

***Your Charity,
Your Community***

Report of the Trustees to 31 March 2015

Presented to Girton Parish Meeting - 7 May 2015

INTRODUCTION

Girton Town Charity (GTC) is a Company Limited by Guarantee which was incorporated on 28 May 2009 and registered as a charity on 22 June 2009. It was united with the former Town Charity (Charity No. 203217) on 24 June 2009. The Trustees filed their Annual Report and Accounts for the period 1 July 2013 to 30 June 2014 with the Charity Commission on 3 March 2015; these can be obtained by searching 'search' for charity number 1130272 at www.charitycommission.gov.uk.

This review follows on from the end of the Charity Commission report and shows financial results from 1 July 2014 until 31 March 2015. The next Statutory Report and Accounts will fully cover the period from 1 July 2014 to 30 June 2015 and this will be available on the Charity Commission website in early 2016.

Financial data for 2014-15 in this report are from unaudited Management Accounts from 1 July 2014 to 31 March 2015. Figures for 2014 are from the Management Accounts of 31 March 2014 unless otherwise stated.

TRUSTEES

There are seven Trustees who serve 5-year terms: five are appointed by the Parish Council (PC) and two by the Board of Trustees. The selection process for PC appointments has been agreed between the Trustees and the Parish Council and follows guidelines made by the Charity Commission. Vacancies are advertised in the *Girton Parish News* and on Village notice boards when they occur. Mr Michael Healey stepped down as a Trustee on 4 August 2014 after many years of making valuable and wise contributions to the activities of the Charity. The Trustees and the Village owe him a considerable debt of thanks for the time and thought he brought to serving the community through membership of the Board. The Trustees in office on 31 March 2015 were (with appointing authority and date of appointment or last reappointment):

Mrs Ann Bonnett	41 Church Lane, Girton	(PC; May 2012)
Ms Raquel Farrington	64 Church Lane	(PC; August 2014)
Mr Ray Gordon	10 Pepys Way, Girton	(PC; May 2010)
Mr Michael Healey	7 High Street, Girton	(PC; May 2012)
Dr Robin Hiley	1 Fairway, Girton	(PC; May 2010)
- Chairman		
Mrs Jenny Knights	47 Fairway, Girton	(Trustees; Mar 2011)
Mrs Pippa Temple	10 Cambridge Road, Impington	(Trustees; July 2014)
- Vice-chairman		
Mr Brian Pycock	49 Cambridge Road, Girton	(PC; May 2012)
- Treasurer		

All Trustees sign a declaration of acceptance of office and of eligibility on first appointment and submit a Statement of Declaration of Interests that is amended as necessary during the year. The minutes of each meeting record any conflicts of interest declared by the Trustees with regard to the business being considered.

INTERNAL ACTIVITIES

Trustees' Meetings

The Trustees met 8 times in the 9 months to 31 March 2015 to consider the regular business of the Charity. The Annual Strategy Meeting was held in late June at Rutland Water. At this meeting the Trustees assess past progress of the Charity's business and set strategic plans in place on the basis of detailed discussion. Items at the 2014 Strategy Meeting included the regular review of the Risk Register and distribution of Trustee responsibilities plus further development of the property strategy of the Charity and the Special Needs project in association with Papworth Trust, and a review of the first year of the Respite Care Scheme, now called the CarePlus Grant Scheme.

Investments

The funds are managed on a discretionary basis by investment companies selected by the Trustees. The current managers are Brewin Dolphin, Cazenove (formerly Schroders Charity Section), Quilter Cheviot and NW Brown. The Trustees consider the managers' Quarterly Reports at their regular meetings, and there is an Investment Committee to review overall strategy and make recommendations to the Trustees. Investment Managers' fees for the 9 months under review were £90,793 (2014: £104,746). The Charity's cash holdings are primarily held in Cash and Portfolio Management Accounts with Schroders, and in a Barclays Current Account; at 31 March 2015 these were £1,563,006 (2014: £1,732,587).

The unaudited accounts for the 9 months to 31 March 2015 show investment income and interest of £646,468 (2014: £598,926); the Trustees' policy is to manage the endowment such that the value keeps pace with inflation. The Charity's Endowment at 31 March 2015 was valued at £27,310,411 (2014: £25,456,572) and the total assets less liabilities were £31,020,701 (2014: £28,844,459).

Charity Office and Administration

Mrs Penny Knight the Charity's Administrator manages the Charity's Office at 22 High Street (telephone: 01223 276008; email: gtc@girtontowncharity.co.uk). Mrs Knight is responsible for day-to-day contact with the Trustees and beneficiaries of GTC as well as its suppliers and contractors. The office has core opening hours of 10.00 - 13.00 on Tuesdays, Wednesdays and Thursdays. The 9-month costs of running the office to 31 March 2015 were £12,496 (2014: £14,166).

Up to 31 March, the Trustees and Administrator have attended training sessions and incurred costs of £235 (2014: £136) to the Charity. Trustees receive no benefit or financial compensation for the time they spend on the Charity's business. Audit Fees were £6,000 (2014: £6,000), other professional fees were £16,255 (2014: £8,991) and insurance premiums were £1,010 (2014: £2,315).

Almshouses

The Charity owns 15 almshouses: the 7 new homes in Centenary Court at Wellbrook Way which were opened in 2012; 6 bungalows on the High Street Site, built by the Charity between the 1920s and the 1960s; a house on Girton Road and a bungalow in Fairway. At the end of 2014 the Charity also purchased a house to be used for its charitable activities and the current intention is that it will be used for the Girton Special Needs Project.

A 1-bedroom home in High Street became vacant in April 2014 and applications to live in it were invited by advertisements placed on Village notice boards and in the *Girton Parish News* with a closing date of 15 June. For a variety of reasons, it was not until February of this year that the new resident moved in. The Trustees are concerned at the length of time that it took to fill the vacancy and have implemented steps to try to ensure that properties are not empty for very long. In future applications will not be accepted from people acting on another's behalf (such as a parent or sibling). It was also agreed that Trustees would set dates for interviews rather than asking applicants for their availability as they have done up until now since this has significantly added to overall delays

Repairs and maintenance of the almshouses in the 9 months to 31 March 2015 cost £8,837 (2014: £24,201). In order to ensure that the residences remain comfortable and pleasant homes, they are formally inspected by a group of Trustees early in each summer. Garden maintenance at the houses and the Charity Office has cost £3,452 (2014: £4,682).

Community Building at Wellbrook Way

A significant milestone, the granting of outline planning permission in December 2013, was reported last year but only very recently (March 2015) was the purchase of the land, for £160,000, from South Cambridgeshire District Council (SCDC) finally achieved. Trustees have been flummoxed at how long it has taken to get the project even to this stage. Now it is more within our control, save for the final approval of the design and plans by the Planning Department of SCDC, it might be hoped faster progress can be made. Our

architect has assembled a team of advisers and preparation for final planning approval and tender is underway. Last year we had hoped that the build would be completed by now, and the fact that it has not yet even reached the tender stage remains a source of irritation to us all. It is clearly unwise to attempt to predict when this saga will lead to the well-designed facility we all wish to see coming into use, but there must be a reasonable chance that 2016 will see the community hall open.

Girton Special Needs Project

This project is being undertaken jointly with Papworth Trust and is intended to provide supported accommodation to younger Girton residents (in principal, those less than normal retirement age) who have special needs arising from health or disability. A suitable house has been bought by the GTC and Villagers have been invited to contact Debra Darlow at Papworth Trust to register an interest in being resident in such accommodation. The Trustees are willing to make further provision if there is a demand and if this first property is successful in helping some residents live independently as a result of the support that they receive.

GRANT MAKING ACTIVITIES OF GIRTON TOWN CHARITY

After maintaining its almshouses, GTC 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". Grants awarded in the year are summarised below; the amounts stated are those that were awarded, but note that they may not have been paid by 31 March.

CarePlus Grant Scheme

This Scheme is well into its second year. The objective is to help Girton residents live independently in their own homes by providing additional short-term care to suit their needs over and above any statutory care for which they are entitled. In particular it is hoped to assist residents to return home from hospital as soon as possible. GTC aims to respond quickly in time of need.

The Scheme is open to residents of Girton over 18 years of age and is not subject to any assessment of financial need. Requests for help can be made by a number of professionals and other referring agencies. Care Network assesses Residents who are being discharged from hospital and other referrals may be made by a GP, Social Worker, Warden of a Residential Home or Sheltered Accommodation, Church Leader, Community Warden, Macmillan Nurse or similar.

Care professionals nominated by GTC provide the support. Following referral and assessment, applicants agree a care package and sign a contract for its provision with the care provider. Applicants receive grants of up to £1,500 per calendar year (running from the date of the first claim) and GTC pay directly to the care provider.

This year 23 (2014; 16) residents received help to the value of £11,239 (2014; £8,820).

Educational Grant Scheme

This Scheme provides help with the costs of buying books and equipment for study in further and higher education. Support is also available for some apprenticeships and similar qualifications. It is open to recent school leavers, resident in the Village, who fulfil its terms. Claims totalling no more than £225 per year may be made for up to 4 years of study and the first year can be for support for an educational gap year activity. Applications are invited in the Girton Parish News on a monthly basis. Other residents, 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 awards is made in December and a second in June/July. It is not necessary to spend all of the £225 to apply for a grant and claims for part of the maximum amount can be made in the first round with the rest claimed at the end of the

Academic Year. In December 2014, awards totalling £5327 (2013: £4469) were made to 27 recipients (2013: 21). Over the full Academic Year 2013-14 the total paid out was £7,211 to 36 individuals.

Educational gap year projects can be also supported with a grant equivalent to 1 year's book and equipment award; these count as part of the 4-year entitlement. No such award was made this year.

In the 9 months to March 31, four Educational Grants (totalling £1590) beyond those within the scope of the main scheme were made. The total expenditure on grants for education to 31 March 2015 was £8,069 (2014: £13,041) but this includes payments in respect of awards made in previous years.

Hospital Taxi Scheme

This scheme is aimed at helping people go by taxi to outpatient appointments at Addenbrooke's, Brookfields or Chesterton Hospitals when alternative transport is not practical. The Trustees continue to be grateful for the full co-operation of the Girton taxi companies: Nelson Motors and Wendy Barrett. Special arrangements can be made when a specialised taxi, such as one that can carry a wheelchair, is needed or when a patient has to get to other hospitals and suitable transport is not available. Leaflets explaining the Scheme are available from the GTC Office.

The Scheme operates a 'membership year' with a single annual renewal date on 1 April and all memberships end on 31 March following joining or renewal. At 31 March 2015, there were 232 members of the scheme (2014: 217). The net cost to the Charity of the journeys made to 31 March, together with all other expenditure on hospital transport was £11,350 (2014: £11,516).

Patients attending other hospitals or clinics who have difficulties in using public or personal transport should 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. Three special grants (totalling £375) were made this year to help Residents get to visit a seriously ill relative or attend appointments at other hospitals.

Girton and Huntingdon Road Surgeries

The Prescription Delivery Service, run by the pharmacist at the GP practice serving Girton, was renewed until September 2015. The service is available for those Girton patients living within the Pepys Way dispensing area who are unable, through reason of incapacity, to collect dispensed medicines from the Pepys Way or Huntingdon Road Surgeries. The cost to GTC is included in the Hospital Travel figures given above.

Trustees attend meetings of the Patient Participation Group set up by the practice and this forms the basis for regular contact between GTC and the practice.

Youth Project with the YMCA

This is brilliantly led by the YMCA Youth Worker, Tim Shuker-Yates. He is ably supported by volunteers and part-time staff and the Trustees regard the success of the Youth Project as entirely down to the professionalism of Tim and his staff and the enthusiasm with which they deliver the Youth Clubs and other opportunities to the young people of Girton. A highlight this year has been the receipt by the Project of the County Council's Leaders in Children's and Young People's Participation Award which pitched the team against NHS Trusts, Children's Services and other Young People's Charities. The Trustees also want to congratulate two members of the Youth Clubs also achieved their Gold Arts Awards this year and GTC was pleased to have been able to help them with the provision of photographic equipment.

The Youth Clubs run for much of the year in school term times and there are special events during the spring and summer holidays. The regular sessions for younger members are on Monday afternoons (4.30 - 6.00 p.m.) and, this year, have had 12-34 members attending. On Thursday evenings there are clubs for two secondary school age groups (5.00 - 7.00

p.m. and 7.00 - 9.00 p.m.) and 22-44 young people have taken part over the two sessions held since July 2014. Holiday events have again included bouncy castle sessions on the Rec., together with trips to Go-Ape, Alton Towers, Thetford Forest, laser combat, AlFreshCo, Alternative London, Scareville at Kentwell Hall (for Halloween) and a residential stay at PGL. The group has also been asked to create murals at a number of places including a GP surgery and it is clear that the young people of Girton have made an artistic impact that extends way beyond the Village.

The funding from GTC over the 9 months to 31 March 2015 was £49,741 (2014: £57,622).

Cambridge Citizens Advice Bureau

GTC supports Outreach sessions of Cambridge CAB take place in the St Vincent's Close Community Centre on Wednesday afternoons (1.00 - 4.00 p.m.) and no appointment is necessary. CAB is able to provide advice on many issues, particularly relating to personal finances, employment and housing.

This year GTC paid £14,420 (2014: £11,946) to help CAB provide services for Girton residents.

Age UK activities supported by Girton Town Charity

Community Warden Scheme

The Scheme is seeing a change in Warden as Marilyn has stepped down after several years of bringing help and reassurance to the 20 Villagers who subscribe to the Scheme. In her absence the support has been provided by other colleagues from Age UK, especially Phyllis. We hope that a new Warden will soon be in post.

The Community Warden works closely with, and provides help complementary to the work of the statutory services. Based on the Warden's knowledge of an individual's circumstances and general well being, clients receive a personal visit or telephone call on a daily basis, Monday to Friday. Occasionally the Warden will respond during the working day, to a situation that requires immediate action. However the Warden is not on call for emergencies outside normal designated hours, hence the recommendation that users complement this service by use of a community alarm. The Warden is not a home help, domestic worker, or a carer providing physical care.

Referrals can be from the prospective users themselves, their relatives or neighbours, GPs or other health or social service workers. Anyone wishing further information should contact the Charity's Office, any Trustee or Age UK directly.

Older Persons' Co-ordinator

For a variety of reasons, this Age UK project has only just started and so there are no activities to report for the period to 31 March 2015. Over the next few months we expect the Co-ordinator to be making a difference to the lives of the older residents of the Village and look forward to being able to report on at next year's Annual Parish Meeting.

Community Art Project

Sound Artist Holly Rumble, as Artist-in-Residence, delivered a programme entitled *Passing Through And Settling*. It was successful in attracting participation by over 500 people in the Village over six months, from pre-school children in Scallywags Nursery through to older residents in the Women's Institute and Girton Gardening Society. The Trustees awarded a further £5,000 to take this project to the end of October 2014. Activities included Girton Glebe children making bird feeders, WI members producing an embroidered wall hanging showing Village birds, families taking part in a Bird Drawing Challenge at the Girton Fun Day, the Youth Group creating non-invasive graffiti, the Sunflower Trail (with a prize for the tallest), and a Candlelit Labyrinth to mark the end of Summer and the start of the Autumn. A very well attended 'pop-up' exhibition of the art produced in the project was held in the Wellbrook Way offices during the October Half Term Holiday.

Grants to other organisations in support of activities for Girton

Grants to external charities

GTC supports charitable organisations based outside the Village with grants which are based on the number of Girton participants in their activities. Many awards are for three years and charities which received new grants last year included Arthur Rank House Hospice Charity, Cambridge Family Mediation Service, Cambridge Dial-a-Ride, and East Anglia Children's Hospices.

This year, King's Junior Voices received a new 1-year award of £2,580 (2014: £2,580) for the 12 (2014: 12) young people who take part in its activities. The Trustees also approved a 1-year programme costing £8,472 proposed by Carers' Trust for activities to assist dementia sufferers and their carers.

Relate was awarded two 3-year grants for activities at Girton Glebe Primary School: one for £12,870 per year to provide family counselling and the other of £500 per year for the 'Be a Buddy' Scheme. The Trustees awarded £6,690 over three years to support the Rural Support Group run by Cam Sight.

At the request of residents (usually taking part in fund-raising events), the Trustees may make donations to organisations in recognition of the support that they give Villagers. This year there was a donation of £200 to Arthur Rank House Hospice in connection with a concert given by Cambridge City Brass Band.

Grants to local schools attended by Girton children

Girton Glebe Primary School

In addition to the support provided through Relate, the Village's primary school also received grants for its Family Learning Day (£750), for the cost of coaches for the children to attend a Choir Event at the O2 (£1,030), and for the cost of providing childcare before and after school for families in need (£7,515). Once again, the Trustees were pleased to be able to give grants to allow all children to take part in the School's residential trips (£2,196 for 2013/4 and £3,600 for 2014/15). Finally, an offer of up to £200 of matched-funding was made to allow the purchase of sensory therapeutic aids for children with special needs.

Impington Village College

At the suggestion of Girton Carol Singers, GTC made a donation of £950 towards the Sensory Room Appeal at the Village's secondary school. This doubled the funds received by the College as a result of December's efforts by the singers.

Grants to village organizations

The Charity supports with grants, organisations based in Girton or which have members or beneficiaries in the Village.

Girton Churches

The cost of cleaning up St Andrew's Church after the doves and pigeons last year, and making the building impenetrable to the birds, was quite a bit higher than expected and so the Trustees awarded an additional £1,000 towards this necessary work (£3,270 was given in 2013/14).

Girton Parish Council

One of our biggest grants for the year was one of £60,000 to Girton Parish Council to allow completion of the bowls green. Much of the work had been financed by monies received under a Section 106 Undertaking made when GTC and George Wimpey applied for planning permission for the first phase of the Wellbrook Way development. Discussions are still under way between the Parish Council and the Charity concerning the final amount to be given for the expenditure on this project.

Sport

The new Bowls Club was awarded a grant of £8,400 for the second year's maintenance of the new green at Wellbrook Way. Girton Cricket Club received 75% funding (£3,865) of

the cost of new covers for the wicket, and the Girton Futsal Club received £375 towards the costs of goals.

Other community activities

Club-55, run with great enthusiasm by Sam Cliff, was given a grant of £200 which followed on from an award of £220 to Sam's Lunch Club.

Grants to individuals

The primary responsibility of the Trustees, as defined in the governing Scheme of the Charity, is to provide almshouses for elderly residents of the Village and to ensure that their needs are met. Once this obligation is met the Trustees next have the power to relieve need in the Village. To this end it we make many grants to individuals for many purposes in order to try to make their lives more comfortable. Clearly it is not appropriate to itemise these awards but we can report that 12 grants were made this year, totalling £9,066. These ranged in size from £75 to £2,288 and covered costs such as essential clothing for families in need, adaptations to homes to cope with disability and illness, and grants for other health items not available through health or social services.

MAKING APPLICATIONS: ORGANISATIONS AND INDIVIDUALS

The Trustees provide guidelines to help with preparation of applications either from individual Girton residents and families or from organizations providing for inhabitants of the Village. These documents outline the procedures followed by the Trustees when considering requests. There are also straightforward forms that may be used to apply for grants, though applications can also be made by letter. However, use of a form can help ensure that Trustees have all the information needed for them to make a decision. Penny Knight in the Charity Office, will be happy to supply copies of the forms or the guidance sheets on request. Any Trustee can be consulted in confidence before an application is made.

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 more 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.

THE FUTURE

Much has been achieved since 2003 when the Charity's income received the enormous boost brought by the sale of the land on which the Wellbrook Way developments now stand. However, as Trustees we are not content to sit back and let the Charity coast along and we have several major projects under way or in development. I have already mentioned the Community Hall, which should soon appear next to the Bowls Green in Wellbrook Way, and the Girton Special Needs Project presently being put together with Papworth Trust. We are also hoping to be able to build a few more almshouses in the Village if we are able to find the land as we believe that there is a need for affordable homes especially for younger Villagers.

I wish to end by once again thanking all my fellow Trustees for their enthusiasm and generous gift of time and effort to the Charity's business. I have already flagged up the significant contributions of Michael Healey, who stepped down in August, but the Trustees of the Charity remain at full strength as he has been ably replaced by Raquel Farrington. Everyone on the Board of Trustees gives their all to our work and I hope you will join with me in thanking them for all their efforts over the last year.

Robin Hiley
Chairman of the Trustees
May 2015