

**NEW LIFE CHURCH – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

New Life Church has been working in the communities of Kingfield, Westfield and Old Woking for 90 years and aims to serve a diverse community and help those who are struggling with areas of their lives. Over the past few years the Church has been seeking to develop its community focus both inside and outside of its building by working in local schools and dementia homes.

The community activities undertaken by the Church include the South Woking Community Foodbank, Lifeskills courses and training, and the Christians Against Poverty Fresh Start course to assist participants overcome their dependencies through ongoing mentoring and support. In addition, the Church is used by a wide variety of community activities and organises the annual summer Fun Day.

The Church is looking to increase the capacity of the building in terms of disabled access and facilities, including the provision of an external lift to facilitate wheelchair access. The Council has been approached to fund the cost of the lift through a capital grant of £16,685. The overall cost of the project is estimated to be circa £250-300,000, meaning that the grant request is within the usual maximum of a 50% contribution towards capital funding.

The building is owned by the Church, with the deeds held in trust with the Baptist Union Corporation. Planning permission was received in October 2018. The project will be funded by monies received from grant-giving bodies, a supporting loan from the Baptist Building Fund and fundraising within the Church. Currently one-off pledges totalling circa £50,000 and monthly pledges of circa £700 have been secured, which would be used to cover the loan repayments. There is an outstanding structural report which has delayed the final cost breakdown, selection of contractor and the start date of August 2020 for the planned two month construction. The acquisition of the lift is expected to take place early in the project timeline.

In light of the strong community work being undertaken by the Church and the plans to develop the building to support wheelchair users and provide a greater range of activities, it is felt that the project should be supported as requested by way of a grant of up to £16,685 from the Community Fund, depending on the cost of the lift. As usual, the funds would be released on submission of the invoice for the lift once it has been purchased. In addition, the funding is conditional on the Church providing a cost breakdown for the overall project along with the start date once confirmed, so that assurance can be received that its content and scope remains as set out in the grant application.

**Recommendations**

The Executive is requested to:	<b>RESOLVE That</b> a grant of up to £16,685 be awarded towards the cost of the lift for the redevelopment work taking place at New Life Church.
Reason for Decision	To enable the Church to provide further community work and assist disabled users making use of the building.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976

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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 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.</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>Payment Period.</b> 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><b>Project Confirmation.</b> The Church should provide a cost breakdown for the overall project along with the start date once confirmed, so that assurance can be received that its content and scope remains as set out in the grant application.</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>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</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> <p><b>Venue Hire.</b> 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 Groups hire out their venue(s) they should ensure good processes are in place for record keeping and checking if hirers are appropriate groups to be making the hire arrangements. The following are some areas which should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speaker's address, mobile phone number and organisation details.</li><li>• Has the identity of the speaker been confirmed and is their organisation bona fide? Are they known to the hirer?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas and will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speakers</li></ul>
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	<ul style="list-style-type: none"><li>to include website, YouTube or social media sites.</li><li>How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users.</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	The application is for capital funding and therefore does not represent an ongoing cost for the Authority.

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

**Background Papers:**

2020/21 Application Form.

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18 February 2020

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### 1.0 Summary of Application

1.1 Status and Aims	<p>New Life Church (formerly Kingfield Baptist Church) started in 1929. The Church is engaged in supporting the community of Kingfield, Westfield and Old Woking area by undertaking activities such as:</p> <ul style="list-style-type: none"><li>• Pioneering and ongoing provision of the South Woking Community Foodbank;</li><li>• Running Lifeskills courses and training (includes budget setting, cooking on a budget, building healthy relationships, and more). It is run in partnership with Christians Against Poverty (CAP)</li><li>• Provision of CAP Fresh Start – an 8 week course which helps people overcome their dependencies and offers ongoing mentoring / support (in partnership with CAP)</li></ul> <p>Its building is also used for a variety of wider community activities:</p> <ul style="list-style-type: none"><li>• Home for Foundations Pre-School</li><li>• Community Choir</li><li>• National Childbirth Trust Meetings</li><li>• Keep Fit Sessions</li><li>• Seniors Coffee Drop-In</li><li>• Little Seeds Toddlers Group</li><li>• Rooms are available for hire for one off events (children's parties, social service meeting point, etc), and for more regular bookings (as space allows).</li><li>• Formerly used as venue for Syrian families English Classes</li></ul> <p>New Life Church is the lead organisation that arranges the annual summer Fun Day for local residents on St Peter's Recreation Ground, Old Woking. This continues to develop a strong community spirit, and helps build a sense of belonging and responsibility for the residents of Old Woking.</p>
1.2 Employees	8, comprising Pastor (full-time), Associate Pastor (three days per week), Youth and Young Adults Pastor (full-time), Administrator (25 hours per week), Pastoral Team Leader (16 hours per week), Children's Consultant (2 days per week), Financial Controller (12 hours per week) and Maintenance (5 hours per week).
1.3 Volunteers	10, whose activities include working alongside the paid staff and assisting with leadership and governance. However, there are many other members of the Church who also volunteer, for example distributing food from the Foodbank and facilitating the community based courses. The Christians Against Poverty course, which is run twice a year, takes approximately 1,060 volunteer hours each year.
1.4 Clients/Users	169, comprising: 85 male 84 female 5 disabled 20 ethnic minority

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	<p>169 resident in Woking</p> <p>The only charge levied to users is a voluntary donation for the Little Seeds Toddlers Group. Other users such as the Community Choir and the National Childbirth Trust rent buildings at a favourable 'per room per hour' rate.</p>
1.5 Members	<p>115, comprising:</p> <p>44 male</p> <p>71 female</p> <p>11 disabled</p> <p>14 ethnic minority</p> <p>98 resident in Woking</p> <p>73 aged 19-65</p> <p>42 aged 65+</p> <p>There are no charges for being a Member of the Church, although many Members donate generously to keep the Church functioning. The Church is completely dependent on donations from Members and Users for meeting its budget requirements. Children cannot become Members until they become 18 years old.</p>
1.6 Sum Requested	£16,685 (Capital)
1.7 Project	<p>The Church wishes to increase the capacity of the building in terms of disabled access and facilities with the aim of extending the use of the premises to include further community-focused activities. Plans are stated to have been approved by the Council for an external lift to be fitted to the outside of the building which will provide access to the first floor. The first floor is currently situated on two levels, and so the plans also allow for the raising part of the floor level to give access throughout for wheelchair users. In addition, new disabled toilet facilities are to be provided on the first floor.</p> <p>The application requests that the Council contribute towards the purchase of the lift as part of the overall project, with the total cost of the project estimated to be at least £250,000. The lift will be protected by a steel and glass curtain construction which will provide a slightly larger lobby area.</p>
1.8 Cost breakdown:	The capital funding figure applied for is the specific cost of the lift identified as the best fit for the project, with two quotations supplied in the region of £13,900 and £15,600, both subject to VAT. The application to the Council is based on the cheaper of the two options.
1.9 Community Benefit	The Church anticipates that in excess of 200 people would benefit immediately from the overall project, with a greater number in the longer term as the Church became more able to support further training and support services. In addition the added access would enhance the experience for those with a physical or mobility disability.

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### **2.0 Financial Background**

2.1 Budget	<p>At the time of the application, the Group held £87,500 in the bank. The sum of £6,300 is reserved for specific people or organisations such as individual missionaries or for support of community initiatives such as Foodbank.</p> <p>The Group has submitted a budget for 2019/20 which shows an anticipated income of £209,835 against an anticipated expenditure of £267,590, resulting in an anticipated deficit of £57,755.</p> <p>Anticipated income includes Gift Aid (£133,795), Tax Recovered (£33,450), General Income (£15,170). Items of expenditure include Salaries (£132,680) and Mission Gifts (£50,525).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2018/19 which show an income of £186,579 against expenditure of £217,058, resulting in a deficit of £30,479. The sum of £943,186 was carried forward at the end of the 2018/19 year.</p>
2.3 Support over the past five years	New application.

### **3.0 Assessment of Application**

3.1 Key Information	<ul style="list-style-type: none"> <li><input type="radio"/> Constitution</li> <li><input type="radio"/> Registered Charity</li> <li><input type="radio"/> VAT Registered</li> <li><input type="radio"/> Equal Opportunities Policy</li> <li><input type="radio"/> Safeguarding Policy</li> <li><input type="radio"/> Reserves Policy</li> <li><input type="radio"/> Quality Mark</li> <li><input type="radio"/> Other funding sources pursued</li> <li><input type="radio"/> Other support by the Council</li> <li><input type="radio"/> Fundraising</li> <li><input type="radio"/> Two quotes</li> <li><input type="radio"/> Regular monitoring provided previously</li> </ul> <p>* Mandatory rate relief</p>	Yes Yes No Yes Yes Yes No Yes Yes * Yes Yes N/A
3.2 Consultee Comments	None (capital project).	
3.3 Assessment	<p>New Life Church has been working in the communities of Kingfield, Westfield and Old Woking for 90 years and aims to serve a diverse community and help those who are struggling with areas of their lives. Over the past few years the Church has been seeking to develop its community focus both inside and outside of its building by working in local schools and dementia homes.</p>	

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The community activities undertaken by the Church include the provision of the South Woking Community Foodbank, the operation of Lifeskills courses and training such as budget setting and building healthy relationships, and the running of an eight week Christians Against Poverty Fresh Start course to assist participants overcome their dependencies through ongoing mentoring and support. In addition, the Church is used by a wide variety of community activities including the organisation of the annual summer Fun Day.

The Church is looking to increase the capacity of the building in terms of disabled access and facilities, including the provision of an external lift to facilitate wheelchair access. The project includes an upgrade to the IT infrastructure in the 1st floor hall to make the facilities more attractive to potential hirers. Various applications are being made to grant-giving bodies such as the Baptist Building Fund. The Church is also requesting donations towards the project from its members.

The Council has been approached to fund the cost of the lift through a capital grant of £16,685, two quotations for which have been provided. The overall cost of the project is estimated to be circa £250-300,000, meaning that the grant request is within the usual maximum of a 50% contribution towards capital funding.

The building is owned by the Church, with the deeds held in trust with the Baptist Union Corporation. Planning permission was received in October 2018. The project will be funded by monies received from grant-giving bodies, a supporting loan from the Baptist Building Fund and fundraising within the Church. Currently one-off pledges totalling circa £50,000 and monthly pledges of circa £700 have been secured, which would be used to cover the loan repayments. There is an outstanding structural report which has delayed the final cost breakdown, selection of contractor and the start date of August 2020 for the planned two month construction. The acquisition of the lift is expected to take place early in the project timeline.

In light of the strong community work being undertaken by the Church and the plans to develop the building to support wheelchair users and provide a greater range of activities, it is felt that the project should be supported as requested by way of a grant of up to £16,685, depending on the cost of the lift. As usual, the funds would be released on submission of the invoice for the lift once it has been purchased. In addition, the funding is conditional on the Church providing a cost breakdown for the overall project along with the start date once confirmed, so that assurance can be received that its content and scope remains as set out in the grant application.

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