bouldering walls and all associated items to allow the climbing room to be opened as soon as possible.

Total cost to complete £45,000 (reduced from quote attached as doing ourselves)

Work completed to date £15,000 (see details below)

Funding secured so far £7000 (sponsorship by local company)

Shortfall to complete £23,000.

Application for funding £15,000

This along with help and offers of labour to build will allow us to complete the walls and take our centre to another level of enjoyment for the local community and further.

Work completed to date on the project

We started with clearing the room and redesign the walls to fit around the constraints within the space we had.

Collection of some wall panels donated from Leek climbing centre(via Moorland adventures) included hire of a trailer and number of visits to collect the panels, 20 panels in total

Buy climbing holds, around 1500, these range from £1.00 to £40.00 each.

Buying timber for the support frame for the walls.

Constructing walls and frames and cutting back suspended ceiling to allow max height for climbing.

Walls are ½ completed and time to date amounts to around 200hrs

Work still to do until completion

Continue framework around walls and ceiling,

Fit panels to framework,

Purchase more panels as required, approx 12 @ £75.00 each

Purchase safety matting for floor area

Lighting and sound system

Decoration of room

Fitting of folding glass doors to entrance of climbing room.

Promotional material for climbing walls,

Staff training

The additional funding we are requesting will allow us to open the bouldering walls and help keep the centre going with the additional activity as it will bring a different group of people into the centre. The community has shown great support for the centre and we are holding a funday on 11th September to raise some funds for 3 great causes, Space 4 Autism and MACFC Manchester Adult Cystic Fibrosis centre and our own centre.

We are also working with Active Cheshire to obtain a club Mark accreditation.

Attached are quotation for the climbing walls, accounts to date for P and L

Case study for the centre to show what we have achieved to date.

Without the additional funding the climbing walls will still be opened, but it will take several more months or even years. We currently have admission cost set at a lower cost than other skate rinks (Wigan, Ashton and Atherton) so we can give access to all the local community including those on low income. Our café (as we have been told by our customers) is the best value in the area. This along with the cheap entry cost means we are just keeping the centre going but not generating big profits to fund new developments. Any profit goes into the centre as mentioned previously in this request.

I hope you will look at our request and assist in any way you can, any questions please let me know asap.

Andy Brooks

Director

macactivitycentre@btopenworld.com

01625 569556

Goodall Street, Macclesfield, Cheshire. SK11 7BD

Case study 1

J is a young person who is 12yrs of age and is in foster care. J started late September with two roller skating lessons at the Macclesfield Activity Centre (MAC), since then she has gone from strength to strength in all aspects of her life, J has developed skills in skating and has shown a real talent. She has joined the Hockey lessons and free style skating and during term time will attend the centre at least 8-10hrs a week more during school holidays, she would spend more time there if she had the energy. J is in the first year at secondary school and does get a lot of homework and we make it a rule that J must complete her work to a good standard otherwise we would need to reduce the time J spends skating this is a real spur and J is meeting or exceeding in all her target grades at school.

J feels welcomed and safe while at the centre and during her time with them has become a valued member of the team. She has in fact been given a blue marshals T-shirt to wear which she wears with great pride. She feels trusted and important. For the first time she has made and kept friends of all ages which is a big accomplishment for J as she finds it very difficult to make and keep friends normally. J had quite low self esteem before she started skating and now both her confidence and self esteem have grown, it has helped her realise that practice brings improvement and even if she gets it wrong she will eventually succeed. This has also transferred into her school life where she will attempt work she may not succeed at the first attempt and has less fear of failure. J also has realised how team members work together and will show empathy towards others especially when they fall or need help, also the commitment of working as a team member in a work place, and how rules have to be followed for safety reasons. It is lovely to hear other parents approach and ask about J and if she is our daughter and to receive all the positive compliments which again just shows how far J has come. Other young people are asking if J will be there when they are there. J feels as though she has found a place where she can be herself and this is her place where she is developing physically and keeping fit and improving doing something she really enjoys and is good at.

All in all MAC is helping J to become an rounded person giving J a safe place for her to socialize and to be more independent while still being supervised from a distance. It has also helped J to move her focus from the past and on to the future helping her to be more settled in her placement with us. She has also been told if she continues in the way she helps out now at 12ys of age they will probably be a part time job for when she is old enough and this has given her something to aim for. J has developed pride in herself and this is because of the opportunity MAC has given her we have to say that all the staff at MAC are fantastic and very child centric.



Space4Autism is a charity based in Macclesfield, Cheshire who help families living with Autistic Spectrum Conditions.

Some of our youth group had been asking for many months if we could set up our own football club but we were struggling to find a suitable venue.

I went along to see Andy Brookes at MAC Multi Activity Centre with a view to booking a roller skating evening for some of our groups. When I walked in and saw the fantastic centre I had an idea. I asked Andy if it would be possible for us to hire the whole centre so we could pilot our very own Space4Autism football night. Andy said they were closed on Monday's so we could have the centre to ourselves once a month (at a very low cost to the charity). The Space4Autism Football Club was born.

We have now had 3 sessions and the difference already in the young people taking part has been amazing. They are being guided by our very own FA coach, listening to instructions, playing fairly and thoroughly enjoying being part of a team. To watch them play is wonderful as most have not been able to join a mainstream football club due to their Autism. We have now booked for every month till December 2016 and hopefully will carry on into 2017.

We have also booked another new session "Roller Activity & Sports Nights" at the centre again at a reduced rate and this enables all our families to come together once a month and have sole use of the centre. We have had 3 sessions to date with over 50 people coming along to join in the skating. Lots of our families now access the centre in the mainstream as our sessions have enabled the children and young people with Autism to get used to the environment under our wings and now they can fly.

Myself and all our families owe a huge debt to Andy and all the team at MAC as without them we could not have been able to access such a wonderful place. They have not only allowed us to have sole use but have been absolutely brilliant with our children and young people. MAC is not just a skating centre, it's a fantastic community hub and something that Macclesfield and East Cheshire should be very proud of.

Huge thanks to you all at MAC for supporting Space4Autism and long may it continue.

Cheryl Simpson

CEO

SPACE4AUTISM

The Space Centre, 1b Lowe Street, Macclesfield, Cheshire, SK11 7NJ

www.space4autism.com Info.space@hotmail.com

Charity Nos: 1141860

Direct Food Ingredients Limited



Macclesfield Town Council

GRANTS & FUNDING POLICY

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
2. Grant forms will be scrutinised to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance Committee. Applications which do not meet the criteria will be rejected and returned.
3. The Town Council does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
4. The Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
5. Request for grant aid will only be considered from the following categories of applicant:
 - A Macclesfield Town – based charity
 - An organisation serving the needs of the citizens of Macclesfield
 - Citizens of Macclesfield requesting grant aid with a project/event, which will be for the benefit of a wider group in Macclesfield.
 - A Macclesfield-based club/association/organisation serving a specific section of the community or the community as a whole.
6. Applications will only be considered when made on a formal application form.
7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Macclesfield Town.
8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.

9. The Council will normally require details of the structure and funding of the organisation, and may request copies of budget/accounts and business plans.
10. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.
11. The Council will look more favourably up to a maximum of 50% of a project cost and priority will be given to requests for grants of £500 or less. Any request above £500 will require detailed justification for the project including matched funding as a prerequisite (or evidence that this has been sought/declined)
12. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.
13. Where projects cross financial years, the Council may "ring fence" an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12 month period from the grant approval date.
14. Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects.
15. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be "pump-priming" to help organisations get established or organisations which deliver a substantial part of the Council's priorities.
16. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.
17. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project
18. The Council will advertise its Grant Scheme widely to ensure an equitable distribution of resources.

19. The applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relating to the application.
20. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.
21. The Grant scheme provision for educational establishments in the town is capped at £10,000 total value for all applications per annum. That applications from education establishments should demonstrate innovation. Once the cap is reached no further grants will be issued in that financial year to educational establishments unless scrutinised and approved by Full Council.
- 22. The Grant scheme provision for religious establishments and primarily faith-based organisations in the town is capped at £10,000 total value for all applications per annum. That applications from such establishments should demonstrate innovation. Once the cap is reached no further grants will be issued in that financial year to such establishments unless scrutinised and approved by Full Council.**
23. Grant applications up to £2,000 are considered by the Finance Committee
24. Grant applications over £2,000 will be considered by Full Council

BLANK

6. SICKNESS ABSENCE

6.1 SHORT-TERM ABSENCES

While appreciating that there will inevitably be some short-term sickness absence amongst our employees, the efficiency of our operational and organisation needs is of vital importance. If you are frequently and persistently absent from work, this can damage our efficiency and productivity as well as placing an additional burden of work on your colleagues. Accordingly, if you are absent from work you will be required to comply with the following rules:

- notify your Manager if you are ill or unable to attend work for any other reason. Notification should be made no later than 9:00 am. Notification should be made in person (unless there are exceptional circumstances for not doing so) by telephone. Text messaging will not be acceptable. You should explain the reason/s that you are unable to attend work and give an estimate of how long the absence will last.
- notify your manager, by telephone, no later than midday on the working day before the day on which you intend to return to work. This will allow us to stand down any arrangements we have made to cover your absence. Should you fail to notify us of your intended return to work in the required manner, we may send you home without pay if we have made alternative arrangements for your duties to be covered.
- if you have been suffering from an infectious or contagious illness you should not report for work without obtaining clearance from your doctor to do so. If you are in any doubt about this matter, you should notify us and consult your doctor.
- attend a return to work interview with your Manager on your return to work to discuss your absence. We shall discuss the reasons for your absence including any personal problems which may be having a detrimental effect on your attendance record, failure to follow our notification procedures, fitness to resume your normal duties, general attendance record, and, if appropriate, an agreed timescale during which your general attendance can be assessed.
- complete and submit a self-certification form on return to work for all periods of sickness absence of up to one working week. If you are absent from work for longer than seven days your absence must be covered by a doctor's fit note certificate. Your first certificate should be submitted on the eighth calendar day of your absence and you must submit any further certificates on the day on which your previous certificate expires.
- provide a doctor's certificate or "fit note" for a period of sickness absence of seven days or less if specifically requested to do so by us. In these circumstances, we will reimburse you for the cost of obtaining a private certificate on submission to us of a receipt.
- agree on request to be interviewed and/or examined by an occupational doctor nominated by us and to authorise the release to us of any medical report instructed by us. We will meet all costs associated with any such examination and/or medical report.
- cooperate with regard to the possible implementation of any adjustments to job duties, hours or working conditions, resulting from recommendations made by your doctor. For the avoidance of doubt, the advice on a "fit note" is not binding on us and whilst we respect such advice and will consider it carefully we reserve the right not to follow it.

6.2 LONG TERM SICKNESS ABSENCE

While very sympathetic to long-term absences amongst our employees, we have to be attentive to our operational and organisation needs at all times. Accordingly, during any long-term absence we shall assess and review periodically with you, your capability to carry out your normal job. This process could ultimately result in a termination of your employment. In these circumstances we will:

- review your absence record to assess whether or not it justifies dismissal;
- fully consult with you and establish your own views and opinions with regard to your health;
- obtain up-to-date medical advice; and if appropriate seek consent to make a referral to the Fit For Work Service (FFW)*;
- advise you in writing as soon as it is established that termination of employment has become a possibility;
- meet with you to discuss the options and to consider your views on continuing employment;
- consider whether there are any other jobs that you could do prior to taking any decision on whether or not to dismiss;
- allow a right of appeal against any decision to dismiss you on grounds of long-term ill health; and
- arrange a further meeting with you to determine any appeal.

*details of this service can be found at <http://fitforwork.org/>

6.3 MEDICAL RECORDS AND REPORTS

As mentioned above, we may consider it necessary to request details regarding your health from a medical practitioner and/or to make a FFW referral. When this is the case, you will be fully informed of your rights under the Access to Medical Reports Act 1988 and/or Data Protection Act 1998 and your permission will be sought for the report to be obtained and/or any referral to be made..

If you have any queries on your rights under the Access to Medical Reports Act 1988 and/or Data Protection Act 1998 or the procedure to be followed, you should contact your Manager.

When requesting a report from your medical practitioner, we will provide the medical practitioner with as much information as possible on your role and explain why the report is being sought.

We will provide the medical practitioner with:

- your signed consent to the request for a medical report;
- confirmation that you are aware of your rights under the Access to Medical Reports Act 1988 and/or Data Protection Act 1998;
- details of the major features of the your job and information on your absence;

We will ask the medical practitioner to identify:

- the nature of your illness;
- when, if ever, you are likely to be fully fit to resume your normal duties;
- any alternative duties you may be fit to undertake and when you are likely to be fit to undertake such duties;
- any reasonable adjustments which could be made to your working conditions or work premises which would facilitate a return to work; and
- the likelihood of recurrence of the illness once you have returned to work.

If you refuse us permission, or delay consent, to contact your medical practitioner or to be referred to the FFW Service, we may have to make a decision without the benefit of access to medical records.

If we wish to take action following the report, we shall do so only after consultation with you and full and careful consideration of all the facts provided.

6.4 SICK PAY

If you are absent from work due to sickness or injury for four days or more, we will pay statutory sick pay provided you are eligible in terms of the current SSP regulations and have complied with all relevant rules relating to sickness absence and notification.

In addition to our obligation to make payment of SSP, we operate a contractual sick pay scheme as specified in your individual Statement of Particulars document.

6.5 RECOVERY OF SICK PAY PAYMENTS

All non-statutory payments paid to you during your absence due to sickness or injury will be treated as a loan from us to you.

If compensation is subsequently recovered by you from a third party (including private insurance) in respect of your absence, any non-statutory payments made by us should be repaid in full by you. We reserve the right to deduct from your pay the amount of any monies paid to you by us and subsequently recovered from a third party.

The amount of any repayment to us in such circumstances will not exceed the actual compensation recovered or the part of your compensation identified as loss of earnings. We shall not seek repayment of the loan if no compensation is recovered.

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**Macclesfield Town Council
Financial Risk Assessment**

RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Town Council services to the residents of Macclesfield	The risk of legislative change which will have an impact on the Town Council's powers, duties and funding	Town Clerk & staff keep appraised of developments	
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems being put in place	
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members' essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	
	Staff retention issues	Staff training where appropriate	
To maintain financial records that are correct and comply	Adverse audit reports, legal action and loss of confidence in Town Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	

with all recommended accounting practice	Loss of income through error or fraud	Fidelity Guarantee Insurance Town Clerk continually review controls and current procedures	
To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by personnel committee Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place	
	Compensation claim from employee for contractual employment defects (including statutory failure)	Supported and underwritten by Wirehouse Employer Services	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	

Financial Control	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least one other staff. <u>Accountancy support from John Greenhal & Co</u>	
	Inappropriate expenditure made	Payments reported to Finance committee for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of nominal ledger Monthly review of income and expenditure Seven week review by finance Committee	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least six month's spend available	

Financial Systems & Records	<p>Accounts</p> <p>The RBS Omega accounts system is used which is an accepted accounts package</p>	<p>A back up is also made to the main server at the end of each day</p> <p>Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued</p> <p>Documents are retained for 12 years</p>	
	<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMR&C</p> <p>Vat returns are lodged on a quarterly basis in line with accepted procedures</p> <p>Procedures will be provided to HMR&C every three/four years for comments and approval</p>	

<p>Payroll</p> <p>CVS payroll services in place for complete payroll function</p>	<p>The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis Backups are made to the server</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and IR</p> <p>CVS payroll service and fund invoices are retained on file with a record of payment.</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies</p>
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Banking Arrangements & Procedures Banking Security/Access to Finances	Barclays Bank is used	one bank account used on a daily basis	
	Accounts	Reviewing how much is placed into a higher rate deposit account	
	Cheques	Each cheque from the main account must be signed by 2 Councillors and the Town Clerk as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk	
	Separation of Duties	The Town Clerk is responsible for the cash security in the Town Council offices	
	Access to the main bank accounts	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts	

	Cheques	All invoices are checked by the Accounts Assistant in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	
	Cheques	<p>All payments must be authorised by the RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the cheques have been authorised.</p> <p>Only payments or transfers below £250 are normally accepted and are reported to Finance Administration & Personnel Committee</p>	
	Petty Cash – Cash Payments	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported to Finance with a full reconciliation report for sign-off</p>	
	Hire Charges	<p>Council agree the charges</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly basis</p>	

	Hire charges received within the office	All post is logged by an Officer and any payments received are	
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		<p>itemised & given to the Accounts Assistant for processing</p> <p>All cash received from hirers that visit the office is itemised on the Accounts system</p>	
	<p>Cash collected from community events</p>	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (eg markets income)</p> <p>At the office the cash is emptied and counted manually within one working day by at least two members of staff</p>	

	<p>Processing and banking</p>	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>
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Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	
	Expenditure/income coded incorrectly	Town Clerk checks nominal ledger every quarter Items are coded	
	Standing Orders Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed Town Clerk authorises two councillors sign cheques and Administration personnel review	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	
	Incorrect entries by bank	Bank statements reconciled monthly	

<p>Annual Budget & Precept Calculations</p>	<p>The annual budget and precept calculations</p>	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss & amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>
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Monitoring of Budgets		The final budget is approved in January and CEC is immediately advised of the precept	
	Comprehensive budgets	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
	Reporting	<p>A full report of expenditures against budget is lodged with council at each Finance Administration and Personnel meeting</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, weekly, annual checks of play equipment</p>	Limit of cover £10,000,000
	Employers Liability	Insurance cover	Limit cover £10,000,000

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	Theft of money by third party	Insurance cover	Cover varies

		depending on situation Reviewed annually
Theft of money by employee or member	Fidelity Guarantee cover	Limit of cover £10,000,000
Property	Cover for buildings & contents All risks cover for selected items	
Officials Indemnity	Continue with existing cover (£250k)	
Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
Personal Accident	Continue with existing cover (scale benefits)	
Legal disputes	Cover for specified legal disputes	Limit of cover £10,000,000
Long term sickness of employee	Not covered Liability limited by contract	
Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000

	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
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Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office, historic stored at the farm	
Asset List	Purchased	<p>An asset list is maintained by the Town Council Office on RBS Sigma</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	

Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk & Accounts Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return,</p>	
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		<p>Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established incorporating separation of duties, cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
	Insurance	<p>Zurich has been used as a recognised Town Council provider</p> <p>MTC are currently tied into a deal until 2018</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	

Macclesfield Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2016

Page No 1

Month No : 5

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>101</u>	<u>Administration</u>							
4000	Wages & Salaries	33,808	54,088	107,717	53,629		53,629	50.2 %
4005	Rent & Utilities	9,200	0	8,500	8,500		8,500	0.0 %
4006	Supplies & Services	15,572	0	0	0		0	0.0 %
4010	Photocopier	0	300	1,000	700		700	30.0 %
4011	Travel/Expenses	0	87	1,000	913		913	8.7 %
4014	Training	0	0	2,000	2,000		2,000	0.0 %
4015	Postage	0	58	2,000	1,942		1,942	2.9 %
4016	IT	0	614	2,500	1,886		1,886	24.6 %
4017	Advertising	0	708	2,000	1,292		1,292	35.4 %
4018	Communications	45	454	5,000	4,546		4,546	9.1 %
4019	Equipment	0	1,151	3,000	1,849		1,849	38.4 %
4020	Audit Fee	0	643	3,000	2,358		2,358	21.4 %
4021	Accountancy Support	1,750	0	2,500	2,500		2,500	0.0 %
4022	Legal & Professional	0	95	4,500	4,405		4,405	2.1 %
4023	HR & H&S Support	420	560	1,800	1,240		1,240	31.1 %
4024	Subscriptions	0	1,773	3,500	1,727		1,727	50.7 %
4025	Insurance	0	2,108	3,200	1,092		1,092	65.9 %
4026	Stationary	0	516	5,000	4,484		4,484	10.3 %
4027	Catering	0	304	3,000	2,696		2,696	10.1 %
4028	Bank Charges	0	0	500	500		500	0.0 %
4029	Room Hire	0	2,238	3,500	1,263		1,263	63.9 %
4031	Other Expenses	5,354	0	0	0		0	0.0 %
4080	Election Costs	0	0	2,000	2,000		2,000	0.0 %
	Administration :- Expenditure	66,150	65,694	167,217	101,523	0	101,523	39.3 %
1005	Income - Grants & Donations	50	0	0	0			0.0 %
1007	Income - Interest	79	0	0	0			0.0 %
1008	Income - Other	25,427	0	0	0			0.0 %
1176	Precept	575,640	339,929	679,857	-339,929			50.0 %
1177	Council Tax Support Grant	2,030	1,015	0	1,015			0.0 %
	Administration :- Income	603,225	340,944	679,857	-338,914			50.1 %
	Net Expenditure over Income	-537,075	-275,249	-512,640	-237,391			
<u>102</u>	<u>Civic</u>							
4012	Mayors Allowance	0	0	3,000	3,000		3,000	0.0 %
4013	Civic Events	0	821	5,000	4,179		4,179	16.4 %
	Civic :- Expenditure	0	821	8,000	7,179	0	7,179	10.3 %
	Net Expenditure over Income	0	821	8,000	7,179			

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Macclesfield Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2016

Page No 2

Month No : 5

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>103</u>	<u>Allotments</u>							
4032	Allotment Expenditure	2,350	0	14,460	14,460		14,460	0.0 %
	Allotments :- Expenditure	<u>2,350</u>	<u>0</u>	<u>14,460</u>	<u>14,460</u>	<u>0</u>	<u>14,460</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>2,350</u>	<u>0</u>	<u>14,460</u>	<u>14,460</u>			
<u>104</u>	<u>Weston Community Centre</u>							
4022	Legal & Professional	0	500	0	-500		-500	0.0 %
4031	Other Expenses	0	0	25,000	25,000		25,000	0.0 %
	Weston Community Centre :- Expenditure	<u>0</u>	<u>500</u>	<u>25,000</u>	<u>24,500</u>	<u>0</u>	<u>24,500</u>	<u>2.0 %</u>
1001	Income - Bookings	0	0	5,000	-5,000			0.0 %
	Weston Community Centre :- Income	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>-5,000</u>			<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>500</u>	<u>20,000</u>	<u>19,500</u>			
<u>105</u>	<u>Public Conveniences</u>							
4031	Other Expenses	0	0	25,000	25,000		25,000	0.0 %
	Public Conveniences :- Expenditure	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>			
<u>106</u>	<u>Economic Development</u>							
4031	Other Expenses	0	0	63,180	63,180		63,180	0.0 %
	Economic Development :- Expenditure	<u>0</u>	<u>0</u>	<u>63,180</u>	<u>63,180</u>	<u>0</u>	<u>63,180</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>63,180</u>	<u>63,180</u>			
<u>107</u>	<u>Projects & Events</u>							
4053	CCTV	31,450	0	35,000	35,000		35,000	0.0 %
4055	Capital Asset Management Fund	0	0	5,000	5,000		5,000	0.0 %
4056	Town Entry Signs	0	0	25,000	25,000		25,000	0.0 %
4058	Remembrance	1,510	0	4,250	4,250		4,250	0.0 %
4061	Street Furniture	0	0	15,000	15,000		15,000	0.0 %
4062	Floral Displays	5,077	3,013	20,000	16,987		16,987	15.1 %
4065	Projects & Events	0	3,769	10,000	6,231		6,231	37.7 %
	Projects & Events :- Expenditure	<u>38,037</u>	<u>6,782</u>	<u>114,250</u>	<u>107,468</u>	<u>0</u>	<u>107,468</u>	<u>5.9 %</u>
	Net Expenditure over Income	<u>38,037</u>	<u>6,782</u>	<u>114,250</u>	<u>107,468</u>			

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Macclesfield Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2016

Page No 3

Month No : 5

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>108</u>	<u>Community Delivery</u>							
4057	MIM	0	20,000	30,000	10,000		10,000	66.7 %
4059	Citizens Advice Bureau	0	10,000	20,000	10,000		10,000	50.0 %
4060	Barnaby Festival	0	0	5,000	5,000		5,000	0.0 %
	Community Delivery :- Expenditure	0	30,000	55,000	25,000	0	25,000	54.5 %
	Net Expenditure over Income	0	30,000	55,000	25,000			
<u>112</u>	<u>Grants & Donations</u>							
4067	S137 Grants	45,024	5,312	0	-5,312		-5,312	0.0 %
4068	Other Grants & Donations	0	2,772	65,000	62,228		62,228	4.3 %
	Grants & Donations :- Expenditure	45,024	8,084	65,000	56,916	0	56,916	12.4 %
	Net Expenditure over Income	45,024	8,084	65,000	56,916			
<u>113</u>	<u>Neighbourhood Plan</u>							
4031	Other Expenses	0	0	30,000	30,000		30,000	0.0 %
	Neighbourhood Plan :- Expenditure	0	0	30,000	30,000	0	30,000	0.0 %
	Net Expenditure over Income	0	0	30,000	30,000			
<u>114</u>	<u>Other Operational Costs</u>							
4075	Operational M'ment & Support	0	0	37,750	37,750		37,750	0.0 %
4076	Contingency	20,185	1,440	30,000	28,560		28,560	4.8 %
	Other Operational Costs :- Expenditure	20,185	1,440	67,750	66,310	0	66,310	2.1 %
	Net Expenditure over Income	20,185	1,440	67,750	66,310			
<u>115</u>	<u>Christmas Lights</u>							
4031	Other Expenses	343	0	50,000	50,000		50,000	0.0 %
4050	Christmas Lights Installation	22,411	3,830	0	-3,830		-3,830	0.0 %
4051	Christmas Lights Renewals	425	0	0	0		0	0.0 %
4052	Christmas Lights Switch On	7,202	0	0	0		0	0.0 %
	Christmas Lights :- Expenditure	30,382	3,830	50,000	46,170	0	46,170	7.7 %
1003	Income - Christmas Lights	210	120	0	120			0.0 %
	Christmas Lights :- Income	210	120	0	120			
	Net Expenditure over Income	30,172	3,710	50,000	46,290			

Date: 05/09/2016

Macclesfield Town Council

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Time: 13:33

Cash Book 1

User : PT

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	127,918.04				127,918.04	

Banked on :	0.00
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0.00

0.00

Total Receipts for Month	0.00	0.00	0.00	0.00
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Cash Book Totals	<u>127,918.04</u>	<u>0.00</u>	<u>0.00</u>	<u>127,918.04</u>
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Macclesfield Town Council

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Cash Book 1

User : PT

Current Bank A/c

For Month No : 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00				0.00	
							0.00	
Total Payments for Month			0.00	0.00	0.00		0.00	
Balance Carried Fwd			127,918.04					
Cash Book Totals			127,918.04	0.00	0.00		127,918.04	

Date: 05/09/2016

Macclesfield Town Council

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Cash Book 1

User : PT

Current Bank A/c

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		160,229.51					160,229.51	
Banked on : 07/07/2016		120.00						
100005	Xmas market	120.00			1003	115	120.00	Xmas light stall deposits
Total Receipts for Month		120.00	0.00	0.00			120.00	
Cash Book Totals		160,349.51	0.00	0.00			160,349.51	

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Date: 05/09/2016

Macclesfield Town Council

MTC Full Council 12 09 16 Agenda Item 12

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Cash Book 1

User : PT

Current Bank A/c

For Month No : 4

Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
06/07/2016	Wirehouse Ltd	DDR	168.00		28.00	4023 101	140.00	Wirehouse Ltd
11/07/2016	Friends For Leisure	100179	500.00			4068 112	500.00	Community Grant
11/07/2016	Viking Direct Ltd	100180	286.55		37.09	4019 101	129.00	Stationary and fridge
						4026 101	120.46	Stationary and fridge
11/07/2016	Monocle Deli	100181	150.00			4065 107	150.00	Barnaby Prize fund
11/07/2016	Trinity Mirror Publishing	100182	770.40		128.40	4017 101	642.00	Community Job Advert
11/07/2016	SLCC	100183	95.00			4022 101	95.00	Statute 10th Edit book
11/07/2016	CHALC	100184	1,429.31			4024 101	1,429.31	Membership
11/07/2016	Viking Direct Ltd	100186	150.38		19.98	4027 101	30.48	stationary and supplies
						4026 101	99.92	stationary and supplies
11/07/2016	LITE Ltd	100187	720.00		120.00	4050 115	600.00	RESERVES Transport of lights
11/07/2016	Simply Scrummy	100188	28.20		4.70	4027 101	23.50	Meeting catering
11/07/2016	Barlow Wood Ltd	100185	328.09		54.68	4000 101	273.41	Temp Wages
12/07/2016	BNP Paribas	DDR	41.92		6.99	4010 101	34.93	BNP Paribas
27/07/2016	SLCC	100189	304.00			4024 101	304.00	Subscription
27/07/2016	Cheshire East Council	100190	176.08		13.10	4016 101	65.48	IT Connectivity
						4029 101	97.50	Room Hire
27/07/2016	Barlow Wood Ltd	100191	190.20		31.70	4000 101	158.50	Temp admin support
27/07/2016	LITE Ltd	100192	3,876.00		646.00	4050 115	3,230.00	Infrastructure replacement
27/07/2016	S&C Entertainments Ltd	100193	162.00		27.00	4019 101	135.00	Monitors
27/07/2016	Macclesfield Boys Boxing Club	100194	2,000.00			4068 112	2,000.00	Community Grant
27/07/2016	CVS Cheshire East	100195	20,300.00			4000 101	20,300.00	Payroll Oct to end Dec 2016
27/07/2016	Audrey Okyere-Fosu	100196	50.60			4011 101	50.60	Interview expenses
27/07/2016	Abbey Access Ltd	100197	649.99		108.33	4019 101	541.66	Abbey Access Ltd
29/07/2016	BNP Paribas	DDR	54.75		9.12	4010 101	45.63	BNP Paribas
Total Payments for Month			32,431.47	0.00	1,235.09		31,196.38	
Balance Carried Fwd			127,918.04					
Cash Book Totals			160,349.51	0.00	1,235.09		159,114.42	