

**WOKING SHOPMOBILITY – APPLICATION FOR FINANCIAL ASSISTANCE**

<b>Executive Summary</b>	
<p>An application for financial support has been received from Woking Shopmobility to assist with the Charity's running costs. ShopMobility was set up with the aim of enabling barrier-free access to shopping and business facilities in Woking by providing self-driven motorised equipment or manual wheelchairs. Users of the service can also ask for the assistance of a wheelchair pusher if required.</p>	
<p>The Group is applying to extend its existing revenue funding of £12,500 in 2020/21. It should be noted that prior to 2012/13, the funding level approved for the Group was set at £22,494. However in 2012/13, a grant of £10,000 was received from the Town Centre shopping centres in Woking for a period of three years which reduced the level of funding required from the Council by the same amount. The purpose of the grant is to enable the Group to provide a regular service six days a week and maintain the wide range of equipment needed to meet the requirements of their clients.</p>	
<p>The Group highlights that over the course of the past year approximately 894 users made around 3,684 visits. Since opening in 1989, there have been over 80,000 visits. It is recommended that a grant of £12,500 be awarded for 2020/21.</p>	

<b>Recommendations</b>	
The Executive is requested to:	<b>RESOLVE That</b> a grant of £12,500 be awarded towards running costs.
Reason for Decision	To ensure the continued services of the Group for Woking residents.
Legal Authority	S132 Local Government Act 1972 S106 Transport Act 1985
Conditions	<p><b>Accounts.</b> The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second</p>

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	<p>week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations are expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2020/21 does not imply that a similar application in 2021/22 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2020/21 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2021/22 have been drawn up in the event that the Council is unable to continue its support beyond April 2021. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2020/21 Application Form.

### Reporting Person:

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### **Date Published:**

18 February 2020

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<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Woking Shopmobility was set up in 1989 as a Mayoral charity and the unit opened in 1992. Its aim is to provide barrier free access to shopping and business facilities in Woking by provision of self-drive motorized equipment or manual wheelchairs. A pusher can be provided for manual wheelchairs if required. The service is open to all but traditionally the clients have been the elderly and registered disabled, with the addition of accident sufferers, or people recovering from operations or sufferers of other medical conditions.</p> <p>The Charity aims to provide freedom and independence and promotes social inclusion, noting that users contribute significantly to the economic viability of the town.</p>
1.2 Employees	5, Administrators who do not have set hours. They work a flexible rota agreed with them in advance. The Chairman/General Manager is a volunteer.
1.3 Volunteers	24, whose activities include Treasurer, Secretary, Chairman/General Manager, Trustees, maintenance, pushers, administrators, IT support.
1.4 Clients/Users	<p>600, comprising:</p> <ul style="list-style-type: none"> <li>240 male</li> <li>360 female</li> <li>600 disabled</li> <li>50 ethnic minority</li> <li>480 resident in Woking</li> <li>5 aged 11-18</li> <li>187 aged 19-65</li> <li>288 aged 65+</li> </ul> <p>Users can also apply to be members and pay £12 per annum plus £3 per visit or single users who pay £5 per visit.</p>
1.5 Members	<p>294, comprising:</p> <ul style="list-style-type: none"> <li>111 male</li> <li>183 female</li> <li>269 disabled</li> <li>17 ethnic minority</li> <li>206 resident in Woking</li> <li>2 aged 6-10</li> <li>4 aged 11-18</li> <li>132 aged 19-65</li> <li>156 aged 65+</li> </ul>

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	There is an annual charge levied at £12 for each Member plus £3 per visit.										
1.6 Sum Requested	£12,500 (Revenue)										
1.7 Project	<p>The grant funding enables the Group to provide a regular service six days a week at charges clients can afford, while maintaining the wide range of equipment needed to meet their needs. The increasing demand for its facilities plus the ongoing Woking Shopping development points towards a strengthening of the community need.</p> <p>The Group notes that Saturday has become its busiest day and it is considering a Sunday opening if it can be resourced.</p>										
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Salaries -</td> <td style="text-align: right;">£34,000</td> </tr> <tr> <td>Office Running Costs -</td> <td style="text-align: right;">£4,500</td> </tr> <tr> <td>Equipment Maintenance -</td> <td style="text-align: right;">£5,000</td> </tr> <tr> <td>Insurance -</td> <td style="text-align: right;"><u>£3,000</u></td> </tr> <tr> <td><b>Total -</b></td> <td style="text-align: right;"><b>£46,500</b></td> </tr> </table>	Salaries -	£34,000	Office Running Costs -	£4,500	Equipment Maintenance -	£5,000	Insurance -	<u>£3,000</u>	<b>Total -</b>	<b>£46,500</b>
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<b>Total -</b>	<b>£46,500</b>										
1.9 Community Benefit	<p>The community benefit that the group provides can be summarised threefold:</p> <ul style="list-style-type: none"> <li>- Woking residents in need of help directly benefit from the provision of scooters and wheelchairs, such that they are not excluded from shared spaces in the town centre. The group notes “constant demand” in this regard.</li> <li>- The same residents are able to contribute to the economic viability of the town. The group notes that development in the town centre should bolster their case, in that new retail spaces will precipitate more demand for Shopmobility services.</li> <li>- Lastly, the group has run popular fundraising activities, which, while a bi-product of the service being provided, have the capacity to improve community cohesion.</li> </ul>										

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £17,055 in the bank.</p> <p>The Group has submitted a budget for 2020/21 which shows an anticipated income of £52,900 against an anticipated expenditure of £49,500, resulting in an anticipated surplus of £3,400.</p> <p>Anticipated income includes WBC grant (£12,500), member visits (£9,000) and Woking Shopping (£10,000). Items of expenditure include salaries (£36,500), equipment running costs (£5,000) and office running costs (£4,500).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2018/19 which show an income of £52,757 (£47,778 in 2017/18) against expenditure of £49,564 (£44,942 in 2017/18), resulting in a surplus of £3,193 (a surplus of £2,836 in 2017/18). The sum of £51,690 was carried</p>

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	forward at the end of the 2018/19 year.
2.3 Support over the past five years	<p>2019/20 - £12,500</p> <p>2018/19 – £12,500</p> <p>2017/18 – £12,500</p> <p>2016/17 – £12,500</p> <p>2015/16 – £12,500</p> <p>Following a change in the funding arrangements, the Group has received a grant of £10,000 from Woking Shopping since 2012/13, resulting in a lesser grant being awarded by Woking Borough Council. As a part of the arrangement, the Council increased its support of the Woking Community Transport Town Centre Buggy by the same amount since that time.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>* Mandatory rate relief, discretionary rate relief, concessionary rent</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes*</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Councillor Will Forster</u></p> <p>I am fully supportive of Woking Shopmobility’s grant application of £12,500.</p> <p>As you may know, Woking Shopmobility was formed in 1989 as the then Mayoral Charity, they help provide freedom and independence to enable people to enjoy Woking town centre.</p> <p>Woking Shopmobility regularly support their 300 members and other people, as a result over 3,600 visits in Woking town centre. They make a vital contribution to support less mobile residents and add to the economic strength of the local economy.</p>	

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	<p><u>Julie Meme, Home Independence Manager</u></p> <p>Woking Shopmobility was created in 1989 as a mayoral charity with the aim of providing barrier free access to shopping and business facilities in Woking town centre. Users have a significant economic contribution to the town, whilst the scheme also promotes independence and social inclusion.</p> <p>Woking Shopmobility has 294 members who made approx. 3100 visits in the year. There were also 600 visits from non-members making a total of 3684 visits in the year and work closely with Woking Community Transport to provide a seamless package for those with limited mobility in the local area.</p> <p>I would recommend that the full request of £12,500 be awarded in line with the £12,500 grant awarded in 19/20 to continue this valued service for Woking's residents and visitors.</p>
3.3 Assessment	<p>Woking Shopmobility's aim is to provide barrier free access to shopping and business facilities in Woking by provision of self-drive motorized equipment or manual wheelchairs. The project is opened to all but traditionally the clients have been the elderly and registered disabled, with the addition of accident sufferers, or people recovering from operations or sufferers of other medical conditions.</p> <p>The Group is applying to extend its existing revenue funding of £12,500 in 2020/21. During 2019/2020, there were 894 users of the service, with 3,684 visits being made. The total number of visits since the project started is over 80,000. Demand has risen such that the Group is now considering opening on a Sunday, should the resources be found (as it stands, services are offered six days a week). The Group also notes that demand has not dropped while development work has taken place in Woking Town Centre.</p> <p>The Group prides itself in making retail facilities in Woking town centre accessible for all and works with Woking Community Transport to ensure "a seamless Home to Shop experience for people with limited mobility", contributing to the economic viability of the town.</p> <p>Fundraising activities undertaken include the Annual Pancake race, Christmas and Easter Tombola, Quiz night, Christmas party, and bucket collections at Ambassadors and Woking Football club. The monthly tombola also raises £500 per annum.</p> <p>The grant of £12,500 has been provided since 2012/13, and now constitutes around 26% of their income. A further 21% is provided by Woking Shopping and 35% from membership and user fees, with the remainder accrued through donations and fundraising. The Group notes that a reduction in grant funding would lead to a rise in charges per visit for users.</p> <p>Accordingly it is recommended that the Council's support is continued and that a grant of £12,500 is awarded for 2020/21.</p>

REPORT ENDS