

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Nick Coxon

Councillor Dennis Dannatt

Councillor Paul Hooton

Councillor Stuart Morley

Councillor Kenneth Woolley

Councillor James Ward (Sub)

Councillor Richard Craig

Councillor Caz Davies

Councillor Paul Key

Councillor James Plastow

Councillor Harry Warriner (Sub)

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 11 June 2024** commencing at **6:30pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

AGENDA

PS25/021 Apologies for Absence

To note apologies for absence.

PS25/022 Public Participation Period

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A period of up to 15 minutes is permitted for public participation. Participants are restricted to 3 minutes each. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 3.6 – 3.9 for details.

PS25/023 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PS25/024 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PS25/025 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

PS25/026 Minutes of the Previous Meeting

To receive the minutes of the previous Property and Services Committee meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 14 May 2024 (pages 4 to 8)

PS25/027 Matters Arising Schedule

To note current position of previously agreed actions as at 6 June 2024.

Paper B (pages 9 to 17)

PS25/028 Play Area RoSPA Safety Inspection Reports

To receive the annual RoSPA reports and consider any action resulting from these.

Paper C (pages 18 to 26)

PS25/029 Community Grant Applications

To consider grant applications received.

- i. Gainsborough Adventure Playground - £800.80 **Paper D** (pages 27 to 68)
- ii. Gainsborough Men's Shed - £1,004.95 **Paper E** (pages 69 to 114)

To note that the following Community Grant funds are available:

- £650 in 2024 / 2025 budget
- £3,110 in earmarked reserves

Paper F (pages 115 to 120)

PS25/030 Tractor Purchase

To consider purchasing a 40hp tractor and ancillary equipment.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper G (pages 121 to 124)

PS25/031 Levellings Dog Walk Footpath

To consider what works (if any) the Committee would like to carry out on footpaths in order for a plan with a specification to be put to WLDC for approval.

Paper H (pages 125 to 127)

PS25/032 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- Community Grants Policy & Application Form Review
- Exhumation Policy Review
- Memorial Safety Policy Review
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- General Cemetery Trees – September
- Tree Safety Survey report - September
- Memorial Tributes - November
- General Cemetery potential carpark area
- General Cemetery Chapel

- Richmond House conservatory replacement
- Richmond House Fire Risk Assessment review

PS25/033 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 9 July 2024 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Tuesday, 04 June 2024

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 14 May 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)
 Councillor Paul Key
 Councillor James Plastow
 Councillor Stuart Morley
 Councillor Kenneth Woolley
 (arrived at 6:59pm)

In Attendance:
 Rachel Allbones
 Stephen Coulman
 Amanda Clarke
 Town Clerk
 Operations Manager
 Allotments Officer

PS25/001 Apologies for Absence

Apologies for absence were received from Councillor R Craig, C Davies and P Hooton. Councillor K Woolley advised he would be late.

PS25/002 Vice Chair

RESOLVED: to appoint Councillor C Davies Vice Chair for this committee for 2024/25.

Note: Councillor Plastow voted against the above resolution.

PS25/003 Public Participation Period

No public in attendance.

PS25/004 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PS25/018 as he knows the applicant for i. and son attends ii.

PS25/005 Dispensation Requests

No dispensation requests were received.

PS24/197 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS25/010, PS25/011, PS25/012, PS25/013, PS25/014, PS25/015 & PS25/016 in accordance with the

Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/007 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 9 April 2024 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillor Morley abstained from voting on the above resolution.

PS25/008 Matters Arising Schedule (Paper B)

RESOLVED: that the current position of previously agreed actions be **NOTED**.

PS25/009 Allotment Officer Report (Paper C)

Note: Councillor Woolley arrived at the meeting at 6:59pm.

RESOLVED: to NOTE the update report from the Allotments Officer and the use of the delegated functions.

PS25/010 Allotment Tenancy Breaches (Paper D)

RESOLVED: to approve the termination of tenancies under the Tenancy Breach Policy for the x5 plots contained in the report.

PS25/011 Marshalls Sports Ground Carpark (Paper E)

RESOLVED:

- a) That contractor A be appointed as soon as possible to undertake the pothole repairs at Marshalls Sports Ground as soon as the weather and their work schedule permits.
- b) That a discretion (£500) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.

PS25/012 Levellings Dog Walk Footpath (Paper F)

RESOLVED: to defer until the next meeting for a site visit to take place.

Note: The Allotments Officer left the meeting at 7:34pm.

PS25/013 General Cemetery Trees (Paper G)

RESOLVED: to NOTE the content of the report and await the recommendations of the next Tree Survey and Report. This to be commissioned this summer.

PS25/014 General Cemetery Memorial Tributes (Paper H)

RESOLVED:

- a) That the Operations Manager, in consultation with the Town Clerk, continue a dialogue with the widow, via her father, to remove the CCTV camera and tributes at the earliest opportunity.
- b) The Committee receive an update report in November 2024 and review the situation.
- c) That the Council review the amended cemeteries rules and Regulations when updated and completed.

PS25/015 General Cemetery Issue (Paper I)

RESOLVED: to NOTE the content of the report.

PS25/016 General Cemetery Extension – Old Nursery Site (Paper J)

RESOLVED: to NOTE the costings received and to report back following the meeting with WLDC.

PS25/017 Marshalls Sports Ground Booking

RESOLVED: under Standing Order 3.25 to approve for meeting to exceed a period of two (2) hours.

RESOLVED: for the Operations Manager to meet with the event organiser to again reiterate the need for protection of the site and what information is still required. The Operations Manager in consultation with the Chair of P&S Committee and Leader can decline the booking if all documentation is not provided.

PS25/018 Community Grant Applications (Papers K, L & M)

RESOLVED: to award the following: -

- i. St Paul's Church, Morton - £1,000
- ii. Stepping Stone Theatre For Mental Health - £350

Note: Councillor Plastow abstained from voting on the above resolution.

PS25/019 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- Community Grants Policy & Application Form Review
- Exhumation Policy Review
- Memorial Safety Policy Review
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- Play Area RoSPA Safety Inspection Reports – June
- General Cemetery Trees – September
- Tree Safety Survey report - September
- Memorial Tributes - November
- General Cemetery potential carpark area
- General Cemetery Chapel
- Richmond House conservatory replacement
- Richmond House Fire Risk Assessment review

PS25/020 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 11 June 2024 at 6:30pm at Richmond House, Morton Terrace.

Note: Councillor Plastow gave apologies for the above meeting.

The meeting closed at 8:46pm

Initialled:

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

DRAFT

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 04/06/2024



Gainsborough
TOWN COUNCIL

Purpose: To consider progress on the matters arising from previous Property and Services Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Unsure	PS22/025	To receive a presentation from Co-op volunteers on a proposed project in Gainsborough Cemetery and decide whether or not the proposed work may go ahead.	The committee received the presentation and decided to defer to Full Council.	Full Council Carried. Now in conversation with OM with regards to practical execution.		OM
In progress	PS22/036	To consider the Richmond House Fire Risk Assessment report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee recommended that a working group of volunteers be formed to undertake some of mitigating action identified by the Fire Risk Report. Risk to be reassessed following mitigation.	Day of Action being planned awaiting dates and availability. Liaising with WLDC re conservation ONGOING		TC/OM
In progress	PS22/037	Richmond House To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee resolved for Town Clerk to carry out mitigation work for first priority issues as identified and initiate works demanding immediate attention.	Ongoing, Liaising with conservation officer Fire doors installed in FF offices		TC/OM
Not started	PS23/013	Levellings Dog Walk To note first estimates for improvements to the Levellings dog walk and consider whether to go ahead	The committee resolved to formally look into the re-installation of the dog walk and obtain further quotes.	TC/OM to obtain further quotes. Outstanding.		TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		following the receipt of further quotes.				
In progress	PS23/170	Aisby Walk Play Area To note an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.	The Committee noted the update report and resolved: - a) to report the progression to the Planning Committee but for P&S to lead on the project as moneys can only be spent on play equipment at Aisby Walk. b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity. c) To create a user panel as per 2(g) of paper H. To include a minimum of three (3), if not all, contractors who submit valid bids for the redevelopment of Levellings play area and invite them to present to the panel.	OM proceeded with consultation process. OM met with school early February. Email from WLDC stopped tender process, will email WLDC in September.	Summer 2025.	OM
In progress	PS23/196	Richmond House Conservatory To consider authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on.	Cllr Key questioned if WLDC and LCC are still funding a third of the project each. The Committee resolved to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.	TC to instruct the architects and enter into negotiations with both WLDC and LCC. Awaiting confirmation from LCC if they will be financially contributing. WLDC have advised the double doors from the ceremony room to the conservatory do not need to be a fire exit, so the option of a window is available.		ITC
Complete	PS24/017	Love Lane Allotment pond consultation To note the Love Lane allotment pond consultation results and consider	The Committee resolved:— a) To note the survey result. b) To inform allotment holders and Thonock and Somerby estates of the survey results.	AO & OM to produce a pond management plan.		OM/AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		recommendations contained in the report.	c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June. d) To inform the WLDC planning enforcement officer that planning consent has been sought. e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought. f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted			
Complete	PS24/032	Laybo Fest 2024 To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied.	The Committee resolved to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group, fee to be levied for 2024 is £300.	ASO to respond to applicant. Awaiting documents and site plan, gave deadline of 9 th May at noon, now extended to 10am on 17 th May.	17 th May	ASO
In progress	PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.	The Committee resolved to defer the item until the next meeting.	Awaiting listing decision from WLDC.		OM
In progress	PS24/084	Richmond House Lease To consider lease agreement between WLDC and GTC dated 1 April 2009.	RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the building maintenance and the lease content.	Awaiting meeting with WLDC. Richmond Park site meeting and Guildhall meeting set for end of May.		ITC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS24/085	Richmond House Windows To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier.	RESOLVED: a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits. b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits. c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. d) That the necessary funds come from the Richmond House Reserve. e) The budget be adjusted accordingly.	Repair works have begun.	Spring	OM
In progress	PS24/124	Marshalls Sports Ground Main Pavilion Heating To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion.	RESOLVED: 1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshalls Pavilion. 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshalls Pavilion. This to be a minimum of £8,500. 3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.	OM and ITC attended a meeting with WLDC Officers and plans and specs are being drawn up for ways forward to meet all needs.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In Progress	PS24/142	General Cemetery Chapel Condition Survey	RESOLVED: to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.	OM and team carrying out some recommendations in house.		OM
In Progress	PS24/162	Memorial Testing	RESOLVED: to RECOMMEND TO FULL COUNCIL: a) That the Operations Manager, in consultation with the Interim Town Clerk, monitor the progress of inspections and expenditure on a weekly basis with a firm ceiling spend capped at £15,100. b) That the quotation £2.45 + VAT per inspection and £25 + VAT to make safe from contractor B be accepted. c) That the contractor be appointed as soon as possible to undertake the works starting in April 2024 and finishing in June 2024 d) That the budget be adjusted accordingly.	Approved at Full Council. Beginning 1 st June. Works have commenced.	Summer 2024.	OM
In Progress	PS24/182	Allotment Garden Application	RESOLVED: to approve the application for an allotment garden as the Council had no justified reason to decline.			
In Progress	PS24/185	Revised Operations Team Working – Equipment	RESOLVED: to arrange a visit and demonstration to supplier to A - £24,331 - Solis 26Hp tractor.	Site visit arranged.		
Complete	PS24/186	General Cemetery Extension Plans	RESOLVED: to ask Cemetery Development Services to fully cost plans 3, 8 and 13 and report to a future meeting.	Present at the meeting.		
In Progress	PS24/201	North Warren Allotment Fence	RESOLVED: to agree to instruct Contractor A to erect a 1.8m palisade fence on the inside of the site, 1m away	Japanese knotweed has been identified, so that is being dealt with first.		AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			from the boundary, 140m length of the site.			
In Progress	PS24/202	Showfield Allotment Wall	RESOLVED: to RECOMMEND to FINANCE AND STRAGETY COMMITTEE to increase the EMR from the proposed £10,525 by £2,000, and subject to the above instruct Contractor A to rebuild the boundary wall adjacent to a residential property of Morton Terrace and Showfield Allotments and to repoint the walls to the east.	Fuds in EMR, contractor has been instructed.		AO
In Progress	PS24/203	General Cemetery Extension – Old Nursery Site	RESOLVED: 1. That the Council accepts the late submission of the costings of drawings number three (3), eight (8) and thirteen (13) by CDS. 2. That the Council makes enquiries with West Lindsey District Council regarding the acquisition, or donation / other, of the old WLDC nursery site. 3. That the Council makes enquiries with West Lindsey District as two (2) Councils may agree to form a joint committee to form a single burial authority – e.g., WLDC and the Council.	Meeting arranged with WLDC for the end of May. Awaiting potential proposals from WLDC Chief Executive as they advised they would be unable to gift the nursery site. Should have the proposals by the end of July.		TC
In Progress	PS24/205	Richmond Park Listing Status	RESOLVED: 1. That the Council contacts WLDC with a view to the Council Leader, Interim Town Clerk and Operations Manager having a site visit with the Leader and Chief Executive of WLDC and any other relevant Officer to discuss a potential agreed revision of the curtilage of the Grade	Site meeting arranged with WLDC for the end of May. The Operations Manager is working on a plan identifying what areas of the park we believe to be listed, the TC & OM with then work with WLDC Chief Executive to try and gain clarity on this.		TC & OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>II listing to Richmond House to include the house and any post 1948 outbuildings of particular historic and / or architectural significance or unique character only.</p> <p>2. Following a satisfactory outcome from paragraph 1. above, the Council revises its use and makes plans for the future of the operational yard – tarmac, drainage, demolition of some unused dilapidated / partially collapsed buildings.</p>			
In Progress	PS25/010	Allotment Tenancy Breaches	RESOLVED: to approve the termination of tenancies under the Tenancy Breach Policy for the x5 plots contained in the report.	Letters have been served.	June 24	AO
Complete	PS25/011	Marshalls Sports Ground Carpark	<p>RESOLVED:</p> <p>a) That contractor A be appointed as soon as possible to undertake the pothole repairs at Marshalls Sports Ground as soon as the weather and their work schedule permits.</p> <p>b) That a discretion (£500) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.</p>	Works carried out.		OM
Complete	PS25/013	General Cemetery Trees	RESOLVED: to NOTE the content of the report and await the recommendations of the next Tree Survey and Report. This to be commissioned this summer.	OM wrote to the complainant.		OM
In Progress	PS25/014	General Cemetery Memorial Tributes	<p>RESOLVED:</p> <p>a) That the Operations Manager, in consultation with the Town Clerk,</p>			

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>continue a dialogue with the widow, via her father, to remove the CCTV camera and tributes at the earliest opportunity.</p> <p>b) The Committee receive an update report in November 2024 and review the situation.</p> <p>c) That the Council review the amended cemeteries rules and Regulations when updated and completed.</p>			
Complete	PS25/017	Marshalls Sports Ground Booking	<p>RESOLVED: for the Operations Manager to meet with the event organiser to again reiterate the need for protection of the site and what information is still required. The Operations Manager in consultation with the Chair of P&S Committee and Leader can decline the booking if all documentation is not provided.</p>	<p>Event took place.</p> <p>A few complaints have been received regarding noise levels, which if an application is received for 2025 the Committee will need to consider.</p>		OM

PAPER C

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
St Georges	Signage - Info	Low 4	Bolt is missing.	Replace.	Nut missing from clamp bolt.
	Open Access	Low 5	Additional comments are noted below.	Read the notes for further action.	Site is not dog proof due to no gates.
	Seating	Low 5	RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.	No reasonably practicable action is identified.	
	Litter Bin	Low 7	Bin is required.	Install an appropriate bin.	
	The Overall Site - Fitness	Medium 12	Fitness equipment has been installed in the immediate vicinity of children's playgrounds without being separated from general playing activities by an appropriate distance, fencing or other structural measures.	Relocate equipment.	Consider re-locating the equipment.
	Climber - Rota Web	Medium 8	Item is damaged.	Repair.	Net damaged, one section missing. Replace / repair.
			Moderate repairs are needed.	Repair.	Unit does not freely rotate. Contact the manufacturer for their maintenance instructions.
			Surface is wearing.	Repair.	Two areas wearing.
	Fitness - Cycle	Low 4	Moving parts require greasing.	No Tasks for this Finding	Unit stiff in motion.
	Fitness - Cross Trainer - Large	Low 6	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Stiff in motion, parts may require replacing. Contact the manufacturer for their maintenance instructions.
	Fitness - Chest Press & Seated Row	Low 5	Paintwork is in poor condition.	De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Rusting in places.
	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Medium 8	Item is worn.	Replace.	Rotating bearings worn. Replace all.
		Very Low 0	Swing seat(s) missing.	Replace.	Two seats and rotating bearings are missing.
	Fitness - Treadmill & Twister	Low 6	The surface is cracking.	Repair.	Wet pour area is cracking.
	Rocker - Seesaw	Low 7	Surface is wearing.	No Tasks for this Finding	Holes appearing underneath the seat area.
	Multiplay	Medium 10	Bolt(s) missing.	Replace missing bolt(s).	Ramp foot board bolts missing and one foot board missing.
		Low 5	Cap missing.	Replace.	All 8 post caps missing.
Medium 9		Surface needs repair.	Repair.	Large area damaged in front of the ramp.	
Medium 10		Fixtures loose or missing.	Tighten.	Access net top fixing bolts loose to the crossbar.	
	The Overall Site - Fitness	Medium 12	Fitness equipment has been installed in the immediate vicinity of children's playgrounds without being separated from general playing activities by an appropriate distance, fencing or other structural measures.	Relocate equipment.	Consider re-locating.

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Mayflower	Seating - Picnic Table & Bench	Very Low 3	Timber preservation is in poor condition.	Stain with appropriate preservative. Most preservatives sold as child friendly by major DIY chains meet these standards (see advice in http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/wooden-play-equipment.aspx).	Remove algae and stain table.
	Signage - Fitness	Medium 8	The supports are loose in the ground.	Re-set.	Loose in the ground.
	Fitness - Cross Trainer - Large	Very Low 2	Bolt is missing.	Replace.	Foot plate bolt missing.
		Medium 8	Item is not working.	Repair.	Unit not rotating.
	Swing - Toddler - 1 Bay 2 Seat	Low 7	Surface is uneven.	Make good.	Concrete adjacent to the swing is uneven creating a potential trip point.
Rocker - Seesaw	Low 6	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit squealing when in use.	
	Fencing	Low 5	Cap missing.	Replace.	Several post caps missing.
	Entrances - Chicane	Low 5	Cap missing.	Replace.	
	Signage - Info	Very Low 3	Bolt is missing.	Replace.	
		Medium 8	The supports are loose in the ground.	No Tasks for this Finding	
	Gates - Maintenance	Medium 8	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate., Read the notes for further action.	Gates touch in the middle. Alter the hinge bolts to allow a 12 mm gap between the gates.
	The Overall Site - Fitness	Medium 8	Fitness equipment has been installed in the immediate vicinity of children's playgrounds without being separated from general playing activities by an appropriate distance, fencing or other structural measures.	Relocate equipment.	Consider new location.
	Signage - Fitness	Very Low 3	Missing item.	Replace.	Sign missing. Replace.
	General Surface - Grass	Low 4	Surface has poor drainage.	Improve the drainage.	Area boggy.
	Carousel - Whirl - Mini	Medium 11	Bearings require service.	Service the bearings.	Excess movement in the bearings.
		Low 5	Item has some parts missing.	Secure. Replace the missing parts.	The carousel's skirt is missing exposing the screws. Replace and secure.
	Swing - Mixed - 1 Bay 1 Junior 1 Toddler Seat (Near Carousel)	Low 6	There is wear to the surfacing due to foot drag.	Although the seats are set at an acceptable height it is recommended that these are raised by 100 mm to help prevent wear.	Raise the flat seat to approximately 500 mm.
		Low 7	Some chain wear.	Monitor for further deterioration and replace before 40% wear.	
		Medium 12	Surface needs repair.	Replace.	Grass mats damaged and missing exposing sharp ground mesh below. Remove seat from the frame until the surface has ben repaired.

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Danes Road		Very Low	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
	Slide	Low 6	The surface is cracking.	Repair.	
		Low 6	There is a toggle entrapment.	No reasonably practicable action is identified.	
	Rocker - Platform	Low 4	Item is bent.	Repair.	Platform is bent and fittings missing allowing the plates to lift. Replace screws and secure.
		Low 4	Item has some parts missing.	Replace the missing parts.	Rubber section to the middle seat is missing.
	Multiplay - Senior	Very Low 0	There is offensive graffiti on the unit.	Remove.	
		Medium 10	Fixtures loose or missing.	Tighten.	Access net fittings loose.
		Medium 11	Item has dog damage.	Replace.	Rota footboard has dog damage leaving sharp edges. Replace.
		Low 6	Wire is exposed.	Read the notes for further action.	Monitor for broken wires and replace if found.
		Medium 9	Surface needs repair.	Replace.	Grass mats missing from around the slide run-out.
		Low 4	Surface has poor drainage.	Improve the drainage.	Areas holding water.
		Low 6	Surface is wearing.	Replace.	Grass mats are wearing thin and are damaged around the edges allowing the mats to gap. Replace affected mats.
	Swing - Junior - 1 Bay 2 Seat (Near Rocker)	Medium 10	Bolt is missing.	Replace.	Top bar bolt missing.
		Low 7	Some chain wear.	Monitor for further deterioration and replace before 40% wear.	
		Medium 10	Surface needs repair.	Read the notes for further action. Replace.	Grass mats missing. Replace.
		Very Low 0	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
	Fitness - Cycle - Large	Very Low 3	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	
	Fitness - Cross Trainer - Small	Low 6	Hand grip is missing.	Replace missing grip.	Replace handgrips.
	Fitness - Treadmill & Twister	Low 6	Bolt is missing.	Replace.	Treadmill bolt missing.
	Fitness - Hand Bike	Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	Edges opening up around the area.
		Low 6	Hand grip is missing.	Replace missing grip.	Both grips missing.
		Medium 9	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit stiff in motion.
		Litter Bins	Very Low 3	Item is not secure.	Secure.

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Seating - Picnic Tables & Benches	Low 7	Ground erosion present.	Repair the worn areas.	
		Low 5	Surface has poor drainage.	Improve the drainage.	Corner area holding water.
	Fitness Signage	Low 6	Sign is unreadable.	Read the notes for further action.	Sign is wearing, consider replacing.
	Shelter	Low 4	Item has some parts missing.	No reasonably practicable action is identified.	Down pipe and corner guttering have been removed due to vandalism.
	MUGA	Low 4	Additional comments.	Read the notes for further action.	Backboard not to correct size. Consider replacing.
		Medium 8	The net is damaged.	Remove the net.	Both nets.
	Play Seat - Mushroom	Medium 8	Item is damaged.	Repair.	Fencing adjacent to the mushroom seats is damaged. Replace.
		Low 5	The equipment is dirty or algae covered.	Clean off.	Units are dirty.
	Multiplay - Junior	Medium 9	Chains links worn.	Replace the worn parts.	Eye bolts worn on the bridge.
		Low 4	Item has some parts missing.	Replace the missing parts.	Barrier panel part missing leaving bolt hole exposed which creates a potential finger trap.
		Low 7	Moss is present.	Remove.	Area becoming slippery.
		Medium 8	The equipment is dirty or algae covered.	Clean off.	Hand rails full of algae.
	Rocker - Car	Low 4	Monitor.	Read the notes for further action.	The wet pour sub-base is starting to sink in places and small hole appearing where unit connects with the ground. Monitor.
	Rocker - Bike	Medium 8	Bolt is missing.	Replace.	Frame bolts missing.
	Play Panel - Fuel Station	Medium 8	Encroaching vegetation or trees.	Read the notes for further action.	Trim back vegetation to 1.5 m away from the unit.
	Rocker - Seesaw	Low 7	Moss is present.	Remove.	Area becoming slippery.
	Multiplay - Toddler	Low 7	Moss is present.	Remove.	Area becoming slippery.
	Ball Shoot - Funball Game	Very Low 0	Item has some parts missing.	Replace the missing parts.	Two ground tiles missing.
	Swing - Junior - 2 Bay 4 Seat	Medium 10	Fixtures loose or missing.	Tighten/replace.	Top bar loose to the middle post. Signs of corrosion starting. Dismantle and replace any worn fittings.
		Medium 8	Bolt is missing.	Replace.	Swing guard bolt missing.
		Low 5	Swing seat is damaged.	Read the notes for further action.	Monitor damage to the seat.
	Carousel - Overhead	Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Rusting.
	Balance Beam - Inclined - With Stepping Logs	Medium 9	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
		Low 7	Fixtures loose or missing.	Read the notes for further action.	End fitting loose in the post due to the split in the log. Monitor.

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Richmond Park	Roller Balance Beam	Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Read the notes for further action.	
		Medium 9	The safer surface has hard edging / foundation within the impact area.	No action required.	Edging to the carousel is within the falling space (1.1 m).
	Balance Beams - With Stepping Log	Medium 9	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
	Stepping Link	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
		Medium 9	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
	Log Walk	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
		Medium 9	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
		Medium 9	The safer surface has hard edging / foundation within the impact area.	No action required.	Edging within the falling space (1.1 m).
	Rope Bridge	Medium 9	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Wobble Board - With Stepping Logs	Medium 9	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
	Rocker - Lay Back	Medium 10	Fixtures loose or missing.	Replace.	Central fitting slightly loose.
	Swing - Group	Low 6	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	
	Multiplay - Junior - Timber	Medium 10	Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	
	Carousel - Rota Rider	Medium 9	Bolt is missing.	Replace.	Platform bolts x4 missing, leaving a potential finger trap.
		Low 7	Surface is wearing.	Repair.	Wet pour wearing exposing the concrete sub-base.
	Carousel - Spinner	Medium 10	Fixtures loose or missing.	Tighten.	Spindle bolts loose.
Swing - Rope - Horizontal	Low 4	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Shackles squealing when in motion.	
Aisby Walk 1	Seating - Lean-Ons x2	Medium 8	Item is cracked.	Replace.	Seat clamp cracked / split. Replace.
	The Overall Site - Log Retainers	Low 7	Timber is decayed.	Replace affected parts.	Logs starting to decay at ground level and some missing.
	Climber - Overhead - Bars	Medium 8	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.	
	Rocker - Rodeo Board	Low 5	Cap missing	Replace	Cap missing and damaged.
		Medium 8	The supports are loose in the ground.	Re-set.	Below ground fixings loose in the ground.
	Runway - Rigid - Overhead	Low 5	Cap missing.	Replace.	Clamp covers missing.
		Low 5	Item has some parts missing.	Replace the missing parts.	Handle missing.
		Medium 10	Fixtures loose or missing.	Read the notes for further action.	Rubber cover is loose to the track. Re-glue.
	Runway - Rigid - Skate	Medium 9	Item broken.	Repair.	Fixing snapped off in the post. Replace.
		Medium 8	Bolt is missing.	Replace.	Bolt missing from post.
	Runway - Rigid - Skate	Medium 8	Item is cut.	Read the notes for further action.	Foot board rubber cut exposing the frame below. Monitor.
		Medium 8	Bolt is missing.	Replace.	Bolt missing from post.
Runway - Rigid - Skate	Medium 8	Item is cut.	Read the notes for further action.	Foot board rubber cut exposing the frame below. Monitor.	
	Medium 8	Item is cut.	Read the notes for further action.	Foot board rubber cut exposing the frame below. Monitor.	
Signage - Fitness	Very Low 2	Item has some parts missing	Replace the missing parts.	Sign missing - replace.	
Signage	Low 4	Item is damaged.	Replace.	Sign damaged.	
General Surface - Tarmac	Low 7	Surface is uneven	Make Good	Areas are uneven, holes and crumbling in places. Make good.	

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Aisby Walk 2	Carousel	Medium 8	The supports are loose in the ground.	Read the notes for further action.	Excess movement in the unit. This is either because the spindle loose in the ground or bearing wear. Internal inspection required.
	Swing - Junior - 1 Bay 2 Seat	Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	Wet pour edges opening up.
		Low 5	Item is bent.	Read the notes for further action.	Bent leg. Monitor.
		Low 7	Item is worn.	Replace.	Rotating bearing worn. Replace.
		Low 6	The surface is crumbling.	Repair.	Concrete edges crumbling. Repair.
		Very Low 0	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
	Slide	Low 6	The surface is crumbling	Repair.	Concrete edges crumbling.
		Low 6	There is a toggle entrapment.	No reasonably practicable action is identified.	
	Climber - Rota Web	Low 4	Missing item.	Replace	Net missing - replace
	Fitness - Chest Press & Seater Row	Low 6	The surface is crumbling	Repair.	Concrete edges crumbling - repair.
		Low 4	Item has some parts missing.	Replace the missing parts.	Seat missing.
	Fitness - Cross Trainer - Large	Low 4	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Stiff in motion.
		Low 5	Item has some parts missing.	Replace the missing parts.	Seat missing from chest press unit.
	Fitness - Treadmill & Twister	Low 4	Item is not working.	Repair.	Two end rollers on the treadmill not rotating.
		Low 5	Surface needs repair.	Repair.	Surfacing cracking.
Fitness - Hand Bike	Low 5	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit stiff in motion.	
	Medium 10	Surface needs repair.	Repair.	Repair large hole in wet pour.	
Fitness - Cross Trainer - Small	Medium 10	Surface needs repair.	Repair.	Repair large hole in wet pour.	
	Medium 10	Surface needs repair.	Repair.	Repair large hole.	
Aisby Walk 3	Swing - Toddler - 1 Bay 2 Cradle Seat	Low 6	Swing seat is damaged.	Read the notes for further action.	Monitor seat.
		Very Low 3	Missing item.	Replace.	Consider replacing missing item.
	Carousel - Rotator - Pole	Very Low 3	Missing item.	Replace.	Unit removed - consider replacing.
Aisby Walk Skate Park	Signage - Info	Very Low 2	Item has some parts missing.	Replace the missing parts.	Sign missing.
	Skate - Grind Box - Stepped	Low 5	Item is damaged.	Read the notes for further action.	Slight damage to the top board - monitor.
		Medium 11	Screws or bolts are missing.	Replace.	Foot plate screws missing creating a lip which could cause trips and falls.
	Skate - Quarter Pipes x4 - With Hips	Low 7	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.	No reasonably practicable action is identified.	
		Medium 10	Rivets are missing.	Replace.	Replace missing foot plate fitting.
Skate - Half Pipe - With Quarter Pipe & Roll Off	Low 7	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.	No reasonably practicable action is identified.		

Play area Inspections carried out 29 April 2024

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Levellings 1	Gates x 2	Low 6	Gate buffer(s) required.	Fit a buffer.	Both gates.
		Low 4	Mechanism needs adjustment.	Adjust.	Gate does not self close.
	Seating - Benches x4	Low 5	RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.	No reasonably practicable action is identified.	
		Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	
Levellings 2	Trim Trail - 7 Element	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
		Medium 9	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
		Low 7	Timber is decayed.	Replace affected parts.	Stepping logs have some decay at ground level.
Levellings 3	Youth Shelter	Very Low 0	There is graffiti on the unit.	Remove.	
		Low 7	Surface is uneven.	Make good.	Tarmac uneven.
	Signage - Fitness	Low 5	Item has some parts missing.	Replace the missing parts.	Sign is missing.
	Combination Goal - Arena	Low 7	Surface is uneven.	Make good	Tarmac area uneven in places, grass growing through.
		Medium 11	Bolt is missing.	Replace.	Backboard bolt missing and panel bolts missing and loose. Replace and secure.
	Rocker - Seesaw - Multipondo	Low 7	Item is damaged.	Replace., Read the notes for further action.	Rubber foot grips are damaged due to hitting the ground when in use. Replace and check to see if the unit has bent installed at the correct height.
		Low 5	Surface needs repair.	Repair.	Grass mat damaged by unit connecting with the ground when in use.
	Runway - Rigid - Skate	Low 5	Cap missing.	No Tasks for this Finding	Caps missing exposing long threads.
		Very Low 0	There is graffiti on the unit.	Remove.	Spray paint on unit.
		Low 4	Additional comments are noted below.	Read the notes for further action.	Footboard does not run freely along the rails. Loosen off.
Multiplay - Climber	Very Low 0	There is graffiti on the unit.	Remove.	Spray paint on unit.	
	Medium 8	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.		

PAPER D



Grant Application Form

1. Name and Contact Details

Applicant Name: Gainsborough Adventure Playground

Address: Riseholme Road, Gainsborough, DN21 1NL

Telephone Number: 01427 617165

Email: gapaltd@outlook.com

Type of Organisation:	School/College	<input type="checkbox"/>
	Sports Club	<input type="checkbox"/>
	Youth Group	<input type="checkbox"/>
	Educational Organisation	<input type="checkbox"/>
	Other (Please specify below)	<input type="checkbox"/>
	<u>Open Access Playground</u>	<input type="checkbox"/>

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

We would like to offer a subsidised holiday project for children in Gainsborough. Positive childhood experiences are so important for the physical and mental development of all children. GAPA has offered free play for 50 years and benefitted many children.

In order to reopen our play provision we require help with ground maintenance, staffing and wages, resources - including crafts, games, food and overheads.

Will your project benefit people from outside of your organisation? Yes No

If yes, please explain how below.

We are a charitable organisation with a small number of staff and volunteers.

We traditionally offered play for 5-14 year olds and would like to open for 3 days over May half term to re-establish the provision. We would like to rebuild and expand on the valuable services offered through GAPA.

There were near to 300 local children registered to use our after-school and holiday provision when we closed our doors in January 2024. Many of the children are from disadvantaged backgrounds. We have always offered a safe place for children and their families to come, build confidence, friendships, eat together, explore and challenge themselves.

How many people do you expect to benefit from your project?

1 – 10

61 – 100

11 – 30

101 - 200

31 – 60

200 + (please give estimate) _____

3. Project Costs

What is the total cost of your project: £800.80

How much are you seeking as a grant from Gainsborough Town Council: £800.80

Please provide a breakdown of your project costs in the table below.

(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
staffing and wages 3 staff at minimum wage	£ 514.00
ground maintenance	£ 50.00
resources - including crafts, games	£ 90.00
food	£ 35.00
overheads	£ 110.00
	£
	£
	£
	£
	£
TOTAL COST	£ 800.00

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
		£
		£
		£
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Community consultation (87 responses) has highlighted the need for GAPA to offer children's activities over the holidays. This included a small survey of some of the children who recently came back to our voluntary run after-school sessions.

Many parental enquiries and requests have been made. Local partners were shocked when our facility closed earlier this year. This is a unique and much needed provision in the town.

5. Schedule

When will your project start? 28.05.24

For how long will your project continue? 1 week initially

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed.....  Date..... 15.05.24

Name..... Joanne McGrath

Position in Organisation..... Trustee

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**



Rigel Wolf Ltd
Orion House
28A Spital Terrace
GAINSBOROUGH
Lincolnshire
DN21 2HQ

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

	Page
Chair's Report	1
Report of the Trustees	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 14
Detailed Statement of Financial Activities	15 to 16

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**CHAIR'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

The year has been a positive and exciting one for GAPA with continued support from parents, staff, community and most of all the children who attend GAPA.

Special events, routine after school, holiday play schemes are all still delivered at a high standard, seeking at all times to meet the needs of the children in the community. This is only achieved because the staff, volunteers, directors and trustees remain focussed on, open to and listen to the community served.

We re-opened GAPA Nursery at the start of January 2023 and welcomed a very positive start.

The Directors and trustees of the Charity continue to have confidence in the managers, staff and volunteers of GAPA to deliver its activities in accordance with its charitable objectives and in the best interests of the children. Their success in this is recognised by the positive feedback from the children, families and other agencies and organisations with whom we work.

Everyone works hard to raise funds and the achievements continue to be outstanding. Many local organisations recognise the value of GAPA, get involved and their contributions are always welcome. Despite these efforts GAPA remains dependent on a degree of public funding subsidy. The annual uncertainty over these elements of funding remain critical to planning and security for the service. We should continue to campaign for realistic long term funding strategies with our public sector partners. We would like to thank West Lindsey District Council and Lincolnshire County Council for their continued support over the last year.

We are all looking forward to the current year.

Karen Farmer

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Company are to relieve young people and their families resident in Gainsborough and the surrounding area who are in need, by providing services or facilities calculated to relieve the needs of such persons.

To promote for the benefit of the inhabitants of Gainsborough and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

To develop the capacity and skills of the members of the socially and economically disadvantaged community of Gainsborough and the surrounding area in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

Significant activities

In furtherance of the objects of the Company and without prejudice to the generality therefore the committee may,

provide, maintain and equip a playground or playgrounds affording opportunities for adventure and enterprise.

assist the provision, maintenance and equipment of such playground(s) as aforesaid, and raise and borrow money for these purposes.

employ staff to assist the Company in managing the play areas established.

make and maintain contact with and enlist general support from other persons and organisations who are interested in the design, establishment, development or management of playgrounds.

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

FINANCIAL REVIEW

Reserves policy

The Management Committee will consider the level of reserves that is prudent for the Gainsborough Adventure Playground Limited to have. Consideration will be given to redundancy, liabilities, solicitor's and accountants' fees and any other significant factors that should be taken into account if the playground was to close or experience fluctuations/ interruptions in income and expenditure.

Reserve Needs

The Management Committee has reviewed the playground's need for reserves in line with the guidance issued by the Charity Commission and have decided to set the amount at £15,000 to meet contractual liabilities should the playground have to close.

At 31st March 2023 the company is holding £28,130 in its reserve account.

Breakdown of Reserve

Redundancy pay for four employees	£ 10,000
Legal and accountants' fees	<u>5,000</u>
Total	15,000

Monitoring and Review of Reserves Policy

The Management Committee will consider current costs and examine the level of reserves each year.

The Management Committee and the playground manager will review this reserve policy each year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Management

A Management Committee consisting of not more than 26 members shall be elected annually at the Annual General Meeting.

The Management Committee shall be responsible for the Annual General Meeting and between General Meetings shall direct and manage the affairs of the Company, and shall be deemed to have delegated to them all necessary authority for the purpose of achieving the objectives of the Company.

The Management Committee shall have power to appoint trustees to hold any necessary land on behalf of the Company. Such trustees to be answerable to the Management Committee.

The Management Committee shall elect the following honorary officers at the first meeting immediately after the Annual General Meeting:-

Chairperson

Vice Chairperson

Secretary

Treasurer

Such other officers as may be from time to time decided.

A quorum of the Management Committee shall be four. The Management Committee will meet on a bi-monthly basis.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06442668 (England and Wales)

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

Registered Charity number

1130827

Registered office

Riseholme Road
GAINSBOROUGH
Lincolnshire
DN21 1NL

Trustees

Mrs K E Farmer

Independent Examiner

Simon Smith FCA FCCA
Rigel Wolf Ltd
Orion House
28A Spital Terrace
GAINSBOROUGH
Lincolnshire
DN21 2HQ

COMMENCEMENT OF ACTIVITIES

The company commenced to trade on 1 April 2010, having taken over the assets and liabilities of the former Gainsborough Adventure Playground Association.

Approved by order of the board of trustees on 28 October 2023 and signed on its behalf by:

Mrs K E Farmer - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

Independent examiner's report to the trustees of Gainsborough Adventure Playground Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon Smith FCA FCCA

Rigel Wolf Ltd
Orion House
28A Spital Terrace
GAINSBOROUGH
Lincolnshire
DN21 2HQ

31 October 2023

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		77,284	-	77,284	55,504
Other trading activities	2	29,245	-	29,245	21,811
Investment income	3	<u>2,423</u>	<u>-</u>	<u>2,423</u>	<u>609</u>
Total		<u>108,952</u>	<u>-</u>	<u>108,952</u>	<u>77,924</u>
 EXPENDITURE ON					
Raising funds		19,756	-	19,756	7,417
Charitable activities					
Playground		90,236	5,921	96,157	6,552
Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>73,947</u>
Total		<u>109,992</u>	<u>5,921</u>	<u>115,913</u>	<u>87,916</u>
 NET INCOME/(EXPENDITURE)		(1,040)	(5,921)	(6,961)	(9,992)
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>40,569</u>	<u>225,383</u>	<u>265,952</u>	<u>275,944</u>
 TOTAL FUNDS CARRIED FORWARD		<u><u>39,529</u></u>	<u><u>219,462</u></u>	<u><u>258,991</u></u>	<u><u>265,952</u></u>

The notes form part of these financial statements

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**BALANCE SHEET
31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	8	9,542	219,462	229,004	238,093
CURRENT ASSETS					
Stocks	9	65	-	65	75
Debtors	10	797	-	797	2,712
Cash at bank and in hand		<u>29,725</u>	<u>-</u>	<u>29,725</u>	<u>26,297</u>
		30,587	-	30,587	29,084
CREDITORS					
Amounts falling due within one year	11	(600)	-	(600)	(1,225)
		<u>29,987</u>	<u>-</u>	<u>29,987</u>	<u>27,859</u>
NET CURRENT ASSETS					
		<u>29,987</u>	<u>-</u>	<u>29,987</u>	<u>27,859</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>39,529</u>	<u>219,462</u>	<u>258,991</u>	<u>265,952</u>
NET ASSETS					
		<u><u>39,529</u></u>	<u><u>219,462</u></u>	<u><u>258,991</u></u>	<u><u>265,952</u></u>
FUNDS					
Unrestricted funds	12			39,529	40,569
Restricted funds				<u>219,462</u>	<u>225,383</u>
TOTAL FUNDS					
				<u><u>258,991</u></u>	<u><u>265,952</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 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 surplus or deficit for each financial year in accordance with the requirements of Sections 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 notes form part of these financial statements

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**BALANCE SHEET - continued
31 MARCH 2023**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 28 October 2023 and were signed on its behalf by:

Mrs K E Farmer - Trustee

The notes form part of these financial statements

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold	- 2% on cost
Office equipment	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance
Play area equipment	- 25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

2. OTHER TRADING ACTIVITIES

	31.3.23	31.3.22
	£	£
Fundraising events	251	182
Food sales	9,639	8,145
Trips and other activities	13,516	435
Income - Children's Links	<u>5,839</u>	<u>13,049</u>
	<u>29,245</u>	<u>21,811</u>

3. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Hire of building	2,295	605
Deposit account interest	<u>128</u>	<u>4</u>
	<u>2,423</u>	<u>609</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	<u>9,089</u>	<u>10,150</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
Administration	1	1
Support	<u>4</u>	<u>3</u>
	<u>5</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	55,504	-	55,504
Other trading activities	21,811	-	21,811
Investment income	<u>609</u>	<u>-</u>	<u>609</u>
Total	<u>77,924</u>	<u>-</u>	<u>77,924</u>
 EXPENDITURE ON			
Raising funds	7,417	-	7,417
Charitable activities			
Playground	632	5,920	6,552
Other	<u>73,947</u>	<u>-</u>	<u>73,947</u>
Total	<u>81,996</u>	<u>5,920</u>	<u>87,916</u>
 NET INCOME/(EXPENDITURE)	 (4,072)	 (5,920)	 (9,992)
 RECONCILIATION OF FUNDS			
Total funds brought forward	44,641	231,303	275,944
	<u>40,569</u>	<u>225,383</u>	<u>265,952</u>

8. TANGIBLE FIXED ASSETS

	Long leasehold £	Office equipment £	Fixtures and fittings £	Play area equipment £	Totals £
COST					
At 1 April 2022 and 31 March 2023	<u>295,997</u>	<u>8,039</u>	<u>34,791</u>	<u>49,772</u>	<u>388,599</u>
DEPRECIATION					
At 1 April 2022	70,614	7,366	27,982	44,544	150,506
Charge for year	<u>5,921</u>	<u>165</u>	<u>1,699</u>	<u>1,304</u>	<u>9,089</u>
At 31 March 2023	<u>76,535</u>	<u>7,531</u>	<u>29,681</u>	<u>45,848</u>	<u>159,595</u>
NET BOOK VALUE					
At 31 March 2023	<u>219,462</u>	<u>508</u>	<u>5,110</u>	<u>3,924</u>	<u>229,004</u>
At 31 March 2022	<u>225,383</u>	<u>673</u>	<u>6,809</u>	<u>5,228</u>	<u>238,093</u>

Property assets of the Company are included at the cost of acquisition less accumulated depreciation.

They principally comprise the main operating base in purpose built premises on a leasehold site, subject to restrictions of its use to the current purpose.

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

8. TANGIBLE FIXED ASSETS - continued

Therefore, the property should not be viewed as an asset which could be liquidated in sale or used as security for borrowing.

9. STOCKS

	31.3.23	31.3.22
	£	£
Stocks	<u>65</u>	<u>75</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade debtors	<u>797</u>	<u>2,712</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Social security and other taxes	-	624
Accruals and deferred income	<u>600</u>	<u>601</u>
	<u>600</u>	<u>1,225</u>

12. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	40,569	(1,040)	39,529
Restricted funds			
Property	<u>225,383</u>	<u>(5,921)</u>	<u>219,462</u>
TOTAL FUNDS	<u>265,952</u>	<u>(6,961)</u>	<u>258,991</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	108,952	(109,992)	(1,040)
Restricted funds			
Property	<u>-</u>	<u>(5,921)</u>	<u>(5,921)</u>
TOTAL FUNDS	<u>108,952</u>	<u>(115,913)</u>	<u>(6,961)</u>

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	44,641	(4,072)	40,569
Restricted funds			
Property	231,303	(5,920)	225,383
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>275,944</u>	<u>(9,992)</u>	<u>265,952</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	77,924	(81,996)	(4,072)
Restricted funds			
Property	-	(5,920)	(5,920)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>77,924</u>	<u>(87,916)</u>	<u>(9,992)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	44,641	(5,112)	39,529
Restricted funds			
Property	231,303	(11,841)	219,462
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>275,944</u>	<u>(16,953)</u>	<u>258,991</u>

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	186,876	(191,988)	(5,112)
Restricted funds			
Property	-	(11,841)	(11,841)
	<u>186,876</u>	<u>(203,829)</u>	<u>(16,953)</u>

As detailed in note 7 the property assets of the Company are considered to be subject to restrictions of their use other to their current purpose.

The trustees therefore consider that the net value of these property assets should be designated as a restricted fund. This has therefore been shown as a separate item in the financial statements.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	31.3.23 £	31.3.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,016	1,020
Grant - WLDC	15,500	12,000
Grant - Children in Need	51,096	40,184
Grant - Lincs Co-op	592	-
Grant - WLDC Match Funding	500	-
Grant - Other	-	2,300
Grant - Lincs County Council	<u>6,580</u>	<u>-</u>
	77,284	55,504
Other trading activities		
Fundraising events	251	182
Food sales	9,639	8,145
Trips and other activities	13,516	435
Income - Children's Links	<u>5,839</u>	<u>13,049</u>
	29,245	21,811
Investment income		
Hire of building	2,295	605
Deposit account interest	<u>128</u>	<u>4</u>
	<u>2,423</u>	<u>609</u>
Total incoming resources	108,952	77,924
EXPENDITURE		
Other trading activities		
Food purchases	7,020	5,778
Activity costs	<u>12,736</u>	<u>1,639</u>
	19,756	7,417
Support costs		
Management		
Support staff wages	43,795	34,341
Pensions	656	600
Rates and water	1,625	1,939
Insurance	3,812	4,076
Light and heat	3,623	2,081
Telephone	671	368
Postage and stationery	527	100
Advertising	-	171
Irrecoverable VAT	-	916
Fines and penalties	1,500	-
Carried forward	<u>56,209</u>	<u>44,592</u>

This page does not form part of the statutory financial statements

**GAINSBOROUGH ADVENTURE PLAYGROUND
LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	31.3.23	31.3.22
	£	£
Management		
Brought forward	56,209	44,592
Property repairs	9,015	2,401
Maintenance charges	620	1,007
Cleaning	119	540
Subscriptions	1,603	612
Training	452	144
Sundry costs	911	3,350
Long leasehold	5,921	5,920
Plant and machinery	165	224
Fixtures and fittings	1,699	2,266
Computer equipment	<u>1,304</u>	<u>1,740</u>
	78,018	62,796
 Finance		
Administration wages	17,412	17,097
Bank charges	<u>92</u>	<u>6</u>
	17,504	17,103
 Governance costs		
Accountancy fees	600	600
Professional fees	<u>35</u>	<u>-</u>
	<u>635</u>	<u>600</u>
 Total resources expended	<u>115,913</u>	<u>87,916</u>
 Net expenditure	<u><u>(6,961)</u></u>	<u><u>(9,992)</u></u>

This page does not form part of the statutory financial statements

GAPA Survey Results - March 2024

Headline figures

95 people responded, 66% heard of GAPA from friends, family or came here as a child. 40% thought £2 per child per session was reasonable, with 26% wanting discounted family use, (only 11% said they would not pay to use GAPA). Activities for teens, outdoor play and wellbeing activities were the priority choices for the use of this space.

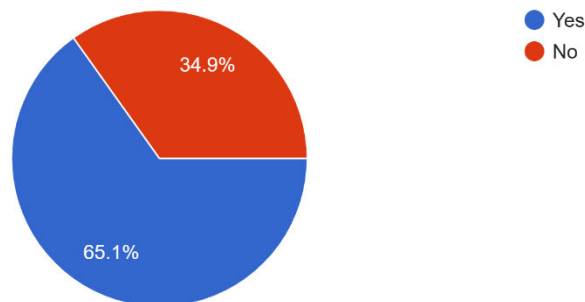
Only 4 nursery users responded, 50% of which use the nursery for 15h per week or more. Feedback about nursery staff and provision was positive. The majority of nursery users would like flexible care between 9am-4pm, with 50% expecting to pay £3-£4 per hour for this. 44% thought baby care should be provided, but only half of that number would be prepared to pay for this service.

Gainsborough Adventure Playground Association (GAPA)

86 responses

Does your family use GAPA?

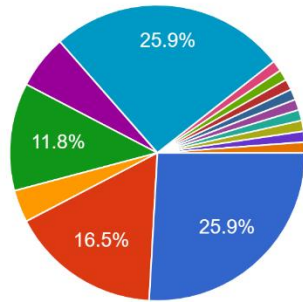
86 responses



GAPA Survey Results - March 2024

How did you hear of GAPA?

85 responses



- Friend
- Family
- School
- Social Media
- Community contact
- I used GAPA as a child
- My bric support worker
- Son attended nursery 8 years ago

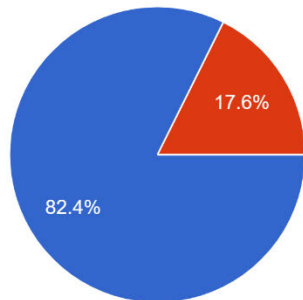
▲ 1/2 ▼

- Donated to them
- Previously used
- My children attended the nursery and live next too it
- We live nearby and my children attend...
- Been there all mr life
- My sister used as a child
- My children use gapa and I live next t...

▲ 2/2 ▼

Do you know that GAPA still opens on Tuesdays and Thursdays, offering adults and children a 'warm space', which includes a free hot meal?

85 responses

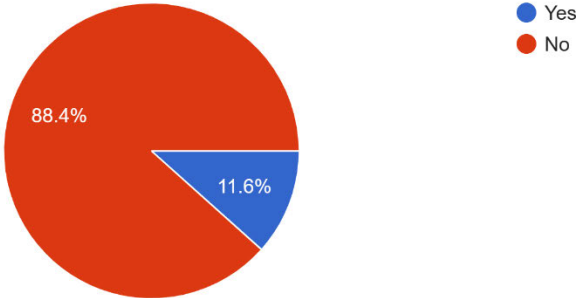


- Yes
- No

GAPA Survey Results - March 2024

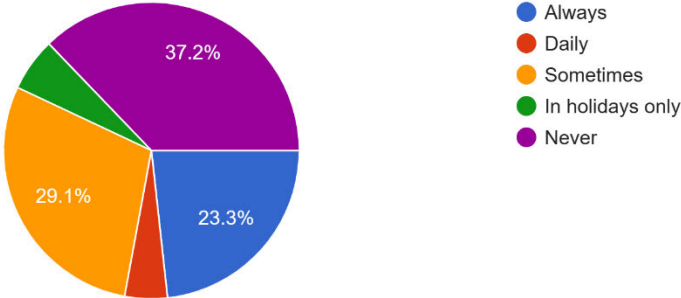
Did you attend the 6 free cooking workshops with GoGro?

86 responses



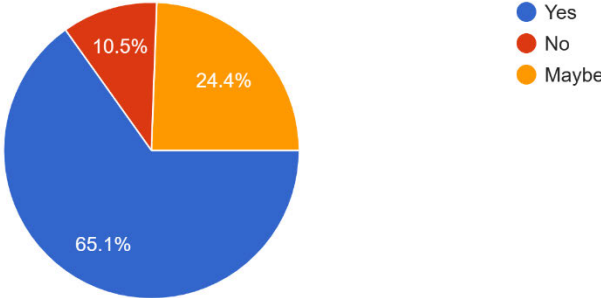
Have your children used the after-school or holiday club?

86 responses



If GAPA reopens would you be prepared to pay for this service?

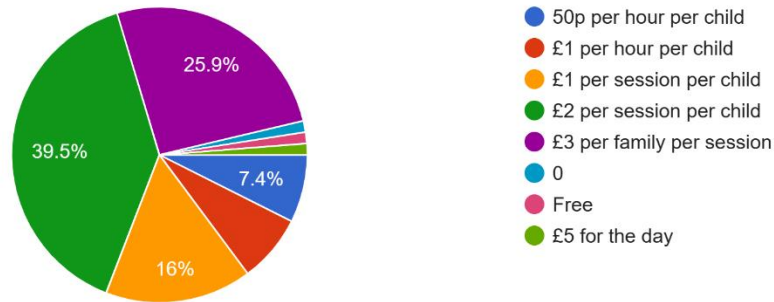
86 responses



GAPA Survey Results - March 2024

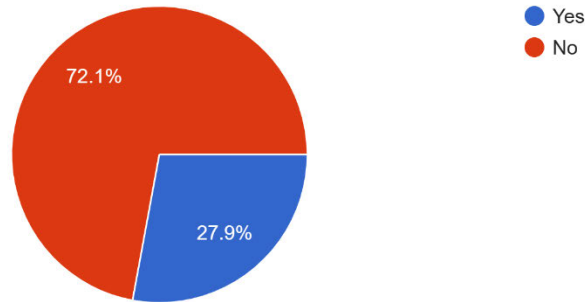
What price do you think is reasonable?

81 responses



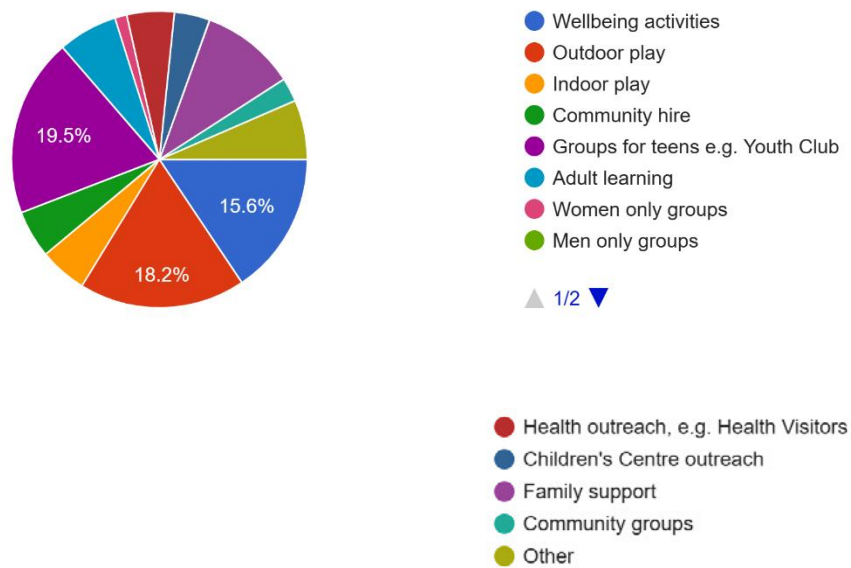
Do you use the free 'Healthy Activities and Food' (HAF) holiday program here?

86 responses



What child or adult activities would you like to see more of at GAPA?

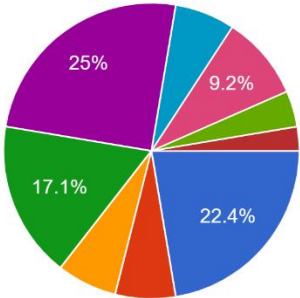
77 responses



GAPA Survey Results - March 2024

How could GAPA attract more community involvement?

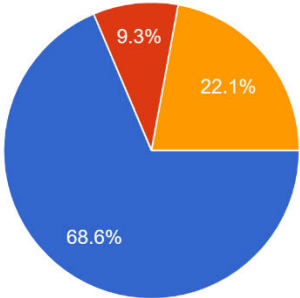
76 responses



- Open Days
- Volunteer Days e.g. Ground Force style make over
- Posters
- Leaflet drops
- Contact through schools
- Radio
- More varied programs
- Community notice board on the fence
- Other

Will you help us to revive GAPA?

86 responses



- Yes
- No
- Maybe

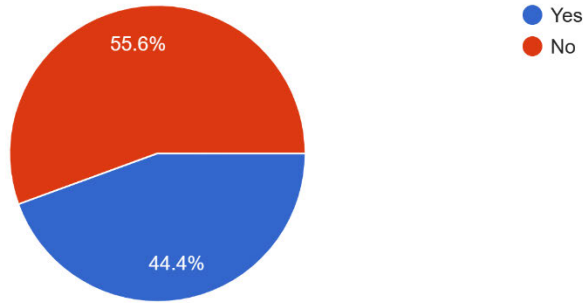
GAPA Survey Results - March 2024

Nursery at Gainsborough Adventure Playground Association (GAPA)

9 responses

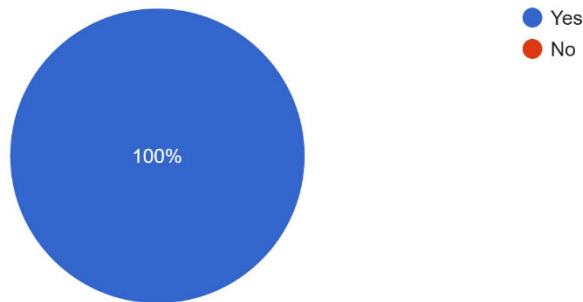
Do you use the GAPA Nursery?

9 responses



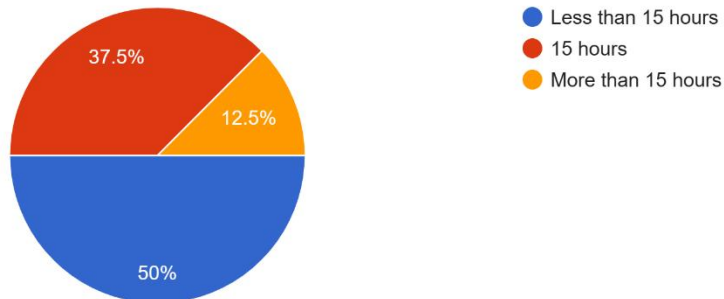
Are you aware of free childcare for 2 and 3 year olds?

9 responses



Do you use 15 hours childcare per week?

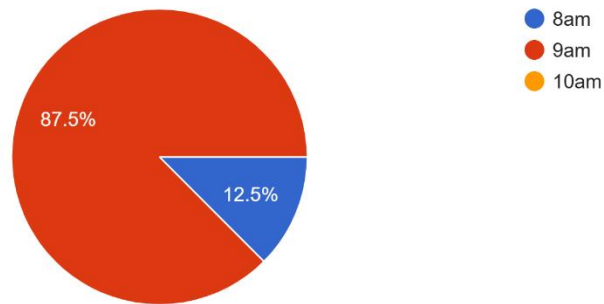
8 responses



GAPA Survey Results - March 2024

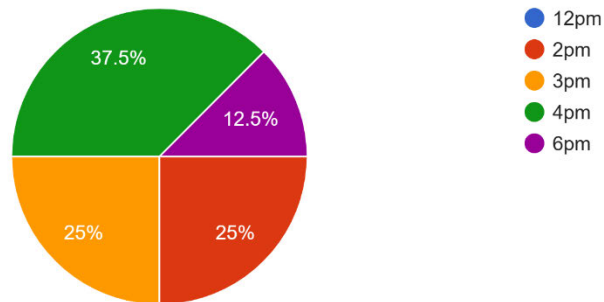
What time should nursery start?

8 responses



What time should the service end?

8 responses



What would you expect from a nursery?

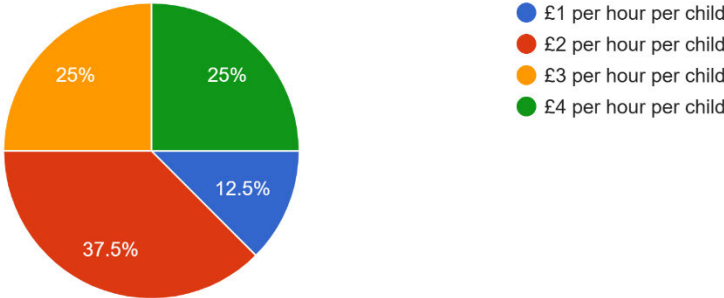
5 responses

Nothing as it doing well now what they r doing
Hot food
nice staff (there amazing
Childcare
Your child to be cared for in a safe environment

GAPA Survey Results - March 2024

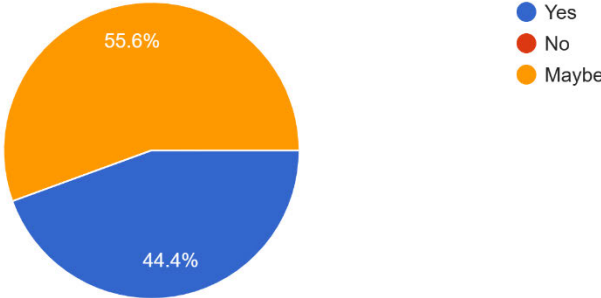
How much would you expect to pay per child per hour?

8 responses



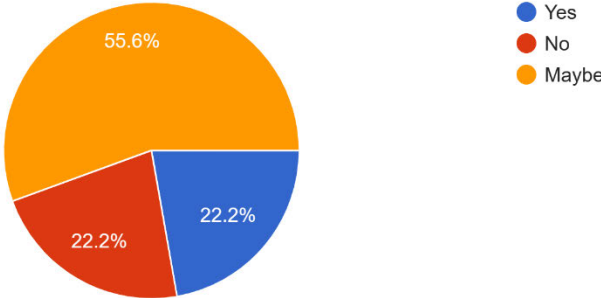
Should GAPA Nursery provide baby care?

9 responses



Would you pay for a baby care service?

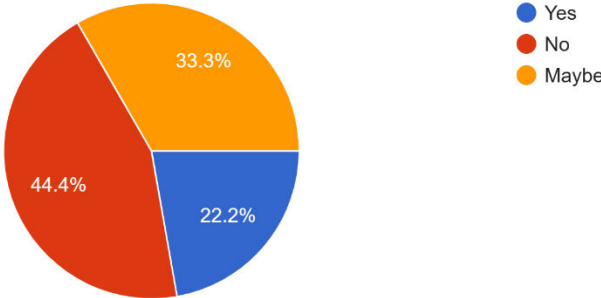
9 responses



GAPA Survey Results - March 2024

Do you know other families that would use baby care at GAPA Nursery?

9 responses

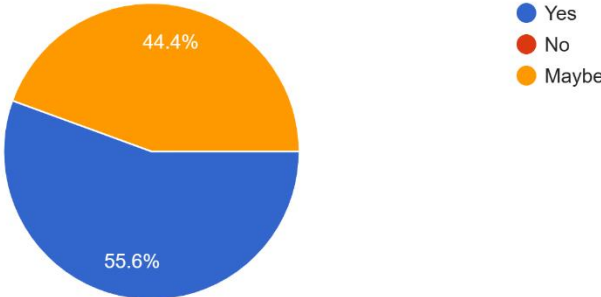


What ideas do you have to improve our nursery? 3 responses

- Nothing
- Doing hot dinners
- nothing it all good

Will you help us to revive GAPA?

9 responses



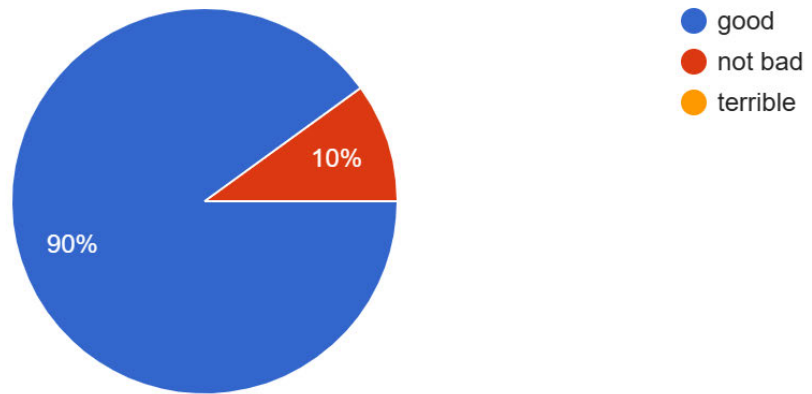
24 responses

Summary

Question

What do you feel about GAPA?

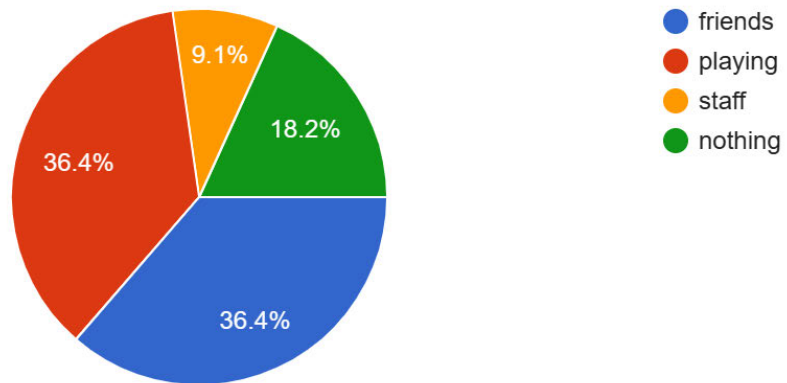
10 responses



GAPA Children Survey April 24

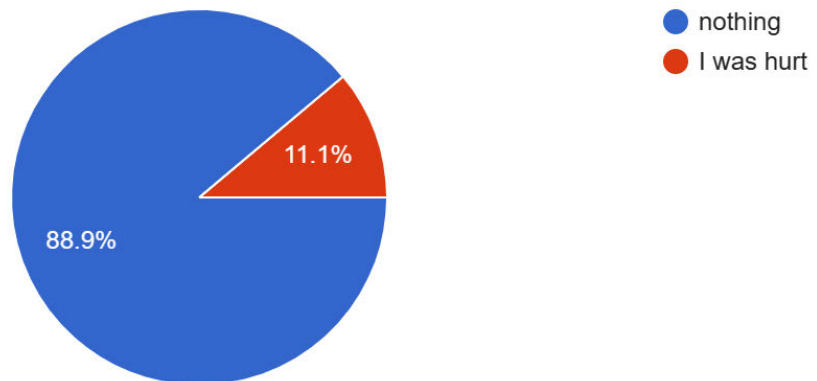
What made you laugh at GAPA today?

11 responses



Did anything make you cry at GAPA today?

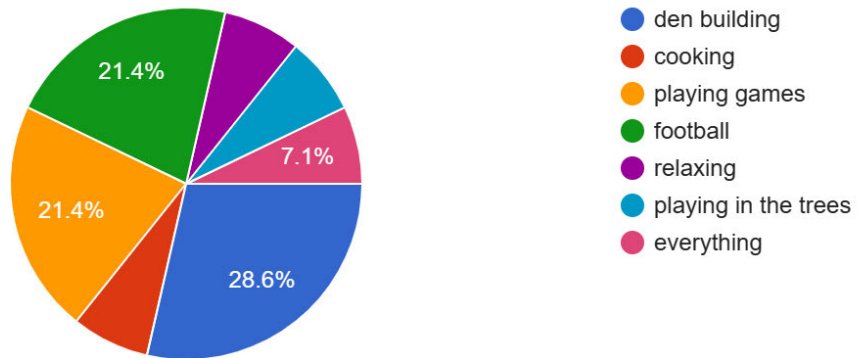
9 responses



GAPA Children Survey April 24

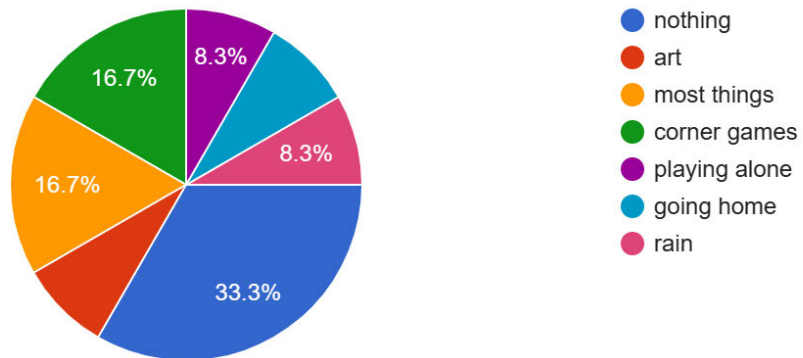
What did you enjoy the most?

14 responses



What did you least enjoy?

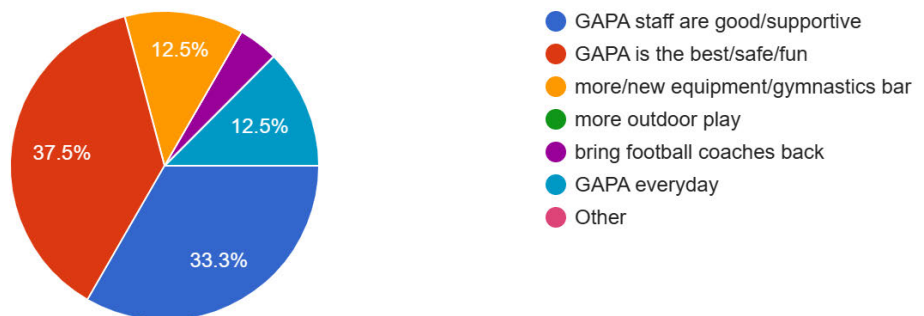
12 responses



Do you have any other comments?



24 responses



**Constitution Of Gainsborough Adventure
Playground Ltd
Registered Charity No 1130827**

Gainsborough Adventure Playground Association,
Riseholme Road
Gainsborough
Lincolnshire
DN21 1NL

Telephone (01427)617165

1. THE ASSOCIATION:

1.1. The constitution relates to the Foundation called the Gainsborough Adventure Playground Association (hereinafter called 'the Association') in Gainsborough.

2. ADMINISTRATION:

2.1. The Association shall be administered in conformity with the provision of this Constitution by the Committee hereinafter constituted as the charity trustees thereof.

3. OBJECTS OF THE ASSOCIATION:

3.1. "To relieve young people and their families' resident in Gainsborough and the surrounding area who are in need, by providing services or facilities calculated to relieve the needs of such persons.

3.2. To promote for the benefit of the inhabitants of Gainsborough and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

3.3. To develop the capacity and skills of the members of the socially and economically disadvantaged community of Gainsborough and the surrounding area in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.'

3.4. In furtherance of the object of the Association and without prejudice to the generality therefore the committee may,

- 3.5. provide, maintain and equip a playground or playgrounds affording opportunities for adventure and enterprise;
- 3.6. assist the provision, maintenance and equipment of such playgrounds(s) as aforesaid, and raise and borrow money for these purposes.
- 3.7. employ staff to assist the Association in managing the play areas established.
- 3.8. make and maintain contact with and enlist general support from other persons and organisations who are interested in the design, establishment, development or management of playgrounds.

4. MEMBERSHIP:

- 4.1. The Association may admit as members any persons who are interested in the objects of the Association and who may be specially qualified to further its objects or who may have special knowledge which can assist the Association. Candidates for membership are to be approved by the Executive Committee at its sole discretion.
- 4.2. Each member shall pay a minimum annual subscription to be determined by the Association at the Annual General Meeting.
- 4.3. The committee shall have power to expel any member who shall offend against the rules of the Association or whose conduct shall in the opinion of the Committee render him/her unfit for membership of the Association. Before any such member is expelled the Secretary shall give him/her seven days written notice to attend a meeting of the Committee and shall inform him/her of the complaints Made against them. No member shall be expelled without First having the opportunity of appearing before the Committee and answering the complaints made against Them, unless two thirds of the Committee attend the Committee meeting at which the expulsion is decided and vote in favour of his/her expulsion.

5. PRESIDENTS AND VICE PRESIDENT:

- 5.1. Such suitable persons as the Association shall from time to time decide shall be invited to become President and Vice President.

6. GENERAL MEETINGS:

- 6.1. The Association shall hold an Annual General Meeting in each calendar year not later than 3 months after the end of the financial year.

6.2. Notice of the Annual General Meeting shall be sent by the secretary to every paid-up member of the Association at least twenty-one days before the date of the meeting.

6.3. The Annual General Meeting shall:

Receive the annual report and statement of accounts for the previous year.

6.4. Elect an Executive Committee of not more than 26 members.

6.5. Appoint auditors.

6.6. Decide on any proposition which may be submitted to the meeting. No proposition other than those relating to the adoption of the report and statement of accounts and the election of the Executive Committee shall be moved at the meeting unless notice in writing signed by the member who proposes to move it and stating its terms has been received by the secretary at least **28 Days** before the date appointed for the holding of such meeting. **Provided that** the chairperson of the meeting shall at his/her discretion and with the consent of a majority of members present, sufficient notice has been given if such proposition shall not involve any alterations of the provisions of this constitution.

6.7. A Special General Meeting shall be called by the secretary on the request of not less than four paid-up members. At least **10 days before** the date of the meeting. Notice shall be sent to every paid-up members by post, and such notice shall state the business to be transacted at the meeting. No other business than that specified in such notice shall be dealt with at a Special Meeting.

6.8. The quorum for a General Meeting shall be seven paid-up members.

6.9. The Chairperson shall have a casting vote.

7. MANAGEMENT COMMITTEE:

7.1. A Management Committee consisting of not more than 26 members (see 6.4) shall be elected annually at the Annual General Meeting.

7.2. The Management Committee shall be responsible for the Annual General Meeting, and between General Meetings shall direct and manage the affairs of the Association, and shall be deemed to have delegated to them all necessary authority for the purpose set out in 3.

7.3. The Management Committee shall have power to appoint trustees to hold any necessary land on behalf of the Association. Such trustees to be answerable to the Management Committee.

7.4. The Management Committee shall elect the following honorary officers at the first meeting immediately after the Annual General Meeting.

- CHAIRSPERSON
- VICE CHAIRPERSON
- SECRETARY
- TREASURER
- SUCH OTHER OFFICERS AS MAY BE FROM TIME TO TIME DECIDED.

7.5. A quorum of the Management Committee shall be **four**.

7.6. The Management Committee shall appoint such other Committee and sub-committee for general and specific purposes as it sees fit and delegate to them such authority as it considers necessary. Any decisions taken by any other such Committee to be reported back to the Management Committee as soon as possible.

7.7. The Management Committee shall have the power to co-opt not more than four additional persons not necessarily members of the Association. Such co-opted members to be members of the Committee with power to vote until the Annual General Meeting next following their co-option. Co-opted members may not become honorary officers.

7.8. The chairperson shall have the casting vote.

7.9. A member of the committee or Sub-Committee shall cease to become a member.

- Upon giving the secretary of the Association of his/her intention to resign.
- Upon failing to attend three consecutive meetings of the committee or Sub-committee without giving reason approved by the Committee.
- Upon being adjudicated a bankrupt.
- Upon the passing of a resolution at a General Meeting terminating his/her membership of the Association.

7.10. No business shall be transacted in any meeting of the Association except that specified in the notice convening the meeting, except at the discretion of the Chairperson and with the approval of the majority of members present.

8. FINANCE

8.1. All monies received by or on behalf of the Association shall be devoted to the objects of the Association

8.2. No member of the Committee shall take or hold any interest in any property belonging to the Association, otherwise a trustee for the purpose thereof, or

receive any re-numeration or be interested in the supply of work or goods at the cost of the Association except as approved by the Management Committee.

- 8.3. The financial year of the Association shall end on the 31st day of March in each year.
- 8.4. The Treasurer shall be responsible for receiving, issuing receipts for and keeping all monies on behalf of the Association. He/she shall keep proper account of the monies received and paid by her/him on behalf of the Association.
- 8.5. Any cheque drawn on behalf of the Association or any withdrawal from any funds whatsoever shall be signed or made by the Chairperson, Senior Play Leader and Treasurer or any two of them.
- 8.6. As soon as practicable after the end of the Financial year the accounts of that year shall be prepared by the Treasurer and submitted by him/her to audit of the Auditors for the time being of the Association, who shall audit such accounts and report thereon to the next Annual General Meeting. Copies of the accounts as so audited shall be available for inspection at the Annual General Meeting.
- 8.7. The treasurer for the time being of the Association may under the authority of a resolution of the Management Committee invest in the name of the Association any monies belonging to the Association for the time being his/her hands in such investments or security as the Management Committee may in its unfettered discretion decide, and under the like authority may sell, call in or convert into money such investments or security.

9. INDEMNITY.

- 9.1. The Association shall indemnify and keep indemnified every officer, member or servant of the Association from against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made against the Association, or him/her either alone or jointly with the Association or otherwise arising out of or in conjunction with the establishment, development, maintenance, repair, replacement, improvement, state, condition or use of the Playground or the equipment or materials in connection therewith or any part thereof by any person. The Executive Committee shall effect a policy of insurance in respect of the indemnity aforementioned.

10. DISSOLUTION.

- 10.1. If the Association shall at any time decide at a meeting of the Association by two thirds majority of those present and voted that the Association shall be dissolved, a Special Meeting shall be convened to review the decision so made. If at such a Special Meeting it is decided by a simple majority of those present and

voting that the decision shall be endorsed, then the Association shall thereupon be dissolved. Thereupon the Treasurer of the time being shall sell and realise the assets of the Association and shall after the satisfaction of all proper debts or liabilities of the Association apply the remaining assets of the Association for similar charitable purposes as may be approved by The Charity Commissioners.

11. ALTERATION OF CONSTITUTION.

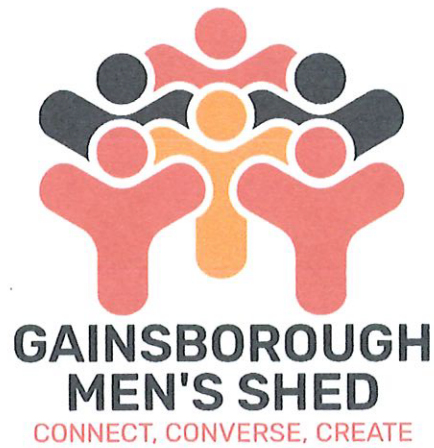
- 11.1. The provision of the constitution shall not be altered except upon a resolution of the Association at a General Meeting and the person presiding at the meeting shall not have power to admit any such proposition of which insufficient notice has been given. No alteration shall be made that affects the objects declared in clause 3 of this Constitution without the consent of the Charity Commissioners.

This constitution replaced the originally adopted constitution, the amendment comprising the rewording of clauses 3.1, 3.2 and 3.3 “Objects of The Association” in accordance with terms agreed with the Charity Commissioners.

Such agreement was expressed in their e-mail dated 26th June 2007 to C Cooke of Lincolnshire CDA acting on behalf of The Association.

The amendment to the constitution was approved by the members of the Association in a Special General Meeting held on July 17th 2007

PAPER E



CONTENTS:

- Grant Application Form to Gainsborough Town Council
- Gainsborough Men's Shed Constitution
- Business Plan
- Most recent Bank Statement
- Supporting documents –
 - Financial Overview as at 24.05.2024
 - Income and Expenditure Sheet
 - Funding Spreadsheet
 - Gainsborough Men's Shed Membership Form
 - Gainsborough Men's Shed Code of Conduct Form
 - Background
 - Testimonials/Feedback so far
 - UKMSA FAQ's
- Quotations for items of expenditure as detailed in cost breakdown.



Grant Application Form

1. Name and Contact Details

Applicant Name: Gainsborough Men's Shed

Address: [REDACTED]

Telephone Number: [REDACTED]

Email: gainsborough.mensshed@gmail.com

- Type of Organisation:
- School/College
 - Sports Club
 - Youth Group
 - Educational Organisation
 - Other (Please specify below)
 - Constituted Community Group

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

Gainsborough Men's Shed inaugurated in May 2023, and has a growing number of 30+ full paid-up members (shedders) and 275+ Facebook members. It belongs to the UK Men's Shed Association. After finding suitable premises, it is actively going from a weekly coffee morning to a well-equipped workshop from May 2024. The new premises provide good social space for men to connect, converse and create and can be accessible up to seven days a week, for new members and local community groups to use.

The project is to help kit out the new workshop. We have been fortunate to have obtained funding for woodworking machines, equipment, materials etc as per the attached spreadsheet (ref FUNDING), but have need of funding for additional wooden work benches to accommodate the number of shedders that attend.

The number one activity is Men's Sheds across the UK revolves around woodworking and was the initial activity the majority of current members requested.

Will your project benefit people from outside of your organisation? Yes No

If yes, please explain how below.

Gainsborough Men's Shed will liaise and work with other local community groups who can make use of the premises and activities offered.

It will be involved in making raised beds and planters for community allotments and schools gardens to encourage community engagement.

The Men's Shed will be supported by Active Lincolnshire as a 'Wheels for Life' hub for the repair and restoration of donated bicycles to make them roadworthy. These will then be gifted to people in the local community who will benefit by owning a bike.

Furniture upcycling and restoration will help re-purpose items that may have otherwise gone to landfill and can be gifted to local people in need.

How many people do you expect to benefit from your project?

1 – 10

61 – 100

11 – 30

101 - 200

31 – 60

200 + (please give estimate) _____

3. Project Costs

What is the total cost of your project: £29,367.91

How much are you seeking as a grant from Gainsborough Town Council: £1,004.95

Please provide a breakdown of your project costs in the table below.

(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
Lumberjack Heavy Duty Solid Wooden Woodworking Bench 2-drawers	£
x 2 benches @ £199.99 each	£ 399.98
Lumberjack Heavy Duty Solid Wooden Woodworking Bench 4-drawers	£
x 2 benches @ £249.99 each	£ 499.98
	£
Folded leaflets x 500 for advertising	£ 81.49
Vinyl Banner (50 x 100cm) for advertising at local shows	£ 23.50
	£
	£
	£
TOTAL COST	£1,004.95

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
Please see attached spreadsheet; FUNDING		£
		£
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Gainsborough faces its fair share of challenges and in the most recent Indices of Deprivation is classified as one of the most deprived towns in the country. Factors such as income disparities, access to services, and overall well-being contribute to this classification.

The location of the Gainsborough Men's Shed is in the East Ward of Gainsborough, classed as a 'left behind neighbourhood'.

Men's Sheds specifically cater to those at risk of being socially excluded. Members may have experienced deprived childhoods, and been negatively impacted by low academic achievement, lack of opportunity or employable skills.

Gainsborough Men's Shed will provide a safe and non-judgmental environment to all local individuals, aged 18+, who can be directly affected with this initiative.

According to the UK Men's Shed Association, national statistics for men's sheds indicate the following positive health outcomes for their male shedders:

- 89% decrease in rates of depression
- 96% reduction in feelings of loneliness
- 76% reduction in anxiety levels

Having reached 30+ active paid-up members over the last 12 months, prior to any workshop being available, shows there is a need for this project to succeed and thrive.

5. Schedule

When will your project start? _____ Immediately _____

For how long will your project continue? _____ Ongoing _____

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).


The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed.......... Date.....26.05.2024.....

Name.....John Lyden.....

Position in Organisation.....Chairman.....

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

Everyday Woodworking Solutions

Search for products or categories

Sign In

POWER TOOLS HAND TOOLS CORDLESS BLADES SPARES & ACCESSORIES

1. Your Basket

2. Address & Shipping

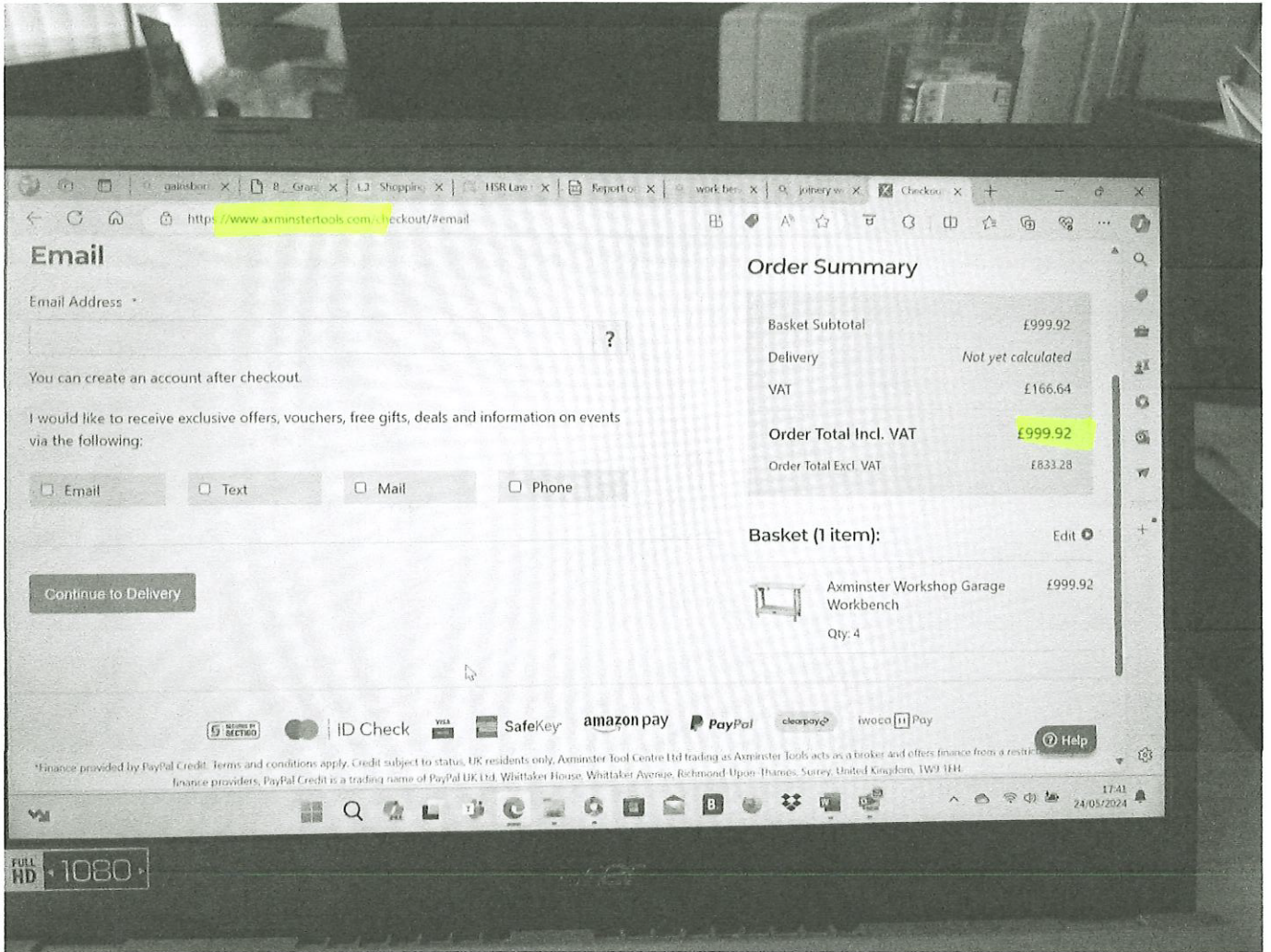
Product	Price	Qty
Lumberjack Heavy Duty Solid Wooden Woodworking Work Bench 2 Drawers & Vice (113kg)	£199.99	2
Lumberjack Tool Catalogue 2021 - 2022 (113kg)	£0.00	1
Lumberjack Heavy Duty Solid Wooden Woodworking Work Bench 4 Drawers & Vice (113kg)	£249.99	2

Total 5 Items **£899.96** [View Basket](#)

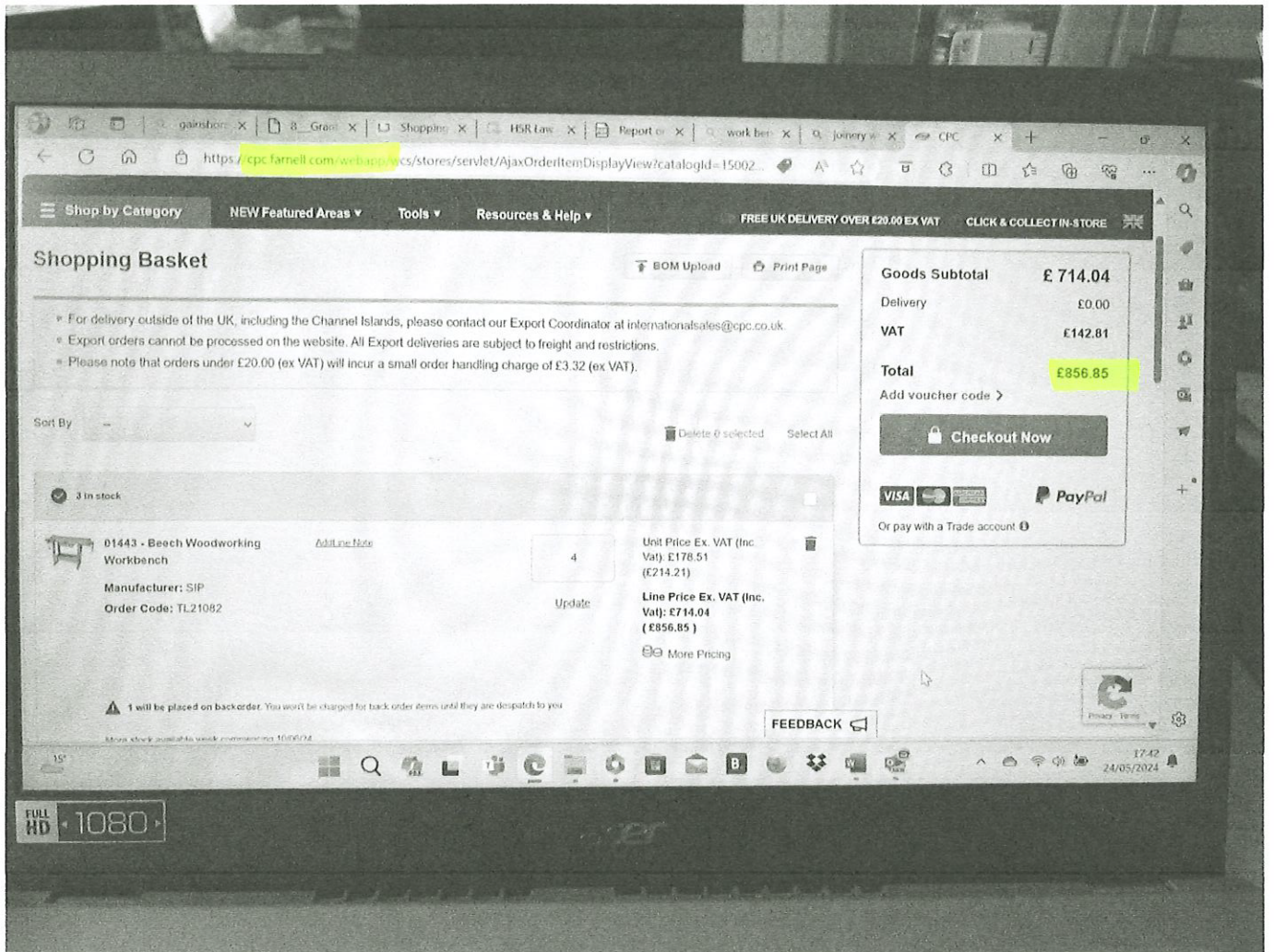
Category	Price
Goods	£ 899.96
Delivery	£
Total	£

Promo Code

quotation



auditor



Quotation

The screenshot shows a web browser window with the URL <https://www.vistaprint.co.uk/>. The page title is "My Basket".

Items in Basket:

- Folded Leaflets:** Quantity 500, Price £81.49 (including £13.58 VAT). Includes options for "Edit design" and "Edit options".
- Vinyl Banners:** Quantity 1, Price £23.50.

Order Summary:

- Subtotal: £104.99
- Shipping (calculated at checkout): -
- Total: £104.99** (including £17.50 VAT)

Checkout: A large black button labeled "Checkout".

Free Delivery: A progress bar indicates that the order qualifies for free Economy delivery (minimum £40.00 incl. VAT).

System Information: The bottom of the browser shows a taskbar with various icons, a system tray with the date 24/05/2024 and time 17:52, and a "FULL HD 1080" display indicator.

Quotation

The screenshot shows the HelloPrint website interface. At the top, there are browser tabs for 'printed triple-fold leaflets', 'Basket - HelloPrint', and 'In-Fold Leaflets - Cheap 3 Fold'. The URL is <https://www.helloprint.co.uk/basket?add=1&ipa=0>. The HelloPrint logo is on the left with the tagline 'SIMPLY ARRANGED. WITHOUT HASSLE.' A search bar is in the center, and 'UK' and 'Our solutions' are on the right. A 'Login' button is also present.

The main content area features a product card for 'Tri-Fold Leaflets'. The price is shown as ~~£93.74~~ **£74.99** with a 'DEAL' badge indicating '500 extra for just £24.00'. Below this is a 'Product details' table:

Product details	
Folding	Tri-fold
Shape	Portrait
Folded size	DL / US
Material appearance	Glossy
Material	250gsm gloss
Finishing	No Finishing
Print run	500
Delivery	2 working days

To the right of the product details is an 'Overview' table:

Overview	
Total articles	£74.99
Premium artwork check	£8.99
Free delivery option	Free
Subtotal	£83.98
VAT	£1.80
Total	£85.78

Below the overview table is a 'PAY & UPLOAD FILES' button. Further down, there is a 'Next' button labeled 'Address / Payment & Overview' and a note: 'You can upload your design after completing the order.' A 'VISA' logo and a 'Need help? We are online' chat bubble are also visible.

At the bottom of the page, there is a footer with the text: 'Please check my designs. Did you know that our design experts find mistakes in 40% of all design files? + £ 8.99'. The Windows taskbar at the bottom shows the search bar, system tray, and a clock displaying 12:33 on 25/05/2024. A '1080' resolution indicator is visible in the bottom left corner of the monitor frame.

quotation

printed leaflets - Search x PVC Banner Printing, Print Large x DL Flyer & Leaflet Printing - Free x | +

https://www.instantprint.co.uk/largeformat/pvc-banners?paper-size=0.5m-x-1m&paper-type...

£34.50

Just added to your basket


0.5 x 1 Metres Vinyl Banners Banners & POS
0.5 x 1 Metres, Single Sided, 440gsm Banner PVC, N/A, None, Eyeleted
[Continue Shopping](#)


Order Summary


Sub Total (ex VAT)	£27.00
(1 item)	
Vat:	£6.23
Total	£32.40

[Go to basket](#)
(You can supply your design in your basket when you're ready)

How would you like to supply your design?

 Upload a complete design
[Go ▶](#)

 Customise a free template
[Go ▶](#)

 Create your own design
[Go ▶](#)

Something Different?
[Request a quote](#)

Windows Search | Taskbar icons: File Explorer, Edge, Mail, etc.



GAINSBOROUGH MEN'S SHED

CONNECT, CONVERSE, CREATE

BUSINESS PLAN – TO MAY 2025

Plan Purpose:

The purpose of this Business Plan for Gainsborough Men's Shed is to identify the short to medium term overall aims, objectives and aspirations of the group and the potential strategic means and enablers to achieving them.

Mission Statement:

The mission of Gainsborough Men's Shed (GMS) is to be recognised as providing the Gainsborough community with a socially inclusive, welcoming and supportive meeting facility and workspace, primarily for mature men with time on their hands.

This environment should demonstrably contribute to their physical, social and emotional needs. This facility will encourage connectivity, help reduce social isolation and will help contribute to the mental wellbeing of its members.

The organisation will strive to create a safe environment practically, ethically and culturally where members can find new friendships, pursue hobbies & practical interests, share their time and skills and develop new ones, whilst supporting the local community and each other.

Sustainability Objectives:

- Set Annual Budgets before the start of each financial year, monitor record and report as appropriate.
- To secure additional funding (income from sales and grants) to help fund the core running costs of Gainsborough Men's Shed, ensuring its future viability.
- Continue to champion membership by making the shed accessible and affordable to everyone.
- Reserve funding to provide a deeper level of security against unexpected demands and growth opportunities.
- Investigate initiatives that could increase the value of funding.
- Increased operating days to accommodate the growth of demand.
- Sustainable sourcing and reuse of materials, promote recycling.

Premises:

Gainsborough Men's Shed will meet at Unit 17 Stirlin Place, Willoughton Drive, Gainsborough, Lincolnshire, DN21 1NF.

Initial planned open days will be on a Tuesday, Wednesday and Thursday (times to be agreed).

Sessions will be planned to comprise of (a) quiet sessions where only hand tools are encouraged, or just presenting an opportunity for members to socialise (b) training sessions where the use of power tools and skills training in woodworking or wood turning for instance are taught (c) open sessions for all members.

Opening on other days, evenings and weekends to be offered to local community groups, subject to correct procedures and protocol.

The premises will also host Committee Meetings as required.

Activities and Benefits undertaken at Gainsborough Men's Shed:

Activities:

The activities undertaken at Gainsborough Men's Shed will be initiated by the ideas of its members, assessed for feasibility, and confirmed by the Committee.

Our activities will typically consist of a combination of the following;

- Individual and shared woodwork projects
- Joint projects with other community groups

- Pottery, pyrography, resin moulding, whittling/wood carving
- Bike repair and maintenance
- Furniture upcycling and restoration
- Build or repair projects for community / charitable / voluntary organisations
- Visits to trade shows, places of interest and exhibitions

We will signpost/refer our members to relevant support organisations as appropriate. These would include H.A.Y. Lincolnshire, Age UK Lincoln, Voluntary Centre Services (Social Prescribing) and any other local voluntary support organisations.

The 'Shed' is a safe, communal & friendly environment where members can come either to work on their own project or in groups; or they can come and simply have a cuppa and socialise with other members.

Benefits from activities:

- Increase feel-good factor, self-belief, confidence and motivation
- Increase companionship and help reduce social isolation
- Support physical and mental well-being
- Learn new skills and increase transfer of knowledge/expertise/skills between members reaffirming members still have something to offer and are valued
- Assist partner community groups to achieve their aims and objectives
- Recycle and repurpose equipment and materials

Beneficiary breakdown:

The main focus of beneficiaries are men over the age of 18.

All over the age of 18, including women, are welcome to join the group provided they agree with and abide by the Gainsborough Men's Shed Code of Conduct.

Organisational Management & Governance:

Gainsborough Men's Shed is a Constituted Community Group inaugurated in May 2023, and is a member of the UK Men's Shed Association (Charitable Incorporated Organisation Registered Number 1162409).

Gainsborough Men's Shed aligns itself to the broad principles and objectives of the organisation and supports the ethos of Shoulder-to-Shoulder support across its membership.

The Committee is made up of Chair, Vice-Chair/Treasurer, Secretary plus 2 committee members. An option to co-opt up to a further 4 committee members was agreed at the AGM held in March 2024.

All committee members are local residents.

Finance:

Gainsborough Men's Shed has a community bank account with National Westminster bank and has 2 or more authorised signatories.

Operating Expenses:

Personnel costs will consist mainly of First Aid and Health and Safety Training for selected members.

Workshop costs mainly consist of the rent and service charge from the Landlord, which is being donated by a retired local businessman. This is ongoing for the foreseeable future.

We will need liability insurance but have received funding for this.

Utility costs will mostly be electric charges.

Capital Expenses:

Equipment costs are high because we are starting up, but we will advertise for donations of second-hand tools and purchase additional items as needed/funding allows.

Material costs (mainly wood) will be high but controllable depending on the number of users and the type of projects.

Funding has been obtained for most of the initial set up costs.

Budget:

Our initial budget for the year ending May 2025 is £35,000 of which we have secured £28,362.96 in funding.

- Operational/Activity costs - £3,221.37
- Premises Costs – £5,879.96
- Capital Costs - £17,075.07
- Publicity Costs - £104.99
- Training & Misc. Costs - £3,086.52
-
- Total - £29,367.91

Additional funding of £1,004.95 is being requested from Gainsborough Town Council.

This leaves a shortfall of £5,632.09 to cover by seeking additional funding, donations or through fund raising.

Membership Fees:

Fees are kept to a minimum to ensure they remain affordable to all members.

An annual Membership fee has been set for £12.00 per annum for the year ending March 2025.

This will be reviewed annually by the Management Committee.

Certain activities may have a small attendance charge in future as it is not reasonable to charge non-users for these activities if they are not interested, and/or to cover costs of materials/consumables.

It also keeps the basic membership down to a manageable level for those with limited means.

Policy, Procedures, Financial and Health & Safety Compliance:

We will follow appropriate practices for financial accounting and reporting.

Gainsborough Men's Shed has Policies for Equal Opportunities, Adult Safeguarding, Health & Safety, GDPR and Internet use, and will be regularly reviewed and updated. Policies will be displayed where appropriate.

Safe working practices and the safe use of machinery will be controlled through training registers and competency training records to comply with our Health & Safety policy and meet our insurance requirements.

We will also have an accident book, first aid kit, fire extinguisher(s) and risk assessment register.

Monitoring and Evaluation:

We realise that monitoring the use of the Shed is very important not only so we can measure our progress against the benchmarks we set, but also so that we can report back to our supporters and funders on how well we are using their money.

How we will measure and report on the positive changes made -

We will use the Office for National Statistics four key measures (ONS4) questionnaire to assess personal well-being of shed members.

Key performance indicators (KPIs) for the management of finances, processes and resources will be used for monitoring and maintaining records.

Methods will include surveys, interviews, and observations to collect both quantitative and qualitative data to evidence the impact. Regular session evaluations and feedback forms will be completed.

We will involve shed members in personal case studies, following their journey and personal growth.

Monitoring during each session will allow us to promptly address any issues that arise.

We will document any decisions and changes made and use this data to inform our future plans.

Having clear, defined goals, meeting specific objectives and keeping to our aims will allow us to stay focused and be able to evaluate our success.

We will communicate our successes with the wider community, social prescriber's, other health professionals and community groups to spread the word about the positive impact Men's Sheds can have on peoples lives.

Benchmarks:

1. By end May 2024 we will have Gainsborough Men's Shed new workshop premises.
2. By end August 2024 we will have the workshop equipped for woodworking and hobby crafts, and a relaxation and discussion area.
3. By end May 2024, the first 12 months since inauguration, we aim to have 20+ regular paid-up members.
4. By end November 2024, we aim to have had 100 unique visitors, and 40+ regular paid-up members.
5. We will establish good working relationships with local NHS health providers and other local community organisations, and participate in at least one campaign or awareness programme on an issue of men's health by May 2025.

Exit Strategy:

The intention is for financial sustainability of the group by exploring a series of grant funding sources so that we are not dependent on any one source.

Should the group prove to become financially unsustainable, our intention would be to dissolve the group, settling any outstanding debts where possible and mitigating any ongoing operational costs where they exist.

We would endeavour to distribute any remaining funds and assets to other voluntary/charitable groups with similar aims/objectives as Gainsborough Men's Shed.

SWOT ANALYSIS

<p>Strengths</p> <p>Valuable service to the community – fostering social connections and well-being among members.</p> <p>Local connections – members have local contacts, enhancing community engagement.</p> <p>Enthusiastic members – keen and enthusiastic members contribute their knowledge and diverse skills and experiences.</p> <p>Shoulder to Shoulder support of membership base.</p> <p>To provide some fun and enjoy the experience of setting up and running the shed. Men working together for a common goal is a great strength.</p> <p>Global organisation – Men’s Sheds are part of a worldwide organisation - providing valuable resources.</p>	<p>Weaknesses</p> <p>Awareness and visibility – despite their positive impact, Men’s Sheds are still relatively unknown to the wider public. Raising awareness and attracting new members may be challenging.</p> <p>Funding limits growth aspirations and scale / breadth of operation.</p> <p>Low membership fee – while a low fee encourages accessibility, it limits an income source.</p> <p>Limited workshop space may restrict longer term growth and expansion.</p> <p>Day to day operations has the potential to be a weakness as it requires good organisation and a constant attention to getting it right.</p> <p>We are sure we will be up to it; older men have a lot of experience of keeping going through adversity which we can apply to the shed.</p>
<p>Opportunities</p> <p>Grants and funding – Men’s Sheds can tap into various grants available for community organisations and projects.</p> <p>Skills transfer brings mutual benefits to members and the potential to generate funding revenue streams.</p> <p>Collaboration – numerous groups and organisations are willing to support and work with Men’s Sheds.</p> <p>Opportunity to improve awareness of men’s health.</p> <p>Upcycling and waste reduction trend – interest in upcycling and waste</p>	<p>Threats</p> <p>Continual Funding Monitoring – ensuring ongoing funding is essential.</p> <p>Funding constraints / grants are tougher to secure post-Covid.</p> <p>Increased operating costs of having a workshop.</p> <p>Competition for resources – Men’s Sheds compete with other community organisations for grants & donations.</p> <p>Economic instability</p>

<p>reduction opens revenue streams for Men's Sheds.</p> <p><i>Expansion of networking opportunities</i> such as a buddy systems and increased communication could enhance membership engagement and Shoulder to Shoulder ethos.</p>	
---	--

Action Plans, Activities and Identified Projects:

No.	Project	Timescale	Funding Source	Key Actions and Considerations	Project Lead
1.	Move into workshop premises & get shed up and running.	May/ June 2024 May/ June 2024 May/June 2024 June 2024 June 2024 June-August 2024		Commercial lease agreement for rental of new premises with Landlord to be agreed and signed off. A comprehensive list of equipment, furniture, benches, tools etc. to be drawn up, costed and agreed. Funding sources identified and budget provisioned to equip the new facilities with seating area furniture, kettle, benches, tools and machinery. Agree project plans, comprehensive schedule of works, requirements, and indicative timescale for internal layout of new workshop premises. Identify Project leaders and teams to carry out various work packages to ensure we stay on task, time and budget. Have regular project team leader-initiated meetings to discuss progress and challenges.	
2.	Year End	31.05.2024		Prepare financial accounts for year ending 31 st May 2024.	
3.	Training	June/July 2024		Agree schedule of training for in person and online courses.	

				<p>Who going, how decided, when? What is funded?</p> <p>Health and Safety training, First Aid Training, Fire Marshall Training Mental Health awareness training.</p> <p>Use of woodworking equipment training.</p>	
4.	Open Day	Summer 2024		<p>Plan an 'official' shed opening day.</p> <p>Agree a date and how the open day will be scheduled.</p> <p>Persons responsible for organising – invites, refreshments, etc.</p> <p>Invite all members and supporters.</p> <p>RSVP for numbers to cater for.</p>	
5.	Events	June/July 2024 2024/2025		<p>Planned 'events' at the shed, such as Go Gro and Wiltshire Farm Foods.</p> <p>Agree schedule of dates, events and who responsible for organising etc.</p> <p>Other events – explore local community groups to use the workshop facilities.</p> <p>Exhibit at local community fairs to raise awareness?</p> <p>Explore Woodworking shows/dates/visits?</p>	
6.	Funding	Ongoing		<p>Search for funding opportunities and apply.</p>	

Public Opportunities:

- Create a Gainsborough Men's Shed website
- Advertise in local Gainsborough Life magazine
- Print leaflets and business cards
- Letter to local businesses to introduce Gainsborough Men's Shed (any funding opportunities?)
- Facebook presence to be maintained/enhanced
- Create Instagram/other social media pages
- Open Day publicity
- Attend Mental Health Partnership and VCS Forums to promote the shed.

Account Name
GAINSBOROUGH MENS SHED
COMMUNITY ACCOUNT

Account No. Sort Code Page No
[REDACTED] 1 of 2



NatWest

00014075 0002045 1000 0 0030088-0001-0
MR JOHN ANTHONY LYDEN
GAINSBOROUGH MENS SHED

LINCOLNSHIRE



Current Account

Summary	
Statement Date	01 MAY 2024
Period Covered	29 MAR 2024 to 01 MAY 2024
Previous Balance	£11,748.37
Paid In	£5,331.50
Withdrawn	£154.39
New Balance	£16,925.48
BIC	NWBKGB2L
IBAN	GB69NWBK60172897283657

Welcome to your NatWest Statement

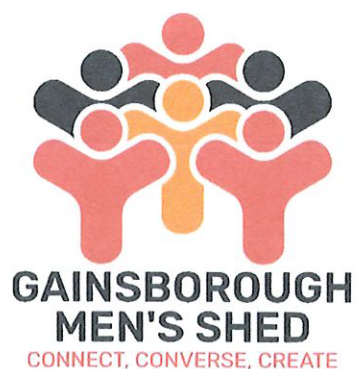
Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 MAR 2024	BROUGHT FORWARD			11,748.37
02 APR	Card Transaction 3248 30MAR24 C LIDL GB GAI-BEAUMONT GAI-BEAUMONT GB		24.99 ✓	11,723.38
03 APR	Credit 605114	242.00 ✓		11,965.38
	Card Transaction 3248 02APR24 LOUNGERS BRISTOL GB		9.40 ✓	11,955.98
05 APR	OnLine Transaction Gainsborough Meths 2023 2024 31 VIA MOBILE - PYMT FP 05/04/24 10 19104629441027000N		120.00 ✓	11,835.98
11 APR	Automated Credit HUXLEY-JON R DON MEETING ROOM FP 10/04/24 1834 742822254381014001	17.50 ✓		11,853.48
	Automated Credit HUXLEY-JON R MEM JAMES DINMORE FP 10/04/24 1833 932405753381014001	12.00 ✓		11,865.48
16 APR	OnLine Transaction LYDEN C & J MENS SHED Donation VIA MOBILE - PYMT	5,000.00 ✓		16,865.48
17 APR	OnLine Transaction LYDEN C & J MENS SHED subs VIA MOBILE - PYMT	36.00 ✓		16,901.48
01 MAY	Automated Credit HUXLEY-JON R MEM GABRIEL FP 01/05/24 1531 920327821351105001	12.00 ✓		16,913.48
	Automated Credit HUXLEY-JON R MEM JUNAID SETHI FP 01/05/24 1530 465142530351105001	12.00 ✓		16,925.48 ✗

28 members



National Westminster Bank Plc. Registered in England & Wales No 029027
Registered Office: 250 Bishopsgate, London, EC2M 4AA
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority



Financial Overview as at 24th May 2024

Opening balance	£0.00	
Income		
Membership	£ 360.00	
Grants/Funding	£16,304.21	
Donations/Restricted	£10,838.50	
Total Income		£27,502.71
Expenditure		
Tools	£309.98	
Machinery/Equipment	£ 24.99	
Venue Hire	£120.00	
Expenses	£ 19.60	
Subscriptions	£ 30.00	
Total Expenditure		£504.57
BALANCE		£26,998.14
Balance at Bank		£26,998.14

GAINSBOROUGH MEN'S SHED - INCOME AND EXPENDITURE AC Ending #3657

Date	In	Out	Balance	Ref #	Analysis Code	Supplier	Project Ref	Project/Activity/Machine etc Name / Details / Info
			0.00					
13.12.2023	25.00	0	25.00		DON	JA Lyden		Donation
19.02.2024	200.00	0.00	225.00		DON	JA Lyden		Donation
22.02.2024	5100.00	0.00	5325.00	R*	DON	JA Lyden		GMS Rent (*restricted funds)
23.02.2024	500.00	0.00	5825.00		DON	JA Lyden		Donation
06.03.2024	84.00	0.00	5909.00		MEM			Member Fees x 7
14.03.2024	72.00	0.00	5981.00		MEM			Member Fees x 6
20.03.2024	12.00	0.00	5993.00		MEM	Andrew Robins		Member Fees x 1
21.03.2024	56.00	0.00	6049.00		MEM/DON			Member Fees x 4; £8 donation
22.03.2024	5,973.35	0.00	12022.35	R*	FUN	GLAP		Pottery Stuff (*restricted funds)
22.03.2024	12.00	0.00	12034.35		MEM			Member Fees x 1
25.03.2024	0	67.00	11967.35	2401	TOO	Rutlands		Carving tools set of 12
25.03.2024		242.98	11724.37	2402	TOO	Turners Retreat		Air Brush Machine
27.03.2024	24.00	0.00	11748.37		MEM			Member Fees x 2
02.04.2024		24.99	11723.38	2403	MAC	Lidl		Bike workstand
03.04.2024	242.00	0.00	11965.38		FUN	Francis Barker		Air Brush Machine
03.04.2024		9.40	11955.98	2404	EXP	Loungers		Committee Meeting
05.04.2024		120.00	11835.98	2405	VEN	Methodist Church		Room Hire
11.04.2024	17.50	0.00	11853.48		MEM/DON			Member Fee x 1; Donation
11.04.2024	12.00	0.00	11865.48		MEM	Huxley-Jon R		Member Fee x 1
16.04.2024	5,000.00		16865.48		DON	JA Lyden		
17.04.2024	36.00		16901.48		MEM			Member Fees x 3
01.05.2024	12.00	0.00	16913.48		MEM			Member Fees x 1
01.05.2024	12.00		16925.48		MEM			Member Fees x 1
03.05.2024	2118.90		19044.38		FUN	Lincolnshire Com		Bishop of Lincoln SJF
10.05.2024		10.20	19034.18		EXP	Tesco		Meeting (coffee)
15.05.2024	12.00		19046.18		MEM			Member Fees x 1
15.05.2024		30.00	19016.18		SUB	C & J Lyden		UKMSA Renewal Fee
16.05.2024	7969.96		26986.14		FUN	Lincolnshire CC		Shine Lincolnshire
24.05.2024	12.00		26998.14		MEM	Huxley-Jon R		Member Fees x 1

Analysis Codes	
DON	Donations
MEM	Member (Fees)
EXP	Expenses - misc.
MAC	Machinery/Equipment
CON	Consumables
TRA	Training
SAF	Safety/PPE
FUN	Funding
TOO	Tools
VEN	Venue Hire
SUB	Subscriptions

total 30 paid members

REF: FUNDING SPREADSHEET.

Type of Costs		Full Description of Costs	Total Cost £	Amount requested £	£ Value from Other Sources
Staff & Volunteer Costs					
	Salary	Shed members are currently self-managed.	£ -	£ -	£ -
	Expenses				
Operational /Activity Costs					
	PPE	Face shields; ear-defenders; dust masks; gloves etc	£ 595.85	£ -	£ 595.85
	Wood/Accessories	Assorted wood and accessories for proposed activity	£ 750.00	£ -	£ 750.00
	Refreshments	Refreshments ave 50 weeks @ £3.00 per week	£ 150.00	£ -	£ 150.00
	Storage	Metal storage cupboard	£ 159.99	£ -	£ 159.99
	Materials	'Valentine' Terracotta Clay 1000kg pallet	£ 315.53	£ -	£ 315.53
	Stock	Bike spares (miscellaneous)	£ 200.00	£ -	£ 200.00
	Tools	Consumable tools misc for flatwork woodworking	£ 750.00	£ -	£ 750.00
	Finishing	Assorted paints, varnish, glues, oils, lacquers, stains, sealers, brushes etc.	£ 300.00	£ -	£ 300.00
Premises Costs					
	Rent	Rent x 6 months @ £625 + VAT;	£ 4,500.00	£ -	£ 4,500.00
	Service Charge	6 months @ £100 per month	£ 600.00	£ -	£ 600.00
	Insurance	Annual premium	£ 500.00	£ -	£ 500.00
	Health and Safety	Fire Extinguishers; Safety signage; First Aid Box	£ 279.96	£ -	£ 279.96
Capital Costs:					
	Equipment	NOVA Comet II DR Lathe with G3 Chuck	£ 649.99	£ -	£ 649.99
		Stand for NOVA Comet II Midi Lathe	£ 191.99	£ -	£ 191.99
		NOVA 1624 II Lathe	£ 1,190.00	£ -	£ 1,190.00
		14" Bandsaw BS350S	£ 999.99	£ -	£ 999.99
		Compact Extractor Twin Motor 36ltr	£ 443.98	£ -	£ 443.98

		Neo for Iwata Airbrushing Starter Kits x 2 @ £242	£ 484.00	£ -	£ 484.00
		Peter Child Pyrography Machine x 2 @ £139	£ 278.00	£ -	£ 278.00
		Pyrography Pen Splitter x 2 @ £36	£ 72.00	£ -	£ 72.00
		Pyrography Points x 2 @ £50	£ 100.00	£ -	£ 100.00
		Pyrography Pen x 2 @ £45	£ 90.00	£ -	£ 90.00
		Whittling/woodcarving 4 pce Set x 2 @ £135.48	£ 270.96	£ -	£ 270.96
		Moulded Resin Starter Kit 10 litre	£ 179.99	£ -	£ 179.99
		Moulded Resin deep pour 3litre x 2 @ £65.99	£ 131.98	£ -	£ 131.98
		Moulded Resin Epoxy pigment pastes (full set) x 2 @ £45.99	£ 91.98	£ -	£ 91.98
		Car trailer Apache Model 83B	£ 1,425.00	£ -	£ 1,425.00
		Bike workstand feedback sports pro	£ 280.00	£ -	£ 280.00
		Pottery Wheel	£ 980.00	£ -	£ 980.00
		Kiln Rohde Ecotop 60S*	£ 3,360.00	£ -	£ 3,360.00
		upgraded to TE75MCC	£ 256.00	£ -	£ 256.00
		Sedimentation Basin AB100	£ 396.00	£ -	£ 396.00
		Lid on Sedimentation tank	£ 51.30	£ -	£ 51.30
		G64 Clay Extruder + 5 standard dies	£ 372.00	£ -	£ 372.00
		Hollow die set for the G64	£ 171.00	£ -	£ 171.00
		Lumberjack Cast Iron Router Table; plunge router & tools	£ 349.99	£ -	£ 349.99
		Lumberjack 10" Cast Iron Table Saw with Professional Wheel Kit	£ 1,099.99	£ -	£ 1,099.99
		Pro Series 12 Inch Double Bevel Mitre Saw	£ 399.99	£ -	£ 399.99
		2-IN-1 Oscillating Belt & Bobbin Spindle Sander	£ 199.99	£ -	£ 199.99
		Planer Thicknesser including wheels & integrated dust extractor	£ 999.99	£ -	£ 999.99

		Dust extraction unit	£ 659.00	£ -	£ 659.00
		Wooden Workbench x 2 Lumberjack heavy duty 2 drawer	£ 399.98	£ 399.98	
		Wooden Workbench x 2 Lumberjack heavy duty 4 drawer	£ 499.98	£ 499.98	
Publicity Costs:					
	Advertising	Advertising leaflets x 500 tri-fold	£ 81.49	£ 81.49	£ -
	Publicity	Vinyl Banner for promotional use (50 x 100cm)	£ 23.50	£ 23.50	£ -
Miscellaneous Costs:					
	Training	Wood-working/turning courses to safely use equipment	£ 1,300.00	£ -	£ 1,300.00
	Delivery cost	Cost to deliver lathes/bandsaw equipment to Gainsborough	£ 60.00	£ -	£ 60.00
	Training	Mental Health, Fire Marshall and First Aid	£ 1,300.00	£ -	£ 1,300.00
	Training	Airbrushing Course	£ 160.00	£ -	£ 160.00
	Training	Pyrography Course	£ 100.00	£ -	£ 100.00
	Delivery cost	Delivery of kiln to Gainsborough on tail-lift vehicle	£ 71.52	£ -	£ 71.52
	Delivery cost	Shipping costs of trailer to Gainsborough	£ 95.00	£ -	£ 95.00
			£ 29,367.91	£1,004.95	£ 28,362.96

Source of other funds.
Shine Innovation Fund
Shine Innovation Fund
Donations from members
The Bishop of Lincoln's Social Justice Fund
GLAP
Star Energy Community Fund
Recurring donation
Recurring donation
Shine Innovation Fund
Shine Innovation Fund
Shine Innovation Fund
Shine Innovation Fund
Shine Innovation Fund
Shine Innovation Fund
Shine Innovation Fund

The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
Star Energy Community Fund
Star Energy Community Fund
GLAP
GLAP
GLAP
GLAP
GLAP
GLAP
GLAP

Gainsborough Town Council application
Gainsborough Town Council application
Gainsborough Town Council application
Gainsborough Town Council application
Shine Innovation Fund
Shine Innovation Fund
Shine Innovation Fund
The Bishop of Lincoln's Social Justice Fund
The Bishop of Lincoln's Social Justice Fund
GLAP
Star Energy Community Fund

Constitution of Gainsborough Men's Shed

: 21 November 2023

1.0 NAME

1.1 The name of the Men's Shed is Gainsborough Men's Shed an unincorporated organisation, herein referred to as 'the Shed'.

2.0 OBJECTS

2.1 The aims (objects) of the Shed are:

(a) To promote social inclusion for public benefit through the provision of a facility particularly for, but not exclusively for, men at risk of being socially excluded.

(b) To prevent social exclusion by promoting the opportunity for friendships, social engagement and skill sharing in a safe and enjoyable environment, in which members can meet and carry out creative projects acceptable to the Shed and of their own choosing, individually, jointly and for the benefit of the wider community.

(c) To promote good health and wellbeing to its members through active participation and, from time to time, providing opportunities for relevant health organisations to raise awareness of good health strategies for the benefit of the Shed.

3.0 POWERS

3.1 The Shed has power to do anything which is lawful and considered to further its Objects or is conducive to doing so. In particular, the Shed has power to:

(a) Raise, collect and obtain funds, receive grants and donations

(b) Use funds to carry out and in furtherance of the work of the Shed

(c) Acquire and manage buildings

(d) Cooperate with local authorities, other organisations, charities and community residents of Gainsborough and surrounding area in a common effort to achieve the Objects of the Shed and exchange knowledge and information.

4.0 MEMBERSHIP

- 4.1 Those over 18 years of age who would benefit from the Shed may apply to join as Individual Members irrespective of religion, political views, nationality, disability or race
- 4.2 Membership lasts for one year and must be renewed annually at the price set by the Management Committee for that year
- 4.3 The Management Committee may create a membership in addition to Individual Members (voting members) at any time, should they wish, to allow people to support the Shed without attendance. Such members shall be called Supporter Members and will have no voting rights at general meetings.
- 4.4 Members may wish to give individual, additional donations to support the Shed. The amount of any donation will be at the member's discretion. Personal details may be requested by the Management Committee in order to claim Gift Aid.
- 4.5 The Management Committee reserves the right to reject or terminate any membership, giving full written reason, should they unanimously agree it is in the best interests of the Shed. The member has the right to have their opinion heard before any decision and should have a witness, chosen by them, present.
- 4.6 Members must read and agree to the terms of this constitution on joining and must read and sign the Shed's Code of Conduct and any other documents and policies deemed necessary by the Management Committee.
- 4.7 Individual Members are entitled to vote at General Meetings.
- 4.8 The Management Committee will adhere to the General Data Protection Regulation (GDPR) 2016 when keeping records of memberships.

5.0 MANAGEMENT COMMITTEE

- 5.1 The Management Committee shall meet not less than three times per annum and shall consist of not less than three members at any one time including the Chairperson, Treasurer and Secretary – the Officers.
- 5.2 Decisions at Committee meetings must be voted on and only matters with a majority vote will be considered approved.
- 5.3 Members of the Management Committee must be elected at Annual General Meetings AGM.

- 5.4 Should the number of members on the Management Committee be less than three and no more than seven at any time, interim members can be appointed to the Management Committee, but must step down and stand to be elected at the next AGM.
- 5.5 Nominations from Individual Members of the Shed to appoint a member to the Management Committee must be in writing and given to the Secretary no later than seven days prior to an AGM. Should the number of nominations be less than the number of vacancies then verbal nominations shall be accepted at the AGM and elected at the discretion of the voting members.
- 5.6 The Management Committee elected at an AGM shall have the power to co-opt further members to the Committee, provided that the number of co-opted members shall not exceed one third of the total membership of the Management Committee. Co-opted members shall have the right to vote.
- 5.7 Any member of the Management Committee that fails to attend three consecutive Committee meetings without reasonable excuse shall lose their place on the Management Committee. Any position resulting from failure to attend may be filled by co-option in accordance with clause 5.6.
- 5.8 The office of Chairperson shall not be held by any one person for more than three consecutive years. Other members of the Management Committee shall not hold their position for more than five consecutive years.
- 6.0 FUNCTION OF THE COMMITTEE
- 6.1 The Committee shall make such decisions and regulations as its members consider appropriate for the efficient conduct of the Shed.
- 6.2 The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.
- 7.0 CHAIRING MEETINGS
- 7.1 All meetings of the Committee or of any of its sub-committees shall be presided over by its Chairperson. If the Chairperson is not present, those present may elect one of their number to take the Chair. The Chairperson of any meeting shall have a second or casting vote.
- 8.0 GENERAL MEETINGS

- 8.1 An Annual General Meeting shall be held every year, with 21 days notice given to all members, notifying them of the date, venue and agenda.
- 8.2 Minutes must be kept of each AGM, made available in draft form to all members within four weeks of the meeting and agreed at the following AGM.
- 8.3 Every Individual Member has a vote
- 8.4 Extraordinary General Meetings may be called at any time felt reasonable by two thirds of the Management Committee should they need members to vote on matters concerning the alteration of this constitution.
- 8.5 The quorum at General Meetings shall be 20%.
- 9.0 FINANCE AND PROPERTY
- 9.1 Any money or property obtained by the Shed shall be used only for the benefit of the Shed and its members, and in the furtherance of its Objects.
- 9.2 Any bank account opened for the Shed shall be in the name of the Shed.
- 9.3 Any cheques shall be signed by the Treasurer and one other member of the Management Committee.
- 9.4 Members of the Management Committee shall not receive money from the Shed, except to reimburse reasonable out of pocket expenses.
- 9.5 A record of all monetary transactions shall be kept by the Treasurer and an overview presented at each Committee meeting. Annual accounts must be produced for the AGM and available to view by any member at any time once produced.
- 10.0 DISSOLUTION
- 10.1 The Shed may be wound up at any time if agreed by two-thirds of the members present and voting at any General Meeting.
- 10.2 In the event of dissolution, any assets remaining after all debts have been paid shall be given to another organisation with similar aims.

11.0 INDEMNITY

The Shed shall indemnify and keep indemnified every officer, member and volunteer from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith and arising therefrom) made or brought against the Shed in connection with its activities, the actions of its Officers, members or volunteers, or in connection with its property and equipment. This indemnity shall not extend to wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer, member or volunteer sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.

SIGNED BY:

PRINT NAME:



(Chairperson)

JOHN LYDEN

(Treasurer)



(Secretary)

DAVID CLARKE

DATE SIGNED: 21st NOVEMBER 2023

What is the impact of Men's Sheds on Shedders ?

Men's Sheds have a profound impact on shedders, promoting mental well-being through social connections and shared activities. Shedders experience increased self-esteem, purpose, and emotional resilience. Engaging in creative projects fosters skill development, and the supportive community contributes to a positive sense of identity and belonging, enhancing overall life satisfaction.

How does attending a Men's Shed help your mental health ?

Attending a Men's Shed positively impacts mental health by fostering social connections, providing a sense of purpose through collaborative projects, and offering a supportive environment for open communication. Engaging in hands-on activities promotes stress reduction and emotional expression. The camaraderie within Men's Sheds creates a strong support network, reducing feelings of isolation, and promotes active peer to peer conversations on a wide range of health topics. Participation in creative and skill-building endeavours contributes to cognitive well-being. The sense of belonging and shared experiences in a Men's Shed enhances emotional resilience, making it an effective community space for promoting mental health and well-being among men.

How does attending a Men's Shed help your physical health ?

Men's Sheds contribute significantly to physical health by providing a space for engaging in hands-on activities such as woodworking, gardening, and metalworking. These activities promote physical movement, enhance coordination, and contribute to overall well-being. Regular participation in Men's Sheds activities fosters an active lifestyle, reducing sedentary behaviour and associated health risks. Additionally, the camaraderie and social connections formed in Men's Sheds create a supportive environment, encouraging men to stay active, maintain mobility, and prioritise their physical health in a communal and enjoyable

setting. Some Men's Sheds offer specific services associated with healthy eating, and health screening.

Do Men's Sheds help with suicide prevention ?

Attending a Men's Shed can contribute to suicide prevention by providing a supportive and inclusive environment that addresses key risk factors associated with suicide. While Men's Sheds are not a substitute for professional mental health services, they can play a valuable role in promoting mental well-being and reducing isolation, which are factors that can contribute to suicide prevention. A recent survey of over 200 Shed Leaders asked "Has any Shedder ever expressed to you that being a member of the Shed may have prevented them from killing themselves?" 25% reported Yes, and a further 14% answered "Maybe", it is underlined by numerous anecdotal accounts from Men's Sheds.

How does attending a Men's Shed help Sheddors wellbeing?

Surveys of Sheddors in the UK consistently report: 96% of Sheddors who identified as being lonely before joining a Shed reported to be less lonely after joining a Shed. Anxiety reduced by 75% & depression reduced by 89% by those who identified as being anxious or depressed before joining a Shed. 88% of people feel more connected to the community after joining a Shed with 97% making new friendships.

How do Men's Sheds help their local Communities?

Men's Sheds benefit local communities by providing a supportive space for men to connect, share skills, and collaborate on projects. They contribute to mental health, reduce social isolation, and foster community bonds. The skills developed in sheds positively impact local economies, while shed projects often benefit community organisations, creating a collective sense of pride.

How do Men's Sheds help improve early detection of cancers specific to men?

The UKMSA undertake a wide range of programmes to improve early detection of cancers specific to men, for example around awareness of symptoms, issues with screening and encouraging men to come forward – This includes newsletter articles, videos, and podcasts. We depend on promoting peer-to-peer information, coupled with subject matter experts, which we find as the most effective in generating action from men.

How do Men's Sheds improve the rate that men using health services, like general practice?

There are many examples in Men's Sheds where Shedders have taken advantage of, or have been encouraged to use health services, as a direct result of activities and conversations in the Shed. This is additional to health screening, or social prescribing in Sheds. In Men's Sheds, we find peer to peer conversation, and encouraging health discussions in a safe setting – the shed – can help promote access to services. This is often reinforced by a Shedder who had first-hand experience of the health condition. We have also seen examples where Shedders will team up, and go together to a fitness class, or a healthy eating class.

For evidence and further information please contact:

[Frequently Asked Questions \(FAQs\).. | UKMSA | Men's Sheds Association](#)
 [\(menssheds.org.uk\)](http://menssheds.org.uk)

Gainsborough Men's Shed Code of Conduct

Date of adoption: 21 November 2023

The Code of Conduct will be strictly enforced for every person in Gainsborough Men's Shed (the Shed) at any time.

1. No form of abuse, neglect, violence, anti-social behaviour or infringements of the rights of others will be tolerated.
2. Alcohol and drugs are prohibited in the Shed and any person entering the Shed showing signs of having taken alcohol or drugs will be asked to leave immediately.
3. Members of the Shed will respect the confidentiality of all individuals, whether present or not, and refrain from mentioning specific information which may cause embarrassment of any member, unless given their consent.
4. Members must accept that the Shed exists for the benefit of all of its members, irrespective of religion, political views, nationality, disability, age or race.
5. Members of the Shed shall treat each other with fairness and consideration, showing regard for people's feelings and respect for their contribution.
6. Sheds work best when members work as a team. Every member should take responsibility for helping and supporting each other.
7. Every member has a responsibility for Health and Safety and ensuring procedures are adhered to at all times by all members. Every member should see themselves as a safety officer, regardless of any formally appointed positions for that purpose.
8. Differences can sometimes get personal or be hard to resolve for other reasons. Members should be prepared to recognise when this is happening. They should be ready to find fair ways of cooling things down through mediation or team building sessions, for the benefit of everybody. If no resolution can be found, the Management Committee will decide how to resolve the issue in accordance with their voting procedures set out in the constitution.
9. No member of the Management Committee shall use their position of power for personal gain or wrongful treatment of others.

Any person breaching the Code of Conduct will be asked to leave the Shed and the Management Committee will make a decision as to whether the person will be permitted to return to the Shed.

Sign and print:		Date:	
-----------------	--	-------	--

Background:

Gainsborough Men's Shed inaugurated in May 2023.

It is a member of the UK Men's Shed Association (UKMSA) who are continuously expanding their focus and resources on Health and Wellbeing matters for Shedders and the wider community.

Men's Sheds play a vital role in enhancing well-being, fostering connections, and empowering individuals to continue learning and contributing to their communities.

Gainsborough Men's Shed has made strong local connections with the Community Connector for Gainsborough, West Lindsey District Council and Gainsborough Town Council.

Voluntary Social Services, Social Prescribers, other health professionals and the probation service, have all visited **Gainsborough Men's Shed** and have used it to refer clients.

Gainsborough Men's Shed has connections around it who are also passionate about the services and support it offers, which has helped it get where it is today.

The Chair of **Gainsborough Men's Shed**, has many years of experience at Management/Director level in Engineering companies. John also has experience of setting up and running a successful company, based in Gainsborough, for over 30 years.

Gainsborough Men's Shed committee comprises individuals with lived experiences, and their collective efforts aim to create a welcoming space for members at the Shed, providing an element of peer support where required to empower other members.

Having a committee that live in Gainsborough gives an understanding of, and valuable insights into, the local community and some of the challenges it faces.

Between them, the committee have knowledge of and experience in, budget planning, financial management, safeguarding, procurement, liaising with other professionals and local community groups.

Other skills found amongst current members include individuals with woodworking skills who are willing and able to pass on their skills to other members.

We have members trained and knowledgeable on subjects like First Aid, Risk Assessment, and Fire Marshall duties. Members have a wide range of interests that will provide scope for future expansion of Shed activities.

The journey of training up the Gainsborough Men's Shed committee members to include Mental Health Awareness is also essential, and one they are looking forward too.

Testimonials/Feedback so far:

Gainsborough Men's Shed is a new organisation so doesn't yet have case studies to show.

We have however, noted some of the comments made by potential and existing members of Gainsborough Men's Shed to illustrate the value and need for this vital resource.

"Hi John, my name is X I came to men sheds today with my support worker. I like to say a big thank you for being made to feel welcome. I enjoyed the coffee morning we had. A little about me, I have autism but try not to let it get in the way, will try anything at least once. I enjoy Lego, music, woodworking, making plastic plane models eg airfix. Anyway, thanks again see you next week." **A. - a regular attendee.**

"Sorry I'm not able to make it today – family commitments! It's been really nice to attend meetings this year and getting to know new people, it's had a really positive impact on my mental health and I'm looking forward to the progress we will be making in the New Year. In the meantime I'd like to wish you all a very Happy Christmas and safe and prosperous 2024 – I'll see you all in the New Year!" **S.**

"Just a word to say Thankyou for your welcome at the shed last week, it was good to meet and chat, look forward to meeting again in the new year." **C online post.**

"It will be my gift, the shed means a lot to me." **J. via probation service referral.**

"Please, how do I join your group as I think it's a brilliant idea." **Via Facebook**

"What a meeting everyone was buzzing..." **MG on Facebook**

"Hello X, from another X. It will be good to see you if you can make it. We have a great bunch of guys, you will be made very welcome." **D.**

"It was a fantastic turnout John, you have created something fantastic for the community." **NC via Facebook**

"A brief visit from me, due to work, but good to meet you guys." **SB via Facebook**

"Something I've always wanted to do again since school" **MR via Facebook** referring to wood turning.

"Can't wait to get started on doing the bikes and other things as well and can I say I've met some really nice people here." **BB via Facebook**

We have one shed member who uses his time at the Shed as respite from being his wife's full-time carer. He doesn't feel judged or guilty for having that 'time off' and he says he needs this 'me time'.

Another shedder has split from his wife and suddenly found his social circle was his wife's friends and not his. The shed is giving him support and companionship while he gets his life back on track.

Membership Form

Complete the membership form to become a member of Gainsborough Men's Shed Your form will not be accepted unless it is completed in full, including the disclaimers overleaf.

Personal Information			
Name:		Known as:	
Address:			
		Postcode:	
D.O.B:		Email:	
Tel no:		Mobile:	
I want to be considered for a role in Shed's Development Group: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you have any of the following skills?			
Woodworking <input type="checkbox"/> Metalworking <input type="checkbox"/> Electronics <input type="checkbox"/> Furniture Restoration <input type="checkbox"/>			
Other:			
What activities are you interested in doing in the Shed?			
Woodworking <input type="checkbox"/> Metalworking <input type="checkbox"/> Electronics <input type="checkbox"/> Furniture Restoration <input type="checkbox"/>			
Other:			
Emergency Contacts			
Contact name:		Contact number:	
Relationship:			
Doctor's name:		Doctor's number:	
Please state any medical details of which we should be aware in case of emergency (e.g. diabetes, epilepsy, medication)			
Shed Membership Fee			
A suggested annual donation of £12 or more is encouraged on joining and each year thereafter to help with the upkeep of the Shed. You should pay what you can afford and no more. The fee can be waived in some cases. Please speak to Gainsborough Men's Shed Secretary if you are concerned.			
Payment method:	Cash <input type="checkbox"/> BACS <input type="checkbox"/> Cheque <input type="checkbox"/> (cheques should be made payable to Gainsborough Men's Shed.)		
<i>giftaid it</i>	<input type="checkbox"/> Please tick to confirm that you are a UK Income or Capital Gains taxpayer and agree for Gainsborough Men's Shed to claim Gift Aid on your membership donation as detailed above. By ticking you are confirming that you understand that you must have paid UK Income or Capital Gains Tax at least equal to the amount that will be claimed on any and all Gift Aid donations in any given tax year. Gift Aid allows Gainsborough Men's Shed to claim 25 pence on every pound that you donate to them.		
Sign and print:		Date:	
Please return your completed membership form to Dave Clarke, Gainsborough Men's Shed Secretary.			

Declarations and Disclaimers

You must read in full and confirm your acceptance and agreement to each of the following statements by ticking the box.

<p>Safety</p> <p>I understand that the activities of the Shed carry hazards and I will be doing them at my own risk. I understand that my safety is my own responsibility and confirm that I will comply with the Shed's Health and Safety policy. I will wear any personal protective equipment deemed necessary for any particular item of equipment and will comply with any and all safety instructions. I agree to ensure my full understanding of the instructions for use and safety on every piece of equipment I use and I will act responsibly to ensure my own safety and that of others. I understand that Gainsborough Men's Shed excludes all liability to the full extent permitted by law and accept that not Gainsborough Men's Shed nor any of its management committee shall be liable for any direct or indirect loss, damage or injury arising from or in connection with my participation in the Shed's activities and I waive all and any claims in this respect.</p> <p>I hereby consent that I have read, understood and agree to the above statement. <input type="checkbox"/> (tick)</p>
<p>Health</p> <p>I understand that I must disclose details about my health that might affect me in carrying out the activities in Gainsborough Men's Shed I understand that Gainsborough Men's Shed is not responsible for giving medical assistance or organising carers or medical support beyond seeking help in an emergency or referring me to professional services if they deem me to be at risk.</p> <p>I hereby consent that I have read, understood and agree to the above statement. <input type="checkbox"/> (tick)</p> <p>ALL medical information will be treated as confidential and held securely.</p>
<p>Privacy</p> <p>I consent to the collection and use of my personal information for the purposes of my membership of Gainsborough Men's Shed and in Gainsborough Men's Shed communicating information to me.</p> <p>I understand that from time to time photographs and videos may be taken within the Shed. I consent to their use by Gainsborough Men's Shed and UK Men's Sheds Association in publications, newsletters and in the media to highlight the good work of Men's Sheds. I understand that this consent can be withdrawn at any time in writing.</p> <p>I hereby consent that I have read, understood and agree to the above statement. <input type="checkbox"/> (tick)</p> <p>ALL medical information will be treated as confidential and held securely. Your personal information will never be distributed, sold or shared with third parties not stated above, except if required by law.</p>

Thank you for your interest in Gainsborough Men's Shed.

This template has been produced by UK Men's Sheds Association exclusively for UK Men's Sheds Association member Sheds. The information enclosed herewith is for general interest on the given topic only. Users should not regard any of the information as constituting legal advice.

PAPER F

Community Grants Policy

Contents

Part A - policy	2
Priorities	2
General information for applicants	2
Who is eligible to apply	2
Who and what is not eligible to apply	3
What can be funded	3
The following are unlikely to be considered a grant priority	4
Conditions of grant	4
Part B – applications guidelines & procedure	5
Preparing your application	5
How to apply	5
How decisions will be made	5
What happens next	5

Document History

Adopted by Council – 4 December 2017

Reviewed & Adopted -

Reviewed & Adopted –

Part A - Policy

To ensure that fair and proper consideration can be given to all requests, the Council requires a fully completed application form to be submitted to the Town Clerk:

If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year, where this is not possible applicants should seek advice from the Clerk. Award of the grant shall be by discretion of the Council.

Priorities

The priorities in awarding grants are set out below:

To benefit communities in the Parish of Gainsborough by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art and culture.

General information for applicants

Grants are available up to £1,000 and the amount awarded will be determined by the Town Council. At our discretion we will award a sum greater than £1,000 if financial resources allow and we view the grant applications as having merit.

Who is eligible to apply

The following organisations may apply to the Town Council for a Community Grant:

- a. A Gainsborough Town based charitable and/or non-profit making organisations; the Council regrets therefore that applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's grant-aid scheme
- b. Citizen(s) of Gainsborough requesting grant aid with a project/event, which will be for the benefit of the local community
- c. A Gainsborough based club/association/charity/sports club serving a specific section of the community or the community as a whole. The more socially inclusive groups will be more likely to be successful in their applications.

It is the Town Council's policy to give preference to groups/organisations/projects which are Gainsborough based but applications may also be considered from:

- a. An organisation/group, local, regional or national which serves the needs of the town
- b. A local branch of a regional or national organisation/group which serves the needs of the citizens of Gainsborough

To be eligible for a Community Grant an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Gainsborough.
- We will consider applications from social enterprises who can demonstrate that their initiative will have a positive and sustainable impact upon Gainsborough.
- Be able to provide a copy of its latest annual accounts and most recent bank statement.
- Have a bank account operated by a minimum of at least two joint signatories.

- Where appropriate, be able to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place. This will be usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as the manner in which any project for which a Community Grant is sought will be delivered and may impose additional conditions on any grant awarded or delay the award until the project has been completed.

The application must be made on the official application form and must be returned to the Town Council by the deadlines:

The deadline for receipt of applications is:

- 28th February (for determination in March)
- 31st May (for determination in June)
- 31st August (for determination in September)
- 30th November (for determination in December)

The Community Services Committee will decide who the successful applicants are and thereafter the Community Grant will be awarded. Only one Community Grant will be issued per annum per applicant.

Who and what is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for private business projects
- Applications by “for – profit” commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Gainsborough Town Council.
- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda.

What can be funded

The project should be something that makes the local community a better place in which to live, work or visit it should be something that will provide a long lasting and sustainable benefit to our local area.

Projects may be funded if one or more of the following **criteria** are met:

- It should benefit people who live in Gainsborough
- It must be sustainable in the longer term

- It should engender a sense of civic pride

Additionally:

- Help will be given to new or informal groups of people who have formed to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs
- Priority will be given to applicants who have not previously received grants from Gainsborough Town Council before.

The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed required to complete the project .
- Projects that simply replace existing facilities with no significant improvement
- However, all grant applications will be considered on their own merits.

Conditions of grant

- Gainsborough Town Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets
- Financial support can only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as “Restricted Funding” Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant
- Grants must be used within 12 months of the date of the Grant payment.
- Grants will only be awarded for forthcoming projects – not retrospectively.
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
- If an organisation dissolves and the grant has not been spent the Council would expect the organisation to reimburse the grant-aid awarded.
- Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time, however the history of previous applications will be considered in the decision making process.
- The giving of a grant one year does not set a precedent for another year.
- Grants must not be distributed to any other organisation.

Application forms are available from:

Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough,
Lincolnshire, DN21 2RJ
Tel. No. 01427 811573

Part B – Applications guidelines & procedure

Preparing your application

How to apply

- Complete the application form
- Submit completed application form along with all relevant additional information requested to the Town Clerk before the published deadlines

How decisions will be made

We may not be able to fund all projects as there may be more applications than money available. All applications will be considered but you may not receive the full amount of grant you apply for.

The application will be assessed initially by the Town Council's Community Services Committee based on the following criteria :-

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

The decision of the Town Council is final and the Council will not enter into correspondence concerning the assessment of the grant.

What happens next

- If your application is successful you will be sent a letter informing you. Included with this will be an acceptance form and the terms and conditions of funding. You need to read these, sign the acceptance form and return it to us.
- If you are unsuccessful we will write to tell you so.
- In certain circumstances, we may ask you to meet other conditions before we issue your grant.
- When your project is finished we may ask you to provide copies of invoices related to the project.

Gainsborough Town Council reserves the right to vary the application of this policy in circumstances where significant benefit to the town is demonstrated.

PAPER G

PAPER H

**Officer Report to the
Property & Services Committee**

Report Author: Stephen Coulman
Report Date: 04.06.24



Gainsborough
TOWN COUNCIL

Levellings Park Dog Walk and other Path resurfacing

1. Summary

Extensive areas, if not the majority, of footpaths and play courts etc. in Levelling's Park require repair. Some areas now, particularly the area known as the 'dog walk' and part of the footpath adjacent to the old demolished changing rooms present a serious trip hazard to the public and Council employees.

2. Background

Following a full park footpath inspection with Elected Members and Gary Reeve of West Lindsey District Council (WLDC) in February 2024 and a further site visit at the 'dog walk' by Members of this Committee in May 2024 it was resolved that WLDC be formerly consulted about the ownership of the 'dog walk' and any conditions or objections WLDC may have that the Council should consider before making a decision and preparing a scheme of works.

Gary Reeve states that "I have advised that the proposal needs putting to WLDC on a plan with a specification in order that we can present to our Land & Property Group for recommendations / approval."

Members should decide upon the course of action to be taken to resolve the issue of serious trip hazards to the public and Council employees in the two tarmac footpaths either side of the 'dog walk' fence. When this decision is made a plan and specification of works may be presented to the WLDC Land & Property Group.

A specimen general / generic specification for the tarmac works includes:

- Weed kill grass and vegetation which has encroached the footpath.
- Cut back vegetation to reveal kerbs and cart away spoil to off-site tip.
- Break out / remove drainage channels.
- Excavate out in two areas to infill, to a depth not exceeding 170mm.
- Provide, lay, and compact average 100mm thickness of graded sub-base, followed by 45mm thickness of AC20 dense binder course.
- Plane out in existing footpath to reduce high areas and create suitable tie-in joints.
- Provide and apply tack coat K140 bitumen emulsion.
- Regulate low areas of footpath with coated macadam.
- Provide, lay, and roll average 25mm thickness of AC6 dense surface course, to reinstate footpath and infills.
- Leave tidy.

The final specification will be agreed and submitted with any necessary plans when a final decision is made.

3. Cost

Until a decision is made about the works required to remove the trip hazards in the public footpaths in Levellings Park it is not possible to determine the cost of any works.

The following are the budgets for maintenance of footpaths, roads, and other surfaces:

- 3010/4 Grounds Maintenance, Footpath / Road Maintenance £2,802.00 – All sites.
- 12000/18 EMR General Footpath / Road Maintenance £28,000.00 – EMR all sites

4. Recommendation

- a) That the Council decides on the course of action it wishes to pursue to resolve the trip hazards present in the two tarmac footpaths either side of the 'dog walk' fence.
- b) That the Operations Manager prepare a specification of works and plans, as appropriate, to support any decision made in paragraph 1. above for submission to the WLDC Land & Property Group.