

**Annual Report of the Trustees to 31 January 2008
Presented to Girton Parish Meeting - 8 May 2008**

TRUSTEES

There are 7 Trustees; 5 are appointed by the Parish Council (PC), each for 4-year terms, and two are appointed by the Trustees themselves, these serve 5-year terms. The Trustees at 31 January 2008 were (with appointing authority and date of appointment or last reappointment):

Mr Ray Gordon	10 Pepys Way, Girton	(PC; May 2006)
Mr Michael Healey	7 High Street, Girton	(PC; May 2004)
Dr Robin Hiley	1 Fairway, Girton	(PC; May 2006)
- Chairman		
Mrs Jenny Knights	47 Fairway, Girton	(Trustees; Mar 2006)
Mrs Jill Scrine	154 Girton Road, Girton	(PC; May 2004)
Mrs Pippa Temple	10 Cambridge Road, Impington	(Trustees; July 2004)
- Vice-chairman from 1/11/2007		
Mr Michael Woodisse	3 The Brambles, Girton	(PC; September 2007)
- Treasurer to 31/1/2008 and Vice-chairman to 31/10/2007		

Michael Woodisse tendered his resignation to the PC with effect from 31 January 2008. At its January meeting, the PC appointed Mr Brian Pycock (49 Cambridge Road, Girton, Cambridge CB3 0PN) to serve as a Trustee for 4 years from 1 February 2008. The Trustees are very grateful to Michael Woodisse for all the time and work that he has put into the affairs of the Charity over the past 12 years.

During the year, all Trustees signed a revised declaration of acceptance of office and of eligibility which had been produced after consultation with the Charity's legal advisers. The Trustees also adopted a new statement of policy on Conflict of Interest and each Trustee has, under this policy, submitted a Declaration of Interests Statement during the year.

INTERNAL ACTIVITIES

Trustees' Meetings during the year

The Trustees met 12 times to consider routine business in the year under report. This year there were no extraordinary meetings.

Proposed Town Charity houses at Wellbrook Way

The project to build seven new almshouses on the Wellbrook Way site gathered pace towards the end of the year. Bedfordshire Pilgrims Housing Society, acting through King Street Housing Society, is the prospective manager of the project. It is expected that they will arrange the building of the houses and will look after them once they are occupied. The Trustees are appointing an architect adviser to modify the basic design of the houses, to set out build specifications suitable for almshouses, and to help with monitoring the building process. Once this person is appointed, the Trustees will be able to approach the Charity Commission for permission to go ahead. Among matters to be discussed with the Commission will be the way in which the costs of providing the houses are met from the funds available to the Trustees.

Investment management

Most of the endowment of the Charity is now managed by four managers. Two of these, BlackRock and Schroders, were appointed over a year ago. This year, a further sum was placed with BlackRock and two additional managers, Cheviot Asset Management and NW Brown, were added. The Trustees receive quarterly reports and

an investment committee will be established in the coming year to monitor the performance of these managers and make recommendations to the Trustees about the asset distribution. It is intended that the membership of this committee will include external members as well as Trustees, and one of its first tasks will be to consider the investment of the bulk of the cash currently held by the Charity in short-term deposits.

The as yet unaudited accounts show that just over half (£276,353) of the total endowment income (£532,450) came from the funds run by these managers while the remaining 48% represents interest on the holdings of cash. During the latter part of the year stock markets fell in value quite considerably and, at the end of the Financial Year, funds invested were valued at £17.843 million and cash holdings were £3.78 million. Total assets of the Charity were £20.171 million.

Wellbrook Way land

During the year the Charity received £6 million from George Wimpey as the purchase price of the additional land that they bought from the Town Charity. Unfortunately, the planned Community Land has yet to be transferred to the Parish Council but this is now an issue for the Parish Council and Wimpey and no longer affects the Town Charity. The delay does not appear to be caused by the Charity or the Parish Council.

Negotiations with the Abbeyfield Society for them to buy part (~1 Ha, *i.e.* ~2.5 acres) of the Wellbrook Way site came to fruition in January 2008. Completion of the sale took place just before the end of the Financial Year, resulting in a further cash receipt of £1.75 million. The Town Charity Trustees look forward to the provision of a modern assisted-living community on Wellbrook Way and hope that its presence will add to the wide range of provision in Girton.

Bungalows

As has been reported in previous years, the Scheme under which the Charity operates (effectively its constitution, which is approved by the Charity Commission) lays down that the first calls on the income of the Charity are made by the six bungalows which it owns in High Street and Michael's Close. These almshouses are let on a charitable basis and vacancies are advertised on village notice boards and in the *Girton Parish News* when they arise. The Trustees do not maintain a waiting list as vacancies occur insufficiently often. This year there was just one new resident.

Our previous Annual Report commented on the considerable expenditure made to improve the houses. This year there has been less need for maintenance as a result of the improvements made, but necessary repairs costing £4648 were made. In addition, maintenance of the gardens around the houses cost £2400.

GRANT MAKING ACTIVITIES OF THE TOWN CHARITY

After maintaining the almshouses, the Town Charity can use any income remaining to make grants, firstly for "relief in need" and, secondly, "for any charitable purpose for the general benefit of the inhabitants of the Parish of Girton". This year's grants are summarised below.

Cotton Hall redevelopment

The refurbished Cotton Hall is now in use and the improved facilities seem to be fulfilling the hopes of its users. The fundraising by the Trustees of the Cotton Hall Foundation fell slightly short of their target of £50,000 and so, during the autumn, the Town Charity made an additional grant of £6,500 to assist with the costs of fitting out the Hall. The Trustees of the Town Charity are saddened that fundraising within the village was not able to reach the modest target of around 10% of the costs of this refurbishment set by the Trustees of the Cotton Hall Foundation; it remains a central policy that the Town Charity will only support projects which the village wants enough to put in some money, time and effort from sources other than the Charity. There remains a loan of £10,000 outstanding from the Cotton Hall Foundation to the Town Charity which is expected to be paid back in the coming year.

The Trustees sincerely wish to congratulate all concerned on bringing the elderly and much loved building, a feature of the life of Girton children for many generations, up to a high standard for use in the 21st century. We look forward to seeing it used intensively in the coming years.

Educational Grant Scheme

This scheme continues its steady growth. It is open to all villagers who fulfil its terms, which are to provide help with buying books and equipment to recent school leavers who have moved on to further and higher education. Those on some apprenticeships and similar qualifications are also eligible for support of up to £150 a year for up to 4 years of study. Announcements about the scheme are made publicly twice a year in the *Girton Parish News* when applications are invited from those eligible. Others, such as mature students, who do not fit the criteria for this scheme and are finding it difficult to fund their studies, should make an application for assistance with their educational expenses through the Charity's procedures for making grants to meet need.

Each academic year, one round of grants is made in December and a second round in June/July. It is not necessary to spend up to or all of the £150 to apply for a grant and claims for part of the maximum amount can be made at the time of the first round of payments with the rest claimed at the end of the Academic Year.

In the two rounds of funding made in 2007-08, total awards of £5696 (2007: £3997; 2006: £3462; 2005: £2200) were made to 45 recipients (2007: 35; 2006: 25; 2005: 18).

Addenbrooke's Hospital by Taxi Scheme

This second universal scheme is aimed at helping patients get to Addenbrooke's, Brookfields or Chesterton Hospitals by taxi when alternative transport is not feasible. The Trustees continue to be grateful for the full co-operation of the Girton taxi companies, particularly Nelsons and Wendy Barrett. We continually review the scope of the scheme and, to keep the system simple and cost effective, have had to revise the

rules this year; three important changes have been made. Firstly, the increasing referral of patients to Chesterton led to this hospital being added to the list of sites supported. However, in order to curtail costs and reduce the administrative burden, it was decided that the cost of the use of non-Girton taxis will only be reimbursed if one of the Girton drivers is unable to help. Also to reduce administration, it was agreed that there would be a 'membership year' such that there will be a single annual renewal date on 1 April each year, and all memberships will end on 31 March following joining or renewal.

At 31 January 2008, there were 104 members of the scheme (2007: 99; 2006: 95; 2005: 55) and the net cost to the Charity of the journeys made in the Financial Year was £7452 (2007: £7065; 2006: £4995; 2005: £2040).

Special grants can be made when a specialised taxi, such as one that can carry a wheelchair, is needed. No such grants have been made in the year under report.

Patients attending other hospitals or clinics who have difficulties in using public or personal transport should feel free to apply to the Charity for a personal grant as should residents who have difficulty in making regular visits to see patients in hospital. It is always possible to consult a Trustee in confidence to discuss a possible application for assistance on the grounds of personal need.

Youth Project with the YMCA

Now in its third year, the total programme has cost approximately £56,750 during the year. The overall impression is that the participants in the activities are enjoying what they do and, for this reason, the Trustees have agreed to extend the project for another year with a provisional cost of £59,888 for the current level of activities. For 2008-09, the Trustees have also agreed to fund two new initiatives, an Urban Art Graffiti Project (with a projected budget of £3,000) and a Youth POD (a youth centre based in a portable building) at a cost of up to £8,300 for a 6-month trial.

Darryl McMurray continues as the full-time Youth Worker employed by the YMCA in Girton. He has organised a variety of activities through the year, with special events in the Spring and Summer School Holidays as well as the weekly Youth Group.

During the redevelopment of the Cotton Hall, the weekly sessions were held in the Pavilion. This was not ideal as there were no areas which could be used for private discussions when needed by the members. The summer again saw a wide range of activities, and the newly-opened Cotton Hall meant that there was no need to cancel events if the weather did not co-operate. These sessions were greatly helped by three local volunteers as well as by the additional paid staff employed for the scheme. One very successful trip was to Alton Towers; this involved the participants (aged 13+) raising money and helping organise the visit, from researching ticket prices to producing letters and posters to be handed out. Darryl said: "The trip was a really good day. The young people enjoyed themselves and are keen to do something similar again in the future." Another popular and successful event was an Urban Art session led by a local artist. Between 12 and 22 young people attended these organised activities and feedback from participants and parents has been really positive.

The autumn saw the Youth Group move back to the Cotton Hall. Darryl reports "[It] seemed a different place, it was a lot brighter and more welcoming. As sessions went

by, the Hall was proving an ideal venue, with areas of privacy to discuss personal issues should they arise. There was also more room to do different activities at the same time."

Cambridge Citizens Advice Bureau

This project, based at the Pepys Way Surgery, is into its third year. The sessions take place on Mondays from 1.00 - 3.00 p.m. and publicity has been put in place to try and increase the use of this service. The Trustees continue to believe that there is a need for easily accessible advice from the CAB in Girton and regard the current costs of around £6,000 as providing a worthwhile benefit.

Cambridge CAMTAD

The popular help service provided by CamTAD in Girton has continued through the year. A grant of £300 was made in the autumn to enable publicising the move of the sessions to the Baptist Church and for the provision of additional equipment.

Grants to other organisations in support of activities for Girton

At the request of a village resident, the Trustees made a contribution of £250 to the 'Cross Channel Swim' carried out by pupils of Impington Village College. The swim was raising money for Macmillan Cancer Care and the Arthur Rank Hospice, both organisations which have worked with Girton residents over many years. A further donation of £500 was made to Macmillan Cancer Care, in recognition of their work in Girton, through the participation of a Girton resident in the Great North Run. A sum of £250 was given to the East Anglian Air Ambulance, again as the result of a request by a villager who had participated in a fundraising effort, and an offer was made of a donation of £100 to the National Deaf Children's Society.

A grant of £2,000 was made to Cambridge Family Mediation which was their estimate of the costs of their work for one year in providing assistance to residents of the village. A final grant of £250 was made to the Foxton Learning Centre (formerly Littleton House School) as the last of their pupils who were taught at the Girton premises reached the end of their schooling with the unit.

Medical Assistance and Girton and Huntingdon Road Surgeries

The GP practice that covers Girton asked for help with the provision of two wheelchairs to increase accessibility for patients at both sites. A grant was made available for this and also to allow the purchase of two defibrillators and two pulse oximeters to improve patient care. This grant, and others made on health grounds during the year, totalled £11,718. The other grants were primarily to enable people to remain in their own homes despite changes in their health and mobility.

Grants to Girton Glebe School

The popular After-School Clubs of Girton Glebe Primary School continue to receive substantial support from the Charity. Grants of £15,120 have been made available during the year. The Trustees were pleased to see that the organisers have been able to offer membership of the clubs to those children who have to go to primary schools outside Girton because they have been unable to gain a place at the Glebe School.

A grant of £1500 was made to enable installation of a stage curtain rail in the School

Hall. To this have been added generous donations from Girton Operatic of a curtain, worth £1000, which fits the rail, as well as over £1600 and the many hours' labour involved in erecting storage facilities for the stage apparatus at the school.

Grants to village organizations

During the year other grants have been made to organisations based in Girton.

Sport

As noted in our previous report, this was the centenary year of Girton United Football Club and the Town Charity offered a grant of up to £500 to assist with the costs of training and sporting needs associated with the celebrations. The roller purchased by a grant made to the Parish Council has been used with some success. It, together with the efforts of the contractor Peter Rounds and the groundsman Chris Wilson, has led to the fields being acknowledged by the users to be in excellent condition; we are told that Chris has been nominated for Groundsman of the Year 2008 by Girton United.

Village societies

The Girton Brownies were awarded a grant of £210 to help them meet the increased costs of meetings while the Cotton Hall was being refurbished; the Trustees were later pleased to receive a lovely letter of thanks from the Brownies.

Girton Youth Works were awarded a grant of £250 for the purchase of new gardening tools. The Trustees again underwrote the costs of hiring a coach for the summer trip organised by the Orchard Close Community Centre to Great Yarmouth; a contribution of £153 was made to this event. Finally a grant of £250 was offered towards the costs of producing a *History of the Animal Research Station* which provided employment to many Girton residents over the years of its operation.

Girton Churches

The renovations at the Baptist Church were completed during the year and the Trustees were pleased with the results. Payments this year towards the total cost of the project totalled £107,000; these were in addition to the £18,000 made in the last Financial Year. The Church itself contributed over £25,000 to the cost of the project.

The work on the porch of St Andrew's Church was also completed during the year with the Town Charity making payments of £22,000 in addition to the £12,000 made last year.

Grants to individuals

Several personal grants have been made to Girton residents. These have included assistance with the additional costs of disability or maintaining independent living, provision of the essentials of living, and aid with extraordinary costs of education and training.

The Trustees continue to believe that it is not appropriate to make public details of individual grants as they are made on the basis of confidential information supplied concerning financial and other needs. In the Financial Year under report, payments totalling £8,304 have been made. However, the total amount made available in grants (but not necessarily paid within the Charity's Financial Year) was £26,363. The maximum award made was £14,000 to be paid over three financial years.

MAKING APPLICATIONS: ORGANISATIONS AND INDIVIDUALS

The Trustees provide some simple forms which may be used to make requests for grants. These are supported by written guidance to help with the preparation of applications; one set of guidelines is for individual Girton residents or families and another is for organizations providing for inhabitants of the village. These documents also outline the procedures followed by the Trustees when considering requests. Any Trustee will be happy to supply copies of the forms or guidance on request and can be consulted in confidence before any application is made.

Applications may be made by letter, but use of the appropriate form can help ensure that all the information needed for the Trustees to make a decision is included.

An application will usually be considered at the next meeting of the Trustees after the application is received, providing it arrives at least one week before the meeting. If the Trustees decide further information is needed before a final decision is made, they may ask for details to be supplied in writing, or arrange for Trustees to meet the applicant.

FUTURE DEVELOPMENT OF THE CHARITY

The Trustees have continued to review the implications of the Charities Act 2006 for the Charity as the various provisions of the Act are brought forward. Through their membership of the *Association of Charitable Foundations*, and their legal and other advisers, a number of the Trustees have attended training and briefing sessions which should help them meet the challenges of this new legislation. The Trustees are continuing to review the structure of the Charity and it is likely that changes will be made in its corporate structure in the near future.

CONCLUDING REMARKS

The previous report contained news of building works at the Baptist Church, St Andrew's Church porch and the Cotton Hall which were being supported in large part by the Town Charity. This year may therefore seem to present less striking news but it is important to remember that the primary function of the Charity is to maintain its almshouses and provide for the relief of need. In this respect, the development of new almshouses at Wellbrook Way is a major commitment of the Trustees and in 2008-09 they hope to see this project receive permission from the Charity Commission. A number of other projects are being developed, including possible works at the Village Institute/Girton Social Club, the employment of a community warden and new community schemes run by village organisations. The Trustees will continue to use the *Girton Parish News* to keep residents informed of developments as they occur during the year.

I will conclude by recognising the hard work of my fellow Trustees who commit much time and effort to making the Charity successful. On behalf of the village, I wish to thank them for their support and the enthusiasm they have showed during the year.

Robin Hiley
Chairman

May 2008