

Property Sub-Committee

Wednesday 4 October 2023

12:00

Oak Room, County Buildings, Stafford

The meeting will be webcast live and archived for 12 months. It can be viewed at the following link: <https://staffordshire.public-i.tv/core/portal/home>

John Tradewell
Deputy Chief Executive and Director for Corporate Services
26 September 2023

Agenda

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes of the Meeting held on 6th September 2023** (Pages 1 - 4)
- 4. New lease for Stone Youth Centre** (Pages 5 - 42)
- 5. Lease of land to Community Link Stafford and District at Doxey** (Pages 43 - 56)
- 6. Exclusion of the Public**

The Chairman to move:

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 as indicated below”.

Part Two

(All reports in this section are exempt)

7. Child care Centre Leases (Newcastle under Lyme & Staffordshire Moorlands) (Exemption Paragraph 3)

(Pages 57 - 74)

Membership	
Mark Deaville	Alan White (Chair)
Ian Parry	Philip White (Vice-Chair)
Jonathan Price	

Notes for Members of the Press and Public

Filming of Meetings

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Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.

Minutes of the Property Sub-Committee Meeting held on 6 September 2023

Present: Alan White (Chair)

Attendance	
Mark Deaville Jonathan Price	Philip White (Vice-Chair)

Apologies: Ian Parry

Part One

24. Declarations of Interest

The Chairman placed on record that 2 schools listed at item No 26 are situated within his Division.

25. Minutes of the Meeting held on 19 July 2023

Resolved - That the minutes of the meeting held on 19 July 2023 be confirmed and signed by the Chairman.

26. Proposed Leases to Academies

Proposals were submitted to lease the site of 3 schools for a 125 year period at a peppercorn rental in line with the expectations of the Department of Education for those schools converting to an Academy status.

Members were informed of the detailed comments submitted by County Councillor Snape, in relation to Sherbrook Primary School, Cannock, as referred to in the report, and also in relation to the principle of Academisation.

Resolved - That approval be given to the grant of a lease for the 3 sites, at a peppercorn rental, in the format of the standard Department of Education academy lease.

27. Proposed Academy Lease - Springhead Primary School, Talke Pits

In proposing the grant of a 125 year lease for Springhead Primary School the Director for Corporate Services explained that Talke Library occupied part of the site and therefore a Joint Use Agreement (JUA) would be required to determine the shared responsibilities between the School and Library tenants.

It was noted that no comment had been received from the local member.

Resolved- That approval be given to the grant of the lease and to the entering into of a JUA, as indicated in the report.

28. St Giles and St George's Academy, Off Ormes Road, Newcastle- Changes to Lease of Playing field and Transfer of Freehold Interest

The Sub-Committee were informed that following the transfer of the lease for St Giles and St Georges Academy, Newcastle-under-Lyme school building development had taken place on the school playing field necessitating a deed of surrender for part and variation of the current playing field lease. Subsequently the freehold interest of the newly developed area would need to be transferred to the Academy under the requirements of the School Standards and Framework Act 1988.

It was reported that the local member had responded to consultation saying that they had no comment to submit.

Resolved: That approval be given to the proposed deed of surrender and transfer of the freehold interest as indicated in the report.

29. Exclusion of the Public

Resolved- That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 as indicated below.

30. Re-use Operation: Cannock Household Waste Recycling Centre (exemption paragraph 3)

The Sub-Committee considered a proposal to grant a further lease at peppercorn rent to enable continuation of the re-use operation at Cannock Household Waste Recycling Centre (HWRC) from 1 April 2024 following an exercise to select a future operator of the re-use facility.

Representations received from the local member supporting the proposal were reported.

Resolved- That approval be given to the grant of a further lease as indicated; The Assistant Director for Commercial and Assets be authorised to agree the final terms of the lease.

31. Sale of Former Seabridge Centre, Ash Way, Newcastle-under-Lyme - Change of Terms (exemption paragraph 3)

Members received an update on a revised offer for the sale of the site of the former Seabridge Centre and were given details of draft terms for the sale, as proposed by the buyers.

It was reported that the local member had responded to consultation

saying that they had no comment to submit.

Resolved – that approval be given to the inclusion in the sale agreement of the term indicated in the report; the Assistant Director for Commercial and Assets be authorised to agree all the other terms in the sale contract except for price.

Chair

Property Sub-Committee - Wednesday 04 October 2023

Proposed Grant of new lease on Stone Youth Centre, Station Road, Stone ST15 8ER

Property PID 2976

Local Member: Cllr Jill Hood – Stone Urban

**Recommendation(s) by Councillor Mark Deaville – Cabinet Member
for Commercial Matters.**

- a. That a new 15 year lease be granted at the property known as Stone Youth Centre, Station Road, Stone to Rising Brook Baptist Church on similar terms to the lease granted in 2018 for use by the tenant for charitable and community purposes only.
- b. Any amendments to the proposed new lease to be delegated to the Assistant Director for Commercial and Assets to approve.

Transaction Summary

To agree and grant a new lease.

1. Current Arrangements

The property is currently occupied by Rising Brook Baptist Church on a five-year lease from 5th February 2018 at a nominal £1 per annum rent – full repair and insurance basis.

2. Proposals

The tenant will be Rising Brook Baptist Church, as is the case with the former lease. The use of the property will be restricted to community and charitable uses for the local community.

3. Undervalue Transaction

The rent will be One Pound per annum if demanded and will therefore be at an undervalue as the lease replaces a previous one at the same rent. The tenant is continuing to provide charitable and community services from the premises serving the local community which is deemed to represent

comparable value in terms of community benefits. The asset is still retained by the County Council in terms of title should the future position change.

Supporting Details

4. Background Information

- 4.1. Following the decision to cease direct service delivery of Youth Services by the Council in 2015, the Council was faced with deciding what to do with the premises previously used for the Youth Service. A number of these premises were leased to community groups and charitable organisations who wanted to continue to provide similar services in the area. Stone Youth Centre was one of these premises where Rising Brook Baptist Church took a lease of 5 years from February 2018 at a rent of £1 per annum to provide charitable and community services from the premises. This use has continued since 2018 and has been significantly expanded and enhanced now resulting in the organisation wishing to carry out improvements to the premises to provide better facilities which they would be reluctant to do without a longer-term lease in place. A location plan of the site is attached - Appendices 1.
- 4.2. The tenant contacted the County Council requesting a longer-term lease to enable them to improve the car parking provision which is currently very small and inadequate for the number of people wishing to use the centre. Due to the proximity of the railway station, there is very little car parking available outside the property in the immediate area on weekdays as many commuters park in the nearby roads. There is a sports hall attached to the centre which the Church wishes to carry out work to as due to the nature of its current construction it suffers badly from condensation resulting in the playing surface becoming slippery and dangerous to users on occasions.
- 4.3. With the planned investment in the building, the tenant requested a longer-term lease of 15 years at the same nominal rent of £1 per annum as the current agreement in order to be able to hopefully attract grant funding and make the considerable investment required in the premises worthwhile undertaking.
- 4.4. The tenant has sent me a copy of their most recent report and accounts which sets out the finances of the organisation (Appendix 2). They deal with this property and their other related properties together under the one set of accounts and expenditure on one set of premises may be subsidised by the activities and income received in others. The accounts would appear to indicate that they have sufficient funds to adequately maintain and run the premises, and indeed my inspections of the property confirms this view. They have

also sent a copy of a report setting out the ethos of what they are trying to achieve in the Stone Youth Centre premises, with details of the local organisations that currently make use of the property on a regular basis on pages 4 and 5 of this report (Appendix 3). I have also visited the centre on a number of occasions and found it to be well used.

- 4.5. If a new longer lease is granted there will need to be some amendments to the new lease compared to the current agreement to permit the alterations to the premises that the tenant wishes to carry out as the current lease prohibits alterations. Various other amendments would also need to be incorporated into the agreement regarding break clauses etc as the clauses in the original agreement in these respects would not necessarily be appropriate for a longer-term lease.

5. Alternative Options

The main alternative option open to the Council would be to terminate any occupational arrangement with the current occupier and place the property on the market for sale. This may generate the County Council a significant capital receipt which could be in excess of £2,000,000 should planning permission for residential development be obtained on the whole of the land although this is by no means a certainty bearing in mind the Station Approach Road giving access to the property is not a public highway maintainable at public expense. Furthermore, the loss of a sports facility here may cause the planners very significant concern leading to potential developers having difficulty in obtaining planning consent for a profitable development on the site.

6. Implications of Transaction for County Council (Risks)

Strategic – None identified

Financial – The financial risk will be the capital or rental receipt of money if the property were to be sold or rented to a commercial organisation instead of granting this proposed new lease.

Operational – None identified.

Legal – None identified in following the recommendations of this report.

7. Community Impact*

The services provided by this tenant serve many members of the local community in Stone and the surrounding areas as can be seen by the business plan submitted in support of the application for a new lease. The

work of the centre helps various members of the local community to be healthier and more independent and also to feel safer, happier and more supported in their community.

8. Comments from Local Member

To be reported to the Committee.

9. Support/Approval of the Proposal

Head of Corporate Assets



Signed:

Name: Lee Wells

Date: 20th September 2023

10. Author/Valuer/Officer Advising on this Transaction

Report Author: Paul Causer
Job Title: Estates and Valuation Manager
E-Mail Address: paul.causer@staffordshire.gov.uk


List of Background Documents/Appendices:

Appendix 1 – Location Plan
Appendix 2 – Financial Accounts
Appendix 3 – Tenant’s report on the use of the premises.

*3 priority Outcomes for the people of Staffordshire are:

- To be able to access more good jobs and feel the benefits of economic growth
- To be healthier and more independent
- To feel safer, happier, and more supported in their community.



Scale: 1:1250	Title:	 Staffordshire County Council
Paper Size : A4	Stone Youth Centre	
Date: 14/09/2023	Station Road	
Plan Ref: 2976	Stone	
	ST15 8ER	
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**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

FOR

RISING BROOK BAPTIST CHURCH**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

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RISING BROOK BAPTIST CHURCH

Report of the Trustees for the Year Ended 31 December 2022

The Trustees are pleased to present their annual directors' report with the financial statements of the charity for the year ending 31 December 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 "The Financial Reporting Standards applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities".

Introduction and Objects

Rising Brook Baptist Church is a company limited by guarantee, without a share capital and is governed by the directors, subject to the requirements of charity law.
The principal object of the Church is to promote the advancement of Christian faith.

Reference and administrative details

Charity number: 1136190
Company number: 07122684
Registered Office: Rising Brook Baptist Church, Burton Square, Stafford, ST17 9LT

Our advisers

Accountants	Wynniatt-Husey Limited	The Old Coach House, Horse Fair, Rugeley, Staffordshire, WS15 2EL
Bankers	Lloyds Bank Plc	Market Square, Stafford, ST16 2JL

Trustees' responsibilities in relation to the financial statements

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mrs M A Stephenson
Mrs D E Corson
Mrs S Phillips
Mr A W Pressdee
Mrs C A Almond (Appointed 26th September 2022)
Mr S Eyton-Jones
Mrs C A Summers (Appointed 1st September 2022)

Organisation

The Directors determine the general management policy of the Church under the guidelines laid down by the Baptist Union Corporation Limited. The day to day management is delegated to the Leadership Team. There have been no material changes in the policy since the last report.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or benefits in kind from their work with the charity other than the Ministers.

RISING BROOK BAPTIST CHURCH
Report of the Trustees for the Year Ended 31 December 2022 continued

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the Rising Brook Baptist Church for the purpose of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company at the end of the financial year and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the period ending on that date. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financials statements comply with the Charities Act 2011 and part 15 of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review

The Church's funds are retained in order to finance both its activities and the maintenance and enhancements of the Church buildings. The Directors confirm that any major risks to which the Church is exposed have been reviewed and procedures have been established to mitigate those risks.

Approved by the Church on and signed on its behalf by:

..... Mrs S Phillips
Director

..... Mrs C A Summers
Director

RISING BROOK BAPTIST CHURCH

Independent Examiner's report to the Trustees of Rising Brook Baptist Church Charitable Company

I report on the accounts of the company for the year ended 31 December 2022, which are set out on pages 2 to 11.

Respective responsibilities of trustees and examiner

The Trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions give by the Charity Commission under section 145(5)(b) if the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- Accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- The accounts do not accord with such records:
- Where accounts are prepared on an accrual's basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- Any matter which the examiners believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Mr T D Mayne
For and behalf of Wynniatt-Husey Limited
Chartered Accountants & Statutory Auditor
The Old Coach House
Horse Fair
Rugeley
Staffordshire
WS15 2EL

Date.....

RISING BROOK BAPTIST CHURCH

Statement of Financial Activities For the year ended 31 December 2022

	Notes	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Incoming Resources			
Giving Gift Aid		475,939	446,140
Sundry Income		6,976	11,964
Café & Catering Income		52,257	15,388
Room Booking Income		45,215	25,724
Other Event Income		2,000	-
Community Outreach		4,247	1,616
CYF Income		7,102	3,144
Grant Income		41,808	61,598
Library Income		-	190
Government Grants		11,981	61,651
Project Income		17,713	-
Leadership School		-	2,489
Thank Offering		28,036	8,354
Work Done for Others		31,200	30,000
Discipleship Income		14,961	5,160
Total Incoming Resources		<u>739,435</u>	<u>673,418</u>
Total Direct Charitable Expenditure		<u>817,996</u>	<u>727,222</u>
Net Incoming /(Outgoing) Resources Before Transfer		(78,561)	(53,804)
Transfer between funds		62,137	32,703
Net Income Resources Before Exceptional Income	2	<u>(16,424)</u>	<u>(21,101)</u>
Net Movements in Funds			
Fund balances brought forward		104,544	125,645
Funds Balances Carried Forward		<u>88,120</u>	<u>104,544</u>

RISING BROOK BAPTIST CHURCH

Balance Sheet As at 31 December 2022

	Notes	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Fixed Assets			
Tangible assets	4	<u>0</u>	<u>411</u>
		<u>0</u>	<u>411</u>
Current Assets			
Debtors	5	54,310	28,528
Cash at bank and in hand		<u>170,265</u>	<u>201,235</u>
		<u>224,575</u>	<u>229,763</u>
Creditors: amounts falling due within one year	6	37,859	41,331
		<u>186,716</u>	<u>188,432</u>
Net Current Assets/(Liabilities)		<u>186,716</u>	<u>188,432</u>
Total Assets		<u>186,716</u>	<u>188,843</u>
Represented By:			
Members fees		190	190
Unrestricted funds		88,120	104,544
Designated funds	7	<u>98,406</u>	<u>84,109</u>
		<u>186,526</u>	<u>188,653</u>
		<u>186,716</u>	<u>188,843</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and;
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its profits or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on and were signed by:

Mrs C A Summers - Director

Mrs S Phillips- Director.....

RISING BROOK BAPTIST CHURCH

Notes to Financial Statements For the year ended 31 December 2022

1) Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice Applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 (Charities SORP (FRS 102)) "The Financial Standard applicable in the UK and Republic of Ireland including the provisions of Section 1A "Small Entities" and the Companies Act 2006.

Rising Brook Baptist Church meets the definition of a public benefit entry under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation.

Depreciation is provided at rates calculated to write off the costs of fixed assets, less their estimated residual, over their expected useful lives on the following bases:-

Fittings and furniture	10%	straight line basis
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Expenditure

All expenditure is accounted for gross, and when incurred. Those expenses which are attributable to two or more expense headings are apportioned between those headings on an appropriate basis. Donations made are included in the year in which they are paid.

Income and Donations

Donations and bequests are accounted for when received by the Church. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes tax received and recoverable.

Monies collected for and paid over to other churches and charities are not included in the Statement of Financial Activities.

Donation of Assets

Gifts of tangible assets are included in these accounts at an estimate valuation which approximates to cost. Donations are included in the income and expenditure account as such, and in the balance sheet under appropriate headings.

Fund Accounting

All monies received are for the general running of the church and no specific restriction is given by the donor. The managing trustees have transferred all retained funds to unrestricted reserves.

RISING BROOK BAPTIST CHURCH

Notes to Financial Statements For the year ended 31 December 2022 continued

2) Net Incoming Resources for the year

This is stated after charging:

	2022	2021
Depreciation	411	0
Minister's salaries	172,404	174,033
Administration staff salaries	293,728	267,796
Staff pensions	11,291	12,003
Accountancy fees	3,000	2,900

3) Taxation Status

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gain Act 1992 to the extent that these are applied to its charitable objects.

RISING BROOK BAPTIST CHURCH

Notes to Financial Statements For the year ended 31 December 2022 continued

4) Tangible Fixed Assets

	Plant & Machinery RBH(C&C) Ltd £	Fittings & Furniture £	Total £
Cost or valuation			
At 1 January 2022	938	136,410	137,348
Additions	-	-	-
Disposals	-	-	-
At 31 December 2022	<u>938</u>	<u>136,410</u>	<u>137,348</u>
Depreciation			
At 1 January 2022	527	136,410	136,937
Eliminated on disposals	-	-	-
Charge for the year	411	-	411
At 31 December 2022	<u>938</u>	<u>136,410</u>	<u>137,348</u>
Net Book Value			
At 31 December 2022	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2021	<u>411</u>	<u>0</u>	<u>411</u>

RISING BROOK BAPTIST CHURCH

Notes to Financial Statements For the year ended 31 December 2022 continued

5) Debtors

	2022	2021
	£	£
Debtors	2,003	3,736
Income tax recoverable	9,484	7,467
DFN Transactions	3,046	3,125
Prepayments	<u>39,777</u>	<u>14,200</u>
	<u>54,310</u>	<u>28,528</u>

6) Creditors

	2022	2021
	£	£
Accruals	20,120	25,481
Creditors (Rising Brook Hosp (C+C) Ltd)	2,100	2,100
Credit Card	7,082	5,112
PAYE	<u>8,557</u>	<u>8,638</u>
	<u>37,859</u>	<u>41,331</u>

7) Designated Funds

	2022	2021
	£	£
Building Fund	39,533	20,176
Gambia Projects	9,130	11,176
Youth Projects	1,700	2,617
Other Overseas Projects	6,753	9,191
Local Projects	40,017	39,107
Other (Held on Behalf of Others)	<u>1,273</u>	<u>1,842</u>
	<u>98,406</u>	<u>84,109</u>

8) Reserves

	Totals £	Unrestricted Funds £	Designated Funds £	RBH(C&C) Ltd £	Members Fees £
At 1 January 2022	188,843	109,064	84,109	(4,520)	190
Surplus/(Deficit) for the year	(78,561)	(67,994)		(10,567)	
Designated Fund Movement/transfers Between funds	76,434	62,137	14,297		
At 31 December 2022	186,716	103,207	98,406	(15,087)	190

RISING BROOK BAPTIST CHURCH

For the year ended 31 December 2022 continued

9) Capital Commitments

At 31 December 2022 there were no capital commitments for which contracts had been placed or amounts authorised by the Directors.

10) Employee Number and Costs

	2022	2021
Ministers & Directors	9	9
Support & Administration	<u>22</u>	<u>19</u>
	<u>31</u>	<u>28</u>

No employee earned £40,000 p.a. or more.

Aggregate amounts paid in respect of:

	2022	2021
	£	£
Wages	466,132	441,831
Social Security costs	28,707	27,646
Pension costs	11,291	12,003
	<u>506,130</u>	<u>481,480</u>

No Director has received remuneration or benefits in kind from the Church during the year other than the Ministers.

RISING BROOK BAPTIST CHURCH

Detailed Income Expenditure Account For the year ended 31 December 2022

	2022	2021
	£	£
Incoming Resources		
Giving – Regular	323,804	321,278
Giving – Loose Bag	4,458	2,189
Giving – One-offs £1,000+	59,001	39,908
Giving Gift Aid	88,677	82,765
Sundry Income	6,977	11,964
Café & Catering Income	52,257	15,388
Room Booking Income	45,214	25,724
Other Event Income	2,000	-
Community Outreach	4,247	1,616
CYF Income	7,102	3,144
Grant Income	41,808	61,598
Government Grants	11,981	61,651
Library Income	-	190
Project Income	17,713	-
Leadership School	-	2,489
Discipleship Income	14,961	5,160
Work Done for Others	31,200	30,000
Thank Offering	<u>28,035</u>	<u>8,354</u>
	<u>739,435</u>	<u>673,418</u>
 Resources Expended		
Salaries & Wages	506,130	481,480
Ministers & Staff Training	3,166	4,206
Minister & Staff Expenses	5,973	5,654
Sunday Services	2,666	2,302
Online Church	5,138	4,618
Events	5,494	749
Community Outreach	3,482	2,954
CYF Expenditure	5,581	2,843
Pastoral Care	692	526
Discipleship & Clusters	12,095	2,827
Local & Global Mission	81,651	64,060
Hospitality	6,723	846
Centre Ministry	580	1,212
Marketing & Communications	5,716	7,268
IT Costs	8,351	4,928
Subscriptions	3,724	3,648
Professional Fees	12,400	13,687
Rent & Rates	7,493	7,372
Utilities	39,335	38,752
Facilities Maintenance & Cleaning	42,699	31,016
Minibus	1,494	1,312
Photocopier, Stationary Etc	21,241	21,597
Telephone & Wifi	3,454	5,595
Library	-	97

RISING BROOK BAPTIST CHURCH

Detailed Income Expenditure Account Continued For the year ended 31 December 2022

	2022	2021
	£	£
Safeguarding	1,549	912
Grant Expenditure	-	6,848
Leadership School	-	1,507
Thank Offering Expenditure	8,532	-
Project Expenditure	640	-
Café & Catering Non-staff Costs	19,040	7,997
Conferencing Non-staff Costs	2,382	245
Miscellaneous	164	164
Depreciation	411	
	<u>817,996</u>	<u>727,222</u>
Net expenses over receipts to be carried forward	<u>(78,561)</u>	<u>(53,804)</u>

This page does not form part of the statutory financial statements.

Rising Brook Lease at Stone Youth Centre, Stone

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1) Introduction

Rising Brook was granted a five year lease to run services out of the Stone Youth Centre in 2018 by the Staffordshire County Council. The past five years have seen many groups and individuals use the Centre for all sorts of community activities.

We would like to ask the Council for another lease to continue providing these services to the community. However due to building development work which needs to take place at the Centre and the financial investment relating to this we are asking the Council to grant us a 20 year lease under the same terms as our current lease. One of the reasons for this is as a charity we would be prohibited from investing charitable funds in a facility if we only had a short lease.

2) How the organisation is run

a) Who we are

Rising Brook is a group of churches in Staffordshire with a registered charity number 1136190 and company number 7122684. We are a not for profit organisation. An aspect of the Rising Brook model relates to how we use the Centres we operate out of. We currently have four locations and each location operates as a community centre for hospitality, local community bookings, platforms for community projects and places of safety for people to receive practical help and emotional support.

b) Governance

As an independent Charitable Company we have a Board of Trustees who are responsible for the governance of everything that happens through Rising Brook. The Trustees have delegated the running of the charity to a CEO who in turn has put together a Leadership Team and together they lead all the work. Each Centre has a Location Team under the leadership of their Centre Manager who are responsible for the day to day running of the Centre.

In addition to the Leadership Team, we have a centralised structure of roles which serve across all Centre locations providing expertise and continuity. These roles include Finance, Marketing & Production, Safeguarding, Facilities, IT, HR, Compliance etc. The structure accommodates planning, budget setting and management accountability.

c) Policies

We have the following policies which are approved by the Trustees and reviewed on a scheduled either every three years or every year depending on the policy. All policies are contained in a Staff and Volunteers Handbook.

The policies are:

- Code of Conduct
- Discrimination, Harassment & Bullying
- Equal Opportunities, Recruitment & Development
- Disciplinary Procedure
- Grievance Procedure
- Whistleblowing
- Right of Appeal
- Safeguarding
- Finance
- Data Protection
- Privacy
- Data Retention
- Health & Safety
- IT
- Social Media
- Annual Holidays
- Public Holidays
- Compassionate Leave
- Sick Pay
- Maternity, Paternity, Adoption & Parental Leave

If you would like to see all our policies these can be sent to you. For the purposes of this paper I have attached the following as an appendix. Whistleblowing, Safeguarding, Finance and Data Protection.

d) Vision and Objectives

Our vision is to see - thriving communities through individual growth

Our mission is to - work within communities to deliver services to reduce poverty and disadvantage, empowering people to meet their full potential so that everyone can thrive

Our values are -

- ❖ Dignity – A commitment to treat everybody with dignity and respect
- ❖ Accessibility – A commitment to provide services that are accessible, value diversity and are welcoming to all
- ❖ Integrity – A commitment to behave honestly, fairly and professionally

Objectives

1. To provide a range of community based services that:
 - Improve health and well-being
 - Reduce the negative effects of poverty
 - Reduce social isolation
 - Support families
2. To deliver services that give people dignity, provide hope and are delivered with kindness and compassion
3. To strengthen communities by increasing community participation and social responsibility, where all are made to feel valued and safe
4. To provide people with opportunities to build their skills, confidence, aspirations and resilience

Outcomes

- To reduce the adverse effects of poverty and unstable income
- To reduce social isolation
- To improve health and well-being
- To improve people's awareness of their rights and available options and how to access them
- To increase confidence, self-esteem and resilience
- To increase community participation and strengthen local communities

3) How the Centre is used

a) Groups using the Centre

Groups Highlighted in blue are activities that currently happen weekly in the Centre

Groups highlighted in yellow are activities that have happened in the Centre at least once over the last year

Groups not highlighted are activities that have happened in the Centre at some point in the past five years. Some have stopped due to no longer operating, others pulled out during the pandemic. Some may still come back.

We have included the list of groups and activities into the following categories:

- i) Children/Schools

- ii) Additional Needs group/disability support
- iii) Sports/Exercise
- iv) Various Groups
- v) Other Rising Brook Actives

i) Children/Schools

Little Massage Stafford Stoke Blacks juniors
 NCS (National Citizens Service) summer programme
 4-14 Before and After school club St Johns Ambulance (Junior Cadets)
 Prestige Performance Academy Private Children's birthday parties(20 per year)

St Dominics Year 6 leavers party

ii) Additional Needs group/disability support

Futures2gether Staffordshire Ventures
 S.T.I.N.G W.H.Y.C.H
 Very Special Children

iii) Sport/Exercise

Alleynes Vets Walking football/badminton Dave Fox 5 aside football
 North of the Yoga Yoga (Jane Boyd)
 Ladies netball Trentham Junior running club
 Staffordshire Sports and Performance Academy (Gymnastics)
 Pyramid sports Stone Dominoes football club
 Didi Rugby St Dominics Priory (sports day & PE lessons)
 St Dominics Primary (sports day & PE lessons)
 Christchurch first school (sports day & PE lessons)
 Elmhurst Pre-school (sports day)

iv) Other groups

Biz mums support group Expecting Antenatal classes
 Ukulele group (U3A) Rock Choir
 Paediatric first aid The Sycamore Players
 A Child of Mine Sunflower support group
 Private counselling Waterways Chaplains
 Stone District Swimming Club Stone Town Council
 Stone Master Marathoners Staffordshire Occupational Therapy
 Independent Christmas market

v) Other Rising Brook Activities

Sunday services and midweek meetings
 Create and Play toddler groups
 Breastfeeding support group Community Café/Warm Spaces
 Donation point for Stone Community Hub Food bank
 Open House (helping social isolation for the over 65's)
 Craft and Create Open Hands Deaf day event
 Renew Bible Study Summerfest Community event
 Easter Community Event Bethlehem Christmas Event
 Half term children's activities and art workshops
 Adult art workshops Wellbeing events

Stone Churches together celebration (Week of Christian Unity)

Community Christmas meal

Fundraising events - Quiz night

Table top sale

Charity Fashion Show

MacMillan Coffee Morning

b) Who is benefiting

As you will have read there are many groups using the Centre and benefiting from the facilities. Our weekly footfall is approximately 350 people per week from regular activities held at the Centre. On top of that at least a further 950 guests come through the Centre to one off events during the year

4) How the Centre is looked after

a) Maintenance

Within our annual budget we allocate funds for maintenance and small building development works. We employ a full time Head of Facilities who looks after all the Centres we operate ensuring these are well maintained.

b) Finance

As we are one Charitable Company we have one set of accounts covering all the Centre Locations we operate. This means a Centre which has a deficit in finance through the year is offset by a Centre with a surplus in our management accounts. Within our budgeting structure each Centre has an individual budget and the Centre Manager is responsible for the income and expenditure.

Monthly management accounts are scrutinised by the leadership team and quarterly accounts by the Trustees. Our accounts are examined annually by an independent examiner, a copy of which is part of this pack of papers. Please note these accounts are for the whole organisations of which the operation of the Centre at Stone is one part.

Our funding comes from three areas. Groups using the Centre pay a small fee to help cover utilities etc. We apply for grants for certain projects. We receive regular donations and one off gifts from the people involved in our church.

c) Future Development

There are significant areas which could do with investment in the coming years. A key problem which hampers use of the Centre is the lack of car parking. There is a section of the property which would lend itself to being turned into a car park without reducing space for activities.

The sports barn is a fantastic aspect of the Centre. However it has major problems with the type of construction it is in relation to the roof which creates incredible condensation, this

then drips onto the playing surface making it very slippery. Both the roof and the playing surface need investment. This would lead to greater use in the community.

The sports barn and car parking projects would have a combined six figure estimate to complete. We would be unable to fundraise for these projects without a long term lease.

We have enough regular funding at the Stone Centre to cover day to day costs including ongoing maintenance. We currently do not have the funding to invest in the development of the car park etc. however we have large pool of people we can present a capital fund raising project to and we are confident this would result in the needed funds to complete such a project.

Respectively Submitted

Gary Sloan
On Behalf of Rising Brook
May 2023

5) Policy Appendix

Policy Appendix 6

WHISTLEBLOWING

Review Date September 2024

We recognise that there may be times when a concern is:

- of such a serious nature and could be deemed illegal activity on the part of the company.
- relates to a Senior member such as a member of the Leadership Team, the Senior Minister, CEO, Trustee or Elder and you do not know where to go with your concern.

In such situations we expect these concerns to be raised. We also expect that you will be able to do this with confidence and in no way feel concerned or experience intimidation which would prevent you from doing so. An investigation will be carried out and appropriate action taken. You will be informed of the progress of the investigation and will be interviewed by the investigation team. At all stages of an investigation resulting from a concern raised, we will exercise confidentiality relating to the individual raising the concern and the individual an allegation has been made against. Confidentiality will remain with those investigating the concern. It should be noted that confidentiality for those involved does not mean anonymity for the individual raising the concern.

As a concern may also involve Statutory Bodies including the Police. Information will need to be supplied about all aspects of the concern including those raising it. Confidentiality will therefore extend to these Bodies and it should be noted that anonymity would be unlikely if the concern led to a case going to court.

Safeguarding

If the concern relates to safeguarding (see safeguarding policy **appendix 8**) you should:

- take this to the designated safeguarding person in your location who will inform either the designated Leads for Adults (Liz Dipple) or Children (Ruth Stephenson) depending on the issue, who will in turn contact the Designated Lead and develop a plan of action including contact with Statutory Bodies as appropriate.
- if the concern relates to the location safeguarding person you should contact immediately either the designated Leads for Adults or Children depending on the issue, who will in turn contact the Designated Lead and develop a plan of action including contact with Statutory Bodies as appropriate.
- if the concern relates to either of the designated Leads for Adults or Children you should immediately contact the Designated Lead for Safeguarding (Ali Summers), who will develop a plan of action including contact with Statutory Bodies as appropriate.
- if the concern relates to the Designated Lead you should take your concern to the Senior Minister or CEO, who will in turn contact the Designated Trustee for Safeguarding and develop a plan of action including contact with Statutory Bodies as appropriate.
- if none of the above is appropriate you should take your concern to Trustees who will consult with other Trustees and develop a plan of action including contact with Statutory Bodies as appropriate.
- if this is not appropriate you should take your concern to the Heart of England Baptist Association (HEBA).

Non Safeguarding

If your concern relates to another serious issue, outside of Safeguarding, you should:

- take this to a member of the Leadership Team who will take your concern to the Senior Minister or CEO, who will consult with others as appropriate and develop a plan of action including contact with Statutory Bodies as appropriate.
- if the concern relates to a member of the Leadership Team you should take this directly to the Senior Minister or CEO, who will take your concern to the Trustees and develop a plan of action including contact with Statutory Bodies as appropriate.
- if your concern relates to the Senior Minister or CEO you should take this to a Trustee who will consult with other Trustees and develop a plan of action including contact with Statutory Bodies as appropriate.
- if your concern relates to a Trustee you should take this to the Senior Minister or CEO who will develop a plan of action including contact with Statutory Bodies as appropriate.
- if it is not appropriate to take a concern about a Trustee to the Senior Minister or CEO then you should take your concern to the Heart of England Baptist Association (HEBA).

Policy Appendix 8

SAFEGUARDING

Review Date May 2024

Our vision

Is to see the transformation of people and places by faith expressing itself through love.

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities and offer community outreach and provision for children and adults at risk

- Make our premises available to organisations working with children and adults at risk

Our safeguarding responsibilities:

We recognise our responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

We commit ourselves to the nurturing, protection and safekeeping of all associated with us. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

All employees and volunteers should be aware of the principles set out below and all who are tasked with working with children, young people and vulnerable adults should have the relevant DBS, have undergone safeguarding training and have access to and full knowledge of the Safeguarding Manual.

Definitions:

For the purposes of this policy an ‘adult at risk’ or vulnerable adult is not simply an ‘adult with care and support needs’ but also :-

“a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.”

The definition of a child is taken from the Children's Act 1989 and 2004 respectively and is anyone who has not yet reached their 18th birthday (Working Together to Safeguard Children. London: Department for Education (DfE) “regardless of whether they live with their family or are over 16 and live independently, in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people”

We are committed to

- **Prevention and reporting of abuse** - It is the duty of everyone to help prevent the abuse of children and adults at risk, and the duty of everyone to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. We will fully co-operate with any statutory investigation into any suspected abuse linked with us.
- **Safer recruitment, support and supervision of workers** - We will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.
- **Respecting children and adults at risk** - We will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect and personal dignity that is due to them.
- **Safer working practices** - We are committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being. We are committed to supporting all those affected by abuse.

- **A safer community** - We are committed to the prevention of bullying. We will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk involved with our community are managed appropriately.
- We are committed to following all statutory guidelines in relation to safeguarding children and adults at risk and in implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation including the Equality Act 2010.
- We will ensure that we are keeping up to date with national and local developments relating to safeguarding and in working in partnership with Thirtyone:eight; Staffordshire Safeguarding Children Board (SSCB); and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB)

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

Safeguarding is everyone's responsibility

We have appointed the following individuals:

Safeguarding Lead (Rising Brook & Signposts Services)

Ali Summers ali.summers@risingbrook.org 01785 214750

Designated Safeguarding Person for Children and Young People (Rising Brook & Signposts Services)

Ruth Stephenson ruth.stephenson@risingbrook.org 01785 214750

Designated Safeguarding Person for Adults at Risk (Rising Brook & Signposts Services)

Liz Dipple liz.dipple@risingbrook.org 01785 214750

Safeguarding Trustee (Rising Brook)

Margy Stephenson Margy.stephenson@risingbrook.org

Safeguarding Trustee (Signposts Services)

John Marshall john.marshall@signposts-services.org.uk

Regional Minister (Heart of England Baptist Association)

Adrian Argile aa@baptist-heartofengland.org 0121 4724986

Safeguarding Team Members

Tim Herriott tim.herriott@risingbrook.org

Dave Nicholas dave.nicholas@risingbrook.org

Hannah Fletcher Hannah.fletcher@risingbrook.org

British Sign Language Access Safeguarding Designated Person

Susan Myatt susan.myatt@risingbrook.org

EXTERNAL CONTACTS:

Due Diligence Checking (DDC)

www.ddc.uk.net
01162 603055

ThirtyOne:Eight (formerly CCPAS)

thirtyoneeight.org
0303 003 1111

Staffordshire Police

Call 101 and ask for MASH
(Multi Agency Safeguarding Hub)
Outside of MASH hours, report to the Area Communications Room
In an emergency, always call 999

Staffordshire County Council's**First Response Team**

www.staffordshire.gov.uk/reportconcern
Children: 0800 1313 126
Adults at Risk: 0345 604 2719
Monday – Thursday: 8:30am – 5:00pm
Friday: 8:30am - 4:30pm
Emergency out of hours: 0345 604 2886

Policy Appendix 9**FINANCE****Review Date February 2025**

We have a number of finance policies ensuring we are good stewards of the financial resources entrusted to us. Below are the most relevant for employees and volunteers. Additional policies and procedures are available on request from the Head of Finance. These include Approved Suppliers, Banking, Credit Hold Customers and Inter Departmental Transactions.

1. Financial Reporting and Budgeting

This section of our finance policy details the requirements surrounding financial reporting and budgeting. As a charity we are accountable to many for how we use our financial resources and therefore we need good systems in place.

Financial Reporting

- The leadership team will review the monthly management accounts, and take any actions required
- The finance and general purposes committee shall meet quarterly to discuss and examine the financial information, and prepare a report on this to the trustees
- The audited/independently examined accounts will be presented to the trustees for approval or otherwise within the timelines laid out by legislation
- The Head of Finance is responsible for ensuring the audited/independently examined accounts are submitted to Companies House, Charity Commission, and any other regulatory bodies within the legal deadlines for doing so.
- All budget holders will receive appropriate information to enable them to manage their budgets within the agreed parameters

- All budget holders are responsible for ensuring sufficient and appropriate information is passed to the Head of Finance to enable financial reporting deadlines to be met.

Budgets

- A full budget for the following calendar year shall be set by the leadership team and will reflect our agreed strategy for the year. The budget and strategy should be approved by the trustees before the end of the current calendar year.

2. Expenditure

This section details how expenditure is authorised and the information that is required to be retained and passed on to the Head of Finance. As a charity, managing money well that is given to be used for charitable purposes is important to us. This section reflects that.

Budget Holders

All areas of expenditure have a designated budget holder (or holders) that are approved by the Leadership Team. For each area of expenditure, it is only the budget holder(s) who can authorise expenditure.

In addition, it is the budget holder(s) who is accountable for ensuring expenditure remains within agreed budgeted parameters. There are various methods in which expenditure can occur, however in each case there must be authorisation.

3. Significant Expenditure

Where significant expenditure is incurred the quotes and conclusions need passing to the Head of Finance as per section 2. Expenditure.

4. Income

This section details the process for recording and reporting on income from various sources. It is each budget holders' responsibility to ensure that income received is appropriately coded when passed on to the Head of Finance.

Giving

The Head of Finance will inform leadership at least quarterly of changes in regularly giving, and ensure processes around thanking givers are in place.

5. Discounts, personal use of church resources

This section details the rules surrounding discounts and personal use of charity resources by employees and their family members. The purpose of writing this section is to address the complexity of staff members also being church members and to ensure that there is transparency and fairness to all parties.

Any tax implications that arise from not following this section will not be borne by the charity but will be the sole responsibility of the staff member/volunteer concerned.

In respect of this section, staff members are treated the same as church members. Therefore, when we allow church members a discount we also offer this to staff members, and when we charge church members we charge staff members at the same rate.

6. Non-budgeted expenditure

This section details the process for non-budgeted expenditure.

If expenditure is required, in excess of £2,000, that has not been budgeted, this must be approved by the senior minister and reported to the trustees.

Addendum:

Current practice/procedures in place (not included in policy above)

1. Financial Reporting and Budgeting

This section of our finance policy details the requirements surrounding financial reporting and budgeting. As a charity we are accountable to many for how we use our financial resources and therefore we need good systems in place.

Financial Reporting

- The Head of Finance shall present the leadership team with a monthly finance report covering financial performance against budget, state of charity reserves as well as any other financial information required
- The Head of Finance shall present other Budget holders with a quarterly finance report.

2. Expenditure

There are various methods in which expenditure can occur. These are detailed below:

- Supplier credit accounts

This is expenditure where we pay the suppliers invoice. Before passing to the Head of Finance for payment the budget holder needs to sign the invoice, plus include the budget expenditure code. Invoices should be approved and passed to the Head of Finance at the earliest opportunity so that payments can be processed before they fall due. Each budget holder needs to have a list of suppliers that their budget typically uses and for that list to be available to be available to their line manager in case of emergency. The Head of Finance and leadership team reserve the right, in exceptional circumstances, to suspend use of a supplier and will inform all budget holders when this is the case.

- Card transactions

Business charge cards are available to all budget holders to facilitate their activity more efficiently. It is the cardholders' responsibility to keep adequate records so that they are able to send a summary to the Head of Finance for the calendar month, showing budget codes, appropriate authorisation, and attachment of receipts

- Expenses

Where expenditure is incurred personally for reimbursement please ensure authorisation from the budget holder is obtained before making said expenditure. Expenses must be claimed within 3 months of being incurred and passed to the Head of Finance with receipts attached, signed by the employee or volunteer, and coded and initialled by the appropriate budget holder. Approved expenses claims will be paid within 14 days of being received by the Head of Finance.

- Cash expenditure

Sometimes for ease of activity, teams and departments may have a cash float and use this for some expenditure. It is the cash float holders' responsibility to keep adequate records by maintaining a monthly summary cash sheet with receipts attached. Summary cash sheets and receipts must be passed to the Head of Finance monthly or quarterly as agreed. If a cash float needs topping up, please make a request to the Head of Finance at least 14 days before the cash is required.

- Personal expenditure

Business charge cards, supplier accounts and cash floats are in place to enable charity expenditure to happen efficiently and effectively. They are not to be used for personal expenditure. Where any staff

member does use charity finances, in error, for personal expenditure, this needs to be notified to the Head of Finance and reimbursed immediately.

Failure to notify and reimburse immediately will result in the Head of Finance reporting this non-notification to the appropriate Divisional Leader or Department Head. Additionally, as personal expenditure is explicitly not authorised, any tax implications of such behaviour will not be borne by the charity but will be the sole responsibility of the employee or volunteer concerned.

3. Significant Expenditure

We expect all budget holders to spend their budgets wisely, using reputable suppliers and getting value for money. There are occasions though where the level of expenditure is such that budget holders need to document this in more detail. Where expenditure is required at a level of over £2,500 it is necessary for the budget holder to get 3 quotes.

The normal expectation is that we will go with the lowest quote. If there is good reason to choose one of the alternatives this must be clearly documented by the budget holder. The quotes and conclusions need passing to the Head of Finance when the actual expenditure is passed for payment.

4. Income

There are various routes for which income is received, the processes for each are as follows:

- Cash

It is each staff members' responsibility to ensure that monies received are kept securely within our locations and passed on to the Head of Finance, counted and coded, monthly or at the first practicable opportunity if the amount in excess of £100. Prior to passing to Head of Finance, all cash must be counted and coded, and summary sheet signed, by 2 members of the department concerned. Cash is not to be kept off-site overnight. The Head of Finance is responsible for ensuring all cash banked is clearly reconciled to attached cash sheets.

- Card

Where monies are received via card machine, summaries and receipts are to be kept securely within our locations and passed on to the Head of Finance, counted and coded, weekly or monthly as agreed.

- Churchsuite

Where income is received via ticketing on churchsuite it is the budget holders' responsibility to ensure the Head of Finance is informed before ticketing is set-up. It is the budget holders responsibility to manage and chase for outstanding payments.

- Invoicing

Where income is received via invoicing, it is the budget holders' responsibility to prepare and send invoices in a timely fashion, and to send copies and budget codes to the Head of Finance. The Head of Finance will liaise with budget holders' when invoices are overdue for payment, and reserves the right to discuss with Leadership team the need for further action such as putting customer on hold, taking more formal action to recover the debt.

- Gifts

The Head of Finance is responsible for keeping adequate records of gifts received so that we are operating within current legislation, able to thank givers systematically, provide appropriate pastoral care where giving changes, and demonstrate that any restricted gifts are used within the terms of the restriction. The Head of Finance and the leadership team reserve the right to return any gifts if they cannot be used in line with the wishes of the donor, or if there are concerns about the source of the gift.

5. Discounts, personal use of charity resources

The following are current potential discounts/personal use of charity resources

- Charges

Where we charge church members (i.e. Room hire for children's parties, minibus usage) we charge staff members at the same rate. Therefore, there are no discounts available for staff members that, have not also been offered, to church members (except staff drinks below). In addition, any department who offers a discount to a staff member has to make the same discount available to all church members.

- Staff drinks

Staff members are entitled to free drinks whilst they are working and for their guests at any work meetings.

- Café and catering

All food ordered by staff from café is charged at the same rate as for any other customer. Where café makes free food available, (eg. Because it will be thrown away otherwise), this will be communicated by the café manager to all staff. Where a budget holder is using café to cater for a meeting it is the joint responsibility of the café manager and said budget holder to ensure that if a payment is being allocated to a budget that this is properly recorded and passed onto the Head of Finance.

- Volunteers

Where budget holders are using budgets to gift their volunteers, it is their responsibility to record this information and communicate it to the Head of Finance so that all implications of the gift are accounted for. If the Head of Finance raises any tax/legal concerns of such gifts it is the responsibility of the budget holder to ensure these gifts fall within the parameters of the appropriate legislation.

6. Non-budgeted expenditure

This section details the process for non-budgeted expenditure.

In passing onto the Head of Finance for processing the processes within sections 2. and 3. must also be followed.

Policy Appendix 10

DATA PROTECTION (GDPR)

Review Date May 2024

We Commit to follow the Data Protection principles laid out below.

Introduction

We need to gather and use certain information about individuals. These can include members, attendees, church/business contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the organisation's data protection standards—and to comply with the law.

Why this policy exists

This data protection policy ensures we:

- Comply with data protection law and follows good practice
- Protect the rights of staff, members and contacts

- Are open about how we store and process individuals' data
- Protect ourselves from the risks of a data breach

Data Protection Law

The Data Protection Act describes how organisations must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be kept accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the UK, unless that country of territory also ensures an adequate level of protection

Data Controller

In terms of the Data Protection Act 2018 we are the Data Controller, and as such determine what purposes personal information will be used for.

Policy Scope

This policy applies to all data we hold relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 2018. This can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Plus any other information relating to individuals

Purpose of data held

Data may be held by us for the following purposes:

- Staff and volunteer administration
- Fundraising
- Realising the Objectives of the Charitable Organisation
- Legal and compliance
- Marketing and communications
- Supporting and strengthening the church community

Data Protection Risks

This policy helps protect us from some very real data security risks, including:

- **Breaches of confidentiality.** For instance, information being given out inappropriately.
- **Failing to offer choice.** For instance, all individuals should be free to choose how the organisation uses data relating to them.
- **Reputational damage.** For instance, the organisation could suffer if hackers successfully gained access to sensitive data.

Responsibilities

Everyone who works or volunteers for or with us has some responsibility for ensuring data is collected, stored and handled appropriately.

Everyone that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

However, these people have key areas of responsibility:

- The **Trustees** are ultimately responsible for ensuring that we meet our legal obligations.
- The **Data Protection Officer** is responsible for:
 - Keeping the board updated about data protection and responsibilities, risks and issues.
 - Reviewing all data protection procedures.
 - Handling data protection questions from staff and anyone else covered by this policy.
 - Dealing with requests from individuals to see the data held about them (also called 'subject access requests').
 - Ensuring all systems, services and equipment used for storing data meet acceptable security standards. Evaluating any third-party services the organisation is considering using to store or process data. For instance, cloud computing services.
- The **Head of Marketing and Production** is responsible for:
 - Where necessary, working with other staff and volunteers to ensure marketing initiatives abide by data protection principles.

General staff and volunteer guidelines

- The only people able to access data covered by this policy should be those who **need it for their work or volunteer role**.
- Data **should not be shared informally**. When access to confidential information is required, employees can request it from their line managers.
- Employees should keep all data secure, by taking sensible precautions and following the guidelines below.
- Personal data **should not be disclosed** to unauthorised people, either within the organisation or externally.
- Data should be **regularly reviewed and** if it is found to be out of date, it should be **updated**. If no longer required, it should be deleted and disposed of.
- Employees and volunteers **should not save copies of personal data to their own computers**. Always access and update the central copy of any data.

Application of Guidelines

- We will minimise / eradicate where possible the number of places that personal information is stored. IT Policy outlines process around this issue.
- The number of people with access to our database should be limited to essential users only. If people are not regular users / have never logged on, their access should be deleted until requested again and evaluated for need of access.
- Annual checks should take place by all staff to ensure a regular review of data held is accurate, relevant and not excessive. Unnecessary data must be destroyed appropriately and securely.
- Access to information and how to ensure security is covered in the IT Policy.

Data Storage

When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, the paper or files should be kept **in a locked drawer or filing cabinet**.
- Employees should make sure paper and printouts are **not left where unauthorised people could see them**, like a printer.
- **Data printouts should be shredded** and disposed of securely when no longer required.

- When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts: All staff and volunteers are required to abide by the IT Policy.

Subject Access Requests

All individuals who are the subject of personal data held are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the organisation is meeting its data protection obligations.

If someone contacts the organisation requesting this information, this is called a subject access request. Subject access requests from individuals should be made by email.

Disclosing data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances we will disclose requested data. However, the Data Protection Officer will ensure the request is legitimate, seeking assistance from the Head of Compliance and from the organisation's legal advisers where necessary.

Providing information

We aim to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

To these ends, the organisation has a Privacy Policy, setting out how data relating to individuals is used by the organisation.

Property Sub-Committee - Wednesday 04 October 2023

Insert Report Title

Lease of land to Community Link Stafford & District at Doxey, Stafford.

Property PID: 7431 - Land at Doxey Road.

Local Member:

Cllr Mark Winnington - Gnosall & Doxey

Recommendation(s) by Cllr Philip White - Cabinet Member for Economy and Skills

- a. That approval is given to leasing of land at the above property to Community Link Stafford & District at a rent of £1 per annum, if demanded, for the parking of vehicles in connection with activities in providing transport to people with mobility difficulties. The lease would be for a fixed term of 1 year with Part II Rights Landlord & Tenant Act 1954 (Security of Tenure) excluded commencing on the cessation of the previous lease.
 - b. Delegated authority is given to the Director for Economy, Infrastructure and Skills and the Director of Corporate Services to enter into relevant contractual and other arrangements pursuant to the delivery of this lease.
-

Transaction Summary

1. Current Arrangements

- 1.1. The site in question is being tenanted by the prospective tenant under a 1-year lease which will cease on 4th October 2023. The tenant has caused no problems whatsoever while delivering a much-appreciated service to the community.

2. Proposals

- 2.1. That a new lease is granted to Community Link Stafford & District at a rent of £1 per annum, if demanded, for the parking of vehicles in connection with activities in providing transport to people with mobility difficulties. The lease would be for a fixed term of 1 year, with Part II Rights Landlord & Tenant Act 1954 (Security of Tenure) excluded.

3. Undervalue Transaction

- 3.1. The anticipated commercial lease rate would be approximately £100 per vehicle. The success of the charity & demand for means the fleet has increased from 23 at July 2019 to 38 currently. Therefore, the undervalue for the proposed lease is circa £4,000.
-

Supporting Details

4. Background Information

- 4.1. The site is a part of the car park area that was conveyed to the County Council in May 2018 along with the other property owned by St Gobain. The land arrangement between the County Council and St Gobain was predicated on the need to deliver the SWAR with a section of the St Gobain land being required to do so.
- 4.2. This site is part of the lands being considered by the Stafford Gateway project. The end use for the site is identified by the Stafford Gateway project for residential purposes but unfortunately the Levelling Up funding submission by the Stafford Gateway Partners during summer 2022 was rejected.
- 4.3. The process of commissioning the substantial further investigative works, required to identify cost effective remediation works, is underway. The proposed use of a section of the site is an interim use by a registered charity carrying out valuable work for benefit of those in the community with mobility issues – See attached supporting information supplied by the proposed Lessee.
- 4.4. Network Rail has a right of way from Doxey Road across the larger car park area to gain access to its neighbouring operational property to the north. The proposed lease area does not restrict that access right.

5. Alternative Options

- 5.1. The site is currently a roughly tarmacked car park and as such it is not fit for anything other than private parking for vehicles in the short term prior to redevelopment as part of the Stafford Gateway.

6. Implications of Transaction for County Council (Risks)

- 6.1. **Strategic.** There is no foreseen strategic risk arising from the proposal.
- 6.2. **Financial.** There is no foreseen financial risk arising from the proposal.
- 6.3. **Operational.** There is no foreseen operational risk arising from the proposal.
- 6.4. **Legal.** There is no foreseen legal risk arising from the proposal.

7. Community Impact *

- 7.1. There are significant community benefits for the operation of the proposed charity lessee, Community Link Stafford & District. The outcome of the charity's operation directly correlates to two of the three County Council priorities:
- To be healthier and more independent
 - To feel safer, happier and more supported in their community.
- 7.2. The charity is currently seeking a long-term base in Stafford. The proposed lease gives greater time for the charity to secure the necessary facility within or close to the County town.

8. Comments from Local Member

- 8.1. The Local Member is County Councillor Mark Winnington, who is fully supportive of the proposals.

9. Support/Approval of the Proposal

Proposal supported by Assistant Director for Business and Enterprise



Signed:

Name: Anthony Hodge

Date: 4th September 2023

10. Author/Valuer/Officer(s) Advising on this Transaction

Report Author: Eric Henderson
Job Title: Capital Project Manager
E-Mail Address: eric.henderson@staffordshire.gov.uk

Supported by

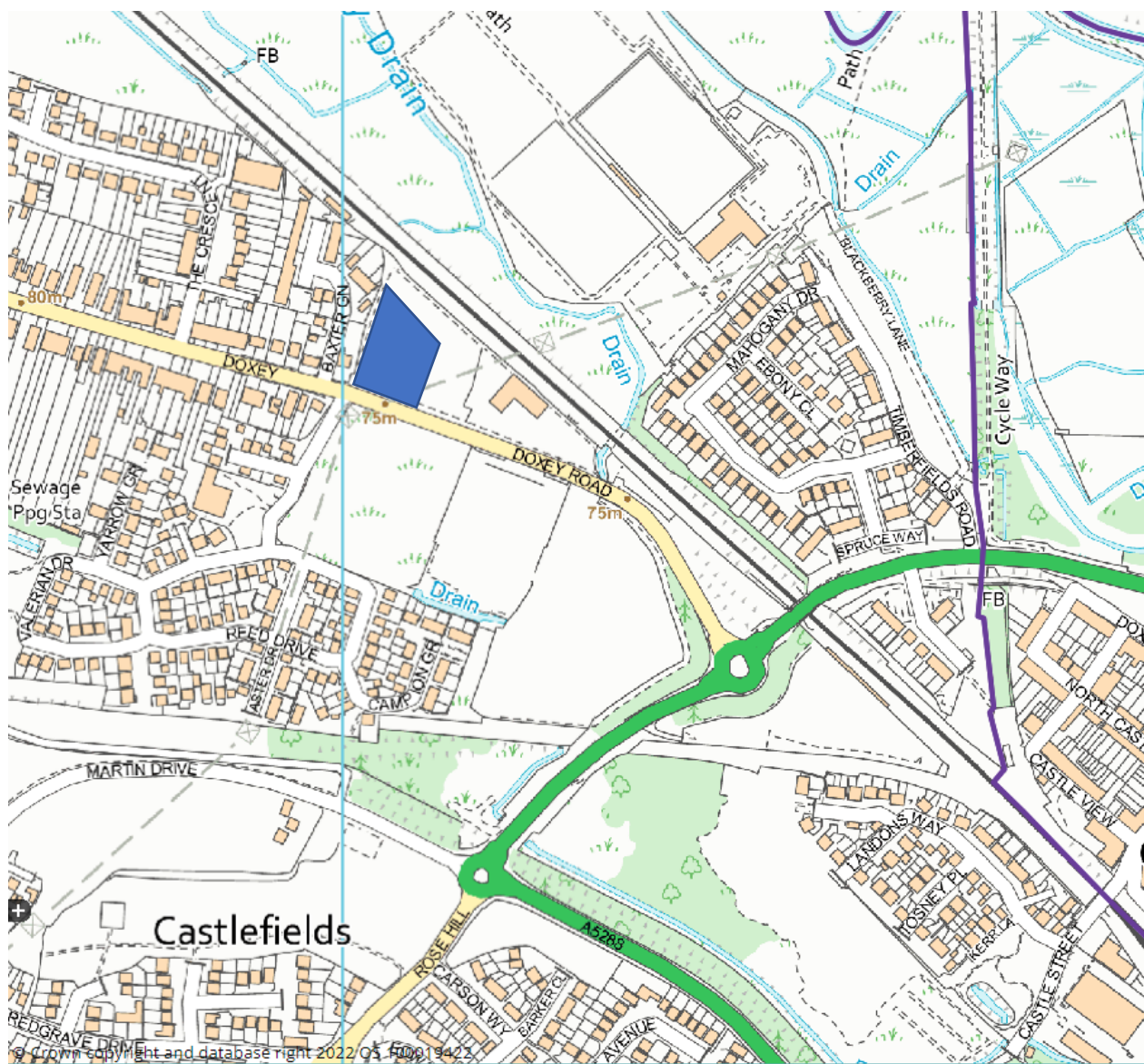
Valuer/Officer: John Flynn
Job Title: Head of Regeneration & Strategic Projects
E-Mail Address: john.flynn@staffordshire.gov.uk

List of Background Documents/Appendices:

- 1 Site Location Plan
- 2 Vehicle Park boundary plan
- 3 Letter of support for the proposal from Community Link
- 4 Images of the current operation
- 5 Images of the new Community Link livery

<p>*3 priority Outcomes for the people of Staffordshire are:</p> <ul style="list-style-type: none">• To be able to access more good jobs and feel the benefits of economic growth• To be healthier and more independent• To feel safer, happier and more supported in their community.
--

Community Link Stafford & District Proposed Lease Location Plan.



Key

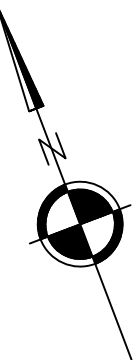



Site subject of this proposal

Date: 31st August 2023

Scale: Not to scale

Adjacent settlements: Doxey to the west, Stafford town centre to the east.



KEY	
	SITE BOUNDARY
PROJECT	
CAR PARKING DOXEY ROAD DOXEY STAFFORD	
SCALE	1:500 @ A3
DATE	19.07.2019



Community Link Stafford and District (Registered Charity No.1095768)

“Finding a Home”

Sept 2023

We are well known locally and a growing Community Transport Charity operating within Stafford and District with nearly 40 years standing playing an important role across the locality with SCC community grant support for which we have been very grateful. This funding ceased 31 March 2019.

Community Link is of course SCC approved providers for this type of passenger transport in the County and we currently now employ **65** staff with an additional **7** volunteers. We positively encourage employment applications from hard to reach sector of society and take an inclusive approach to all of our colleagues.

We primarily provide older persons charity members transport including the Dial a Ride service in the town for those individuals who for reasons of poor health and lack of mobility are unable to use mainstream public transport service.

We now have a current total fleet of x 38 vehicles including x 33 Minibuses some of which are wheelchair adapted and x 5 passenger cars providing daily access for schoolchildren to Special Needs and mainstream schools.

The charity is seeking a permanent vehicle parking site within Stafford town close to our offices at Schott House on Astonfields or anywhere else in fact within the town boundary as this is our main operating centre for the surrounding districts. Our fleet is currently located at Doxey Rd ST16 2EW development site.

The area we currently occupy is a Brownfield site with existing SBC planning approval and consents to allow us to meet current organisational and operational needs. There are limited options available to secure an alternative site and fear for the future provision that we provide to the Community. It is in an ideal location and it is proving to be difficult for Community Link to continue elsewhere with the required permissions and consents.

As a suitable alternative to the current site there is an open space in the dip approximately 300m towards the new railway bridge island which has recently been occupied by travellers causing social disruption in recent weeks. This site would also provide adequate organisational growth for the future of Community Link Stafford & District.

The current piece of land at Doxey Rd is a relatively small area on the edge of the development which borders railway line, road and housing estate so its uses are limited. Community Link would be able to allow continued full rail line access to Network Rail if it was appropriate. Easements can be very restrictive for alternative uses of this site location.

....continued

Despite the clear difficulties associated over the last 3+ years since March 2020 Community Link has been able to continue to grow and support the community throughout this period by way of food parcel deliveries, transport to vaccination centres, reducing isolation for older members of society, transporting key workers families to SEN and mainstream schools in lockdown.

In the last 12 months we are continuing to have a constant stream of new charity members joining up and requiring travel. In the next few weeks we are re-establishing a regular town centre community bus route from Baswich and Walton to serve residents in the area travelling into Stafford town.

We also make an important contribution to the local economy by way of employment of Drivers and Passenger Assistants and ensuring our people are fully trained to support the residents we serve.

We would very much appreciate being included in your Gateway development plans for Doxey Rd site and surrounds for the reasons outlined above as your plans take shape. We would like to see Community Link forming part of the new development.

Thanking you for your consideration.

Graham Wright
Chief Executive

Community Link Stafford & District Proposed Lease

Images of existing operation



Community Link Stafford & District. New livery for 2023.



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of Part 1 of Schedule 12A
of the Local Government Act 1972

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