

CHERRY TREES – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>This application seeks financial support for Cherry Trees, a Surrey-based Charity which supports young people with severe learning and physical disabilities by providing ‘home from home’ short break/respice care. The Charity has applied for £11,279 to cover the costs incurred by the Charity in providing tea visits for young people living in Woking.</p> <p>Last year the Executive awarded the sum of £2,000 towards tea visits for disabled children based in Woking. During the first six months of the financial year, the Charity has assisted nine children from Woking who received short break / respice care. There have been a total of 41 tea visits taking place, equating to 123 hours of respice care. In addition, many activities have taken place with outings and trips to venues such as the Aquarium, the seaside, Box Hill, Marwell Zoo, the Electric Theatre and Chessington World of Adventures.</p> <p>In view of the above, and taking into account the specialist nature of the support the Charity provides and the Officer comments, it is recommended that the application be supported with a grant set at the same level as for 2019/20, equating to £2,000, towards the costs of the tea visits provided to disabled children from Woking over the coming year.</p>	

Recommendations	
The Executive is requested to:	RESOLVE That a grant of up to £2,000 be awarded to cover the costs of providing tea visits to young people living in the Borough of Woking.
Reason for Decision	To support the invaluable work the Charity provides to young people in the Borough with severe learning and physical disabilities.
Legal Authority	S137 Local Government Act 1972
Conditions	<p>Accounts. The Organisation must submit audited 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>Monitoring Information. 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>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p>Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter. Payments will be based on the cost assumptions of the Charity and the number of tea visits organised for Woking residents.</p>

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	<p>Payment Period. Final quarter claims must be made by the second week in March. 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>Joint Working. 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>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none">○ Basic details should be recorded to include speakers address, mobile phone number & organisation details.○ Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?○ Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?○ Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.○ How many people are likely to attend (check previous or similar events either locally or online).
Performance Indicators	<p>Users. The Organisation to provide a breakdown of the users in the past quarter including the number of Woking residents to benefit.</p> <p>Activities. The Organisation to provide details of activities and events held during the last quarter.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p>Statement of Use. 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>

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The Executive has authority to determine the above recommendations.

Background Papers:

2020/21 Application Form.

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1.0 Summary of Application	
1.1 Status and Aims	Cherry Trees has for 38 years provided ‘home from home’ short break/respite care for children and young people aged 0-19 with severe learning and physical disabilities. Because of their complex special needs, they require very specialist care often 24 hours a day, seven days a week. The aim of the Charity is to provide high quality, specialist short breaks from its centre in East Clandon.
1.2 Employees	49, comprising the CEO (50 hours a week), a Trust Manager (32.5 hours a week), a Head of Fundraising (40 hours a week), a Head of Care (40 hours a week), an Events Co-Ordinator (21 hours a week), a 2 x Deputy Head of Care (37.5 hours a week), a Community Organiser (40 hours a week), Fundraising Support (40 hours a week) and 40 Carers (37.5 hours a week).
1.3 Volunteers	<p>100 pro-active and 140 ad-hoc, whose activities include fundraising, organising and helping at events, driving the minibuses, cooking for the children, and undertaking finance, administration, PR and health and safety activities. Assistance is also provided by companies who participate in volunteering days doing a variety of jobs, including painting, gardening, general house maintenance and charity car wash events.</p> <p>It is estimated that 5,000 hours were provided during 2018/19 which the Group equates to around £400,000 per annum.</p>
1.4 Clients/Users	<p>91, comprising:</p> <ul style="list-style-type: none"> 60 male 31 female 91 disabled 30 ethnic minority 9 resident in Woking 11 aged 5-10 74 aged 11-18 6 aged 19-65
1.5 Members	None.
1.6 Sum Requested	£11,279 (Revenue)
1.7 Project	<p>The application is for funding to pay for tea visits for children with disabilities who reside in Woking.</p> <p>A one to one tea visit per child costs £29.66 per hour for one staff member to look after a child on a one to one basis (a two to one visit with two children to one carer is £16.31 per hour). The Charity charges the parents £10 per hour, resulting in a cost of £19.66 for every hour stay. Tea visits are usually between 2-3 hours.</p>

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	<p>The tea visits are often a springboard to the next stage of staying for a day and then ultimately overnights, if required. Last year the Charity provided 1,072 hours through parental rate stays.</p>
1.8 Cost breakdown:	<p>Currently, the Charity supports nine children from Woking, with the total cost of the visits being:</p> <p>91 x 24 hour stays at £16.31 = £35,621</p> <p>38 x 24 hour stays at £29.66 = £27,049</p> <p>The Charity states that it voluntarily funds 18% of the 24 hour stays at a cost of £11,279 for the children from Woking.</p>
1.9 Community Benefit	<p>The applicant has advised that Cherry Trees aims to be a model of excellence in short breaks / respite care for children and young people with physical, learning and sensory disabilities. The Charity seeks to reach out to as many families as possible, holding events such as a siblings day, two family events, an Easter party and a Christmas Party (supported by Tesco Bags of Help) where over 100 families participate in the festivities.</p> <p>Every year Cherry Trees commits to support families that are in difficult circumstances or financial need in order to provide a much needed break, even for a short 2-3 hour tea visit. 17 new children started at Cherry Trees earlier this year. In 2018/19 the Charity looked after 86 families (92 children) and re-invested 81p in the £ back into the care provided.</p>

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £4,267,074 in the bank. The sum of £209,151 is reserved for projects, repairs, kitchen refurbishment, and specialist equipment purchases.</p> <p>The Group has submitted a budget for 2019/20 which shows an anticipated income of £1,425,000 against an anticipated expenditure of £1,459,000, resulting in an anticipated deficit of £34,000.</p> <p>Anticipated income includes Local Authority Sponsorship (£801,000), Income from Charitable Trusts (£190,000), Events and Golf (£118,000) and Corporate Income (£63,000). Items of expenditure include Care Staff Costs (£861,000), Other Direct Care Costs (£230,000), Salaries (£155,000), Depreciation (£96,000) and Other Expenses (£39,000).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2018/19 which show an income of £1,435,590 (£1,262,286 in 2017/18) against expenditure of £1,390,098 (£1,312,674 in 2017/18), resulting in a surplus of £86,492 (a deficit of £50,388 in 2017/18). The sum of £4,267,074 was carried forward at the end of the 2018/19 year.</p>
2.3 Support over the past five years	<p>2019/20 – £2,000.</p>

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3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously 	<ul style="list-style-type: none"> Yes Yes No Yes Yes Yes No Yes No Yes N/A Yes
3.2 Consultee Comments	<p><u>Adam Thomas, Family Support Manager</u></p> <p>Cherry Trees are requesting £11,279 of revenue funds. The charity provides 'home from home' short breaks/respite care for children and young people aged 0 -19 living with severe learning and physical disabilities.</p> <p>The organisation currently supports 8 children from the borough of Woking (this has doubled since last year) that between them receive 91 X 24 hour stays of two to one care and 1 child from Woking that receives 38 X 24 hour stays of one to one care.</p> <p>The total cost of these visits are:-</p> <p>91 X 24 hour stays at £16.31 = £35,621</p> <p>38 X 24 hour stays at £29.66 = £27,049</p> <p>The charity voluntarily funds 18% of 24 hour stays at a cost of £11,279 for the children from Woking.</p> <p>Based upon the community benefit provided I would recommend that we support this application with a contribution more representative of the number of Woking based families. Last year the charity were awarded £2,000 and I recommend that this is matched this year.</p>	
3.3 Assessment	<p>Cherry Trees is a large house with specially equipped facilities, play areas and garden space. It costs £1.3m a year to run. The Charity receives funding from Surrey County Council for care packages for individual children but as a Charity, Cherry Trees financially support 18% of every stay, an estimated sum of £572,000. The Charity provides services to the families of 91 children in Surrey and the surrounding areas.</p> <p>Cherry Trees offers tea breaks through various packages, one being its parental programme offered to parents that often do not receive any funding for short breaks from the local authority. The service is offered at just £10 an hour for one to one care. Last year, the Charity provided 1,072 hours through the parental rate stays, an increase</p>	

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from 890 hours the previous year.

Every child on joining Cherry Trees is assessed and with the family a meaningful target relative to the child is set, for example many children arrive with a limited food palette. Feedback is sought from children, parents and professionals to improve service delivery to the highest possible level.

The children are encouraged to be involved in decision making during monthly children's meetings, for example the themes of the bedrooms or the activities they want to be involved in. Each child is also encouraged to give an opinion through speech, picture or sign. The feedback included making and cooking pasta, buying some outdoor toys for the garden and suggested books they would enjoy for World Book Day.

The Charity has applied for funding of £11,279 to cover the costs of providing tea breaks to families in the Borough. A tea visit consists of a 2 or 3 hours stay at a cost of £10 per hour for the family. The funding requested from the Borough Council would cover the remaining costs of the service (£19.66 per hour). For the children, the sessions are the equivalent of going to a friend's house for tea after school, with the event made fun and relaxed. The visits take place at the Cherry Trees property.

The Charity seeks support from many trusts, schools, individuals, clubs and societies and corporates, and holds a number of fund raising events throughout the year. Over the past year, these included funding received from the Big Lottery (£180,000 over three years), the Pru Bike Ride, a charity golf day, a Bridge League, challenge events, a jazz evening, It's a Knockout, National Open Garden schemes and collection days.

The Charity is reviewed annually by Surrey County Council and in 6 out of 8 areas Cherry Trees scored exceptional performance. The Charity is also regularly reviewed by Ofsted, which resulted in a 'good' rating in all areas in December 2018. Cherry Trees is the key charitable supplier of short breaks in Surrey offering support 7 day a week for 48 weeks a year. There are 14 bedrooms with an occupancy rate of over 85%, with 100% achieved during school holidays, and the care options available include tea visits, overnight stays, day care or 24 hour care.

Financially, the Charity is in a strong position, with income and expenditure of circa £1.4m over the past year. The Charity believes that maintaining free reserves at a level of between 9-12 months of current expenditure is prudent, taking into account both the high levels of planned expenditure (including an extension project, sensory bathroom and covered walkway) and annual deficits expected due to constraints in the availability of public funding.

Last year the Executive awarded the sum of £2,000 towards tea visits for disabled children based in Woking. During the first six months of the financial year, the Charity has assisted nine children from Woking who received short break / respite care. There have been a total of 41 tea visits taking place, equating to 123 hours of respite care. In addition, many activities have taken place with outings and trips to venues such as the Aquarium, the seaside, Box Hill, Marwell Zoo, the Electric Theatre and Chessington World of Adventures.

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In view of the above, and taking into account the specialist nature of the support the Charity provides and the Officer comments, it is recommended that the application be supported with a grant set at the same level as for 2018/19, equating to £2,000, towards the costs of the tea visits provided to young people with severe learning and physical disabilities from Woking over the coming year.

REPORT ENDS