

TALK – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>TALK is a Surrey-based charity which seeks to support Aphasia recoverers following a stroke, helping them to regain communication and reasoning skills, recover confidence and achieve social reintegration. The Group has a support group in the Woking area which is much valued by its users and represents around a fifth of all the stroke recoverers supported by the Group in the County.</p> <p>TALK has applied for a revenue grant of £2,500 for the 2018/19 financial year, which would be allocated mainly towards the rental costs for the Knaphill group. The Executive supported the Group in 2015/16 and 2017/18 with an award of £1,000 towards this purpose. No application was received in 2016/17.</p> <p>Given the number of people supported by the Knaphill group and the importance of tackling Aphasia at an early stage, it is felt that the request for finance should be supported. It is considered that the same level of funding of £1,000 should be awarded to support the Group in 2018/19 as in the 2017/18 financial year. The funding will be transferred internally to The Vyne to cover an element of the rental costs.</p>	

Recommendations	
Reasons for Decision	The work undertaken by the Group supports the Council's health and wellbeing agenda.
Legal Authority	S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	RESOLVE That a grant of £1,000 be awarded towards the costs of the Knaphill support group.
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.</p> <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>

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	<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>Homelessness Reduction Act 2017. With the introduction of new legislation from April 2018, the council will expect 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 will be 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>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.</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 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support</p>

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beyond April 2019. 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.

The Executive has authority to determine the above recommendations.

Background Papers:

2018/19 Application Form.

Reporting Person:

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1.0 Summary of Application	
1.1 Status and Aims	<p>TALK was established in 1998 to support people with aphasia (individuals who suffer communication difficulties following a stroke). The organisation provide weekly group meetings in locations across Surrey, including at Knaphill. Their members receive one to one support from trained volunteers. Activities are designed to enable them to practise all aspects of communication and promote confidence in a supportive environment, leading to increased participation and independence within the community.</p> <p>Meetings are held at The Vyne in Knaphill on Thursday mornings. Other groups also meet in Guildford, Ashford and Walton on Thames.</p>
1.2 Employees	<p>Total: 3 Female: 3 Disabled: 1</p> <p>TALK employs 3 individuals, consisting of a Coordinator who is responsible for the general running of TALK, volunteer recruitment and management (30 hours per week), a fundraising and marketing coordinator (24 hours per week) and a Group Coordinator who is on a 24 hour fixed-term contract.</p> <p>2 part time positions: 1 x 30 hrs (TALK Coordinator - responsible for general running of TALK, stroke recoverer management and volunteer recruitment).</p>
1.3 Volunteers	<p>The organisation have 20 volunteers working with the Knaphill and Woking groups but a total of 80 volunteers across all five of the TALK groups across the County.</p> <p>At TALK the Volunteers facilitate two hour sessions for stroke recoverers where the clients receive one-to-one support and work together doing group exercises.</p> <p>The volunteers' aims are:</p> <ol style="list-style-type: none"> 1) to support people with aphasia following a stroke; 2) to provide a weekly programme of planned activities on which to base communication practice (total communication strategies); 3) to support conversations and social interaction for the stroke recoverers; 4) to help reduce isolation and build confidence; and 5) to socialise with the stroke recoverers and offer friendship. <p>Supporting each of the stroke recoverers means helping with their writing, speaking, gesturing in the group through writing on a flipchart, or repetition.</p> <p>Some other volunteers help prepare teas and refreshments and others carry out the admin for the group e.g. collecting the weekly donations. All volunteers usually prepare and present one of the weekly sessions per term and all have gone through training.</p>

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1.4 Clients/Users	<p>20, comprising:</p> <ul style="list-style-type: none"> 9 male 11 female 20 disabled 1 ethnic minority 15 resident in Woking 8 aged 19-65 12 aged 65+ <p>Recoverers supply a donation of £3 at each weekly group session to be put towards the running costs.</p>																				
1.5 Members	None.																				
1.6 Sum Requested	£2,500 (Revenue)																				
1.7 Project	<p>The funding will contribute towards the running costs of the Knaphill, Woking group which will support at least 20 people with aphasia following a stroke. This includes:</p> <ol style="list-style-type: none"> 1) the rent of the room at the Vyne Community Centre; 2) purchase of materials for session costs e.g printer cartridges, photocopying & stationery; 3) volunteer training session x 1; 4) Independent Speech & Language therapy assessment; 5) % of salary of the TALK Coordinator; 6) % of funding towards the Groups Coordinator position; 6) Woking share of the insurance/examinations; 7) Woking share of public awareness costs; and 8) Woking share of IT/Phone costs. 																				
1.8 Cost breakdown:	<p><u>Woking TALK Group Forecast Expenditure 2018/19</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Rent</td> <td style="text-align: right;">£775</td> </tr> <tr> <td>Materials/group expenses</td> <td style="text-align: right;">£1,018</td> </tr> <tr> <td>Volunteer training</td> <td style="text-align: right;">£320</td> </tr> <tr> <td>Speech & Language therapy Assessment</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Woking share of the TALK Coordinator</td> <td style="text-align: right;">£5,712</td> </tr> <tr> <td>Woking share of the Groups Coordinator</td> <td style="text-align: right;">£2,800</td> </tr> <tr> <td>Woking share of the insurance/examinations</td> <td style="text-align: right;">£259</td> </tr> <tr> <td>Woking share of public awareness costs</td> <td style="text-align: right;">£936</td> </tr> <tr> <td>Woking share of IT & Phone costs</td> <td style="text-align: right; border-bottom: 1px solid black;">£450</td> </tr> <tr> <td>Total costs excluding fundraising</td> <td style="text-align: right;">£12,520</td> </tr> </table> <p>TALK operates 5 groups in West Surrey. The Woking group shares the overheads from the operation of all groups.</p> <p>Costs are tightly controlled and the Group does not run an office function as staff work from home.</p>	Rent	£775	Materials/group expenses	£1,018	Volunteer training	£320	Speech & Language therapy Assessment	£250	Woking share of the TALK Coordinator	£5,712	Woking share of the Groups Coordinator	£2,800	Woking share of the insurance/examinations	£259	Woking share of public awareness costs	£936	Woking share of IT & Phone costs	£450	Total costs excluding fundraising	£12,520
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1.9 Community Benefit	<p>The Group has noted that forty individuals are directly affected by their work – 20 recoverers and their individual carers. Feedback from clients and their carers indicated the positive impact TALK was having on their lives, including allowing carers respite during the week where they could relax as well as aiding recoverers in developing their communication skills. They also benefit from the emotional support and practical support of liaising with the TALK Coordinator.</p> <p>A number of the volunteer facilitators at TALK sessions are also recovering from aphasia after a stroke and it is noted that their progression to volunteer has meant they feel more included in the community and has given them a sense of worth. It has also raised their confidence and contribution to society, particularly as few recoverers can return to work following stroke.</p>
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2.0 Financial Background																	
2.1 Budget	<p>At the time of the application, the Group held £56,354 in the bank, which is reserved as set out below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Guildford Groups -</td> <td style="text-align: right;">£7,500</td> </tr> <tr> <td style="padding-left: 20px;">Walton Groups -</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td style="padding-left: 20px;">Group Co-Ordinator Funding -</td> <td style="text-align: right;">£2,000</td> </tr> <tr> <td style="padding-left: 20px;">Walton Group (Elmbridge Borough Council) -</td> <td style="text-align: right;">£1,500</td> </tr> <tr> <td style="padding-left: 20px;">Ashford Group -</td> <td style="text-align: right;">£1,000</td> </tr> <tr> <td style="padding-left: 20px;">Newsletter -</td> <td style="text-align: right;">£1,313</td> </tr> <tr> <td style="padding-left: 20px;">Volunteer 'Thank You' -</td> <td style="text-align: right;"><u>£1,000</u></td> </tr> <tr> <td style="padding-left: 20px;">Total -</td> <td style="text-align: right;">£20,313</td> </tr> </table> <p>The trustees also aim to ensure that six months' expenditure is held in reserve, equating to approximately £47,117.</p> <p>The Group has submitted a budget for 2018/19 with no identified income and an expenditure of £12,520.</p> <p>Items of expenditure include rent (£775), materials/Group expenses (£1,018), volunteer training (£320), speech and language therapy assessment (£250), share of the TALK Co-Ordinator (£5,712), share of the Group Co-Ordinator (£2,800), share of insurance/examinations (£259), share of public awareness costs (£936) and share of IT and phone costs (£).</p>	Guildford Groups -	£7,500	Walton Groups -	£6,000	Group Co-Ordinator Funding -	£2,000	Walton Group (Elmbridge Borough Council) -	£1,500	Ashford Group -	£1,000	Newsletter -	£1,313	Volunteer 'Thank You' -	<u>£1,000</u>	Total -	£20,313
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2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £82,763 (£82,366 in 2015/16) against expenditure of £78,773 (£73,659 in 2015/16), resulting in a surplus of £3,990 (a surplus of £8,707 in 2015/16). The sum of £66,538 was carried forward at the end of the 2016/17 year.</p>																
2.3 Support over the past five years	<p>2017/18 – £1,000 awarded towards costs of Knaphill Support Group 2016/17 – No application received 2015/16 - £1,000 awarded towards costs of Knaphill Support Group 2014/15 – No grant awarded 2013/14 – £1,600 awarded towards room hire at the Vyne</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 Yes Yes No Yes N/A Yes
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>I would be fully supportive of the work that this group does in assisting people in the early stages of recovery not least because the effect of a stroke can have life-changing consequences not only directly for the individual concerned but for those providing support, and the sooner intervention can take place the better. I also note that supporting the activity of the group would offer those who are Carers some small respite – a position which the Council has committed to by the signing of a Carers MoU.</p> <p>Bearing in mind however the demands on the Council’s budget, I would support a grant award equal to previous years’ amounts.</p>	
3.3 Assessment	<p>TALK makes a great deal of difference to aphasia sufferers within the Borough; their annual survey captured many positive comments from clients and carers who stated that the service and support being provided added value to their lives and helped build recoverers’ confidence and communication skills. Carers added that the service allowed them to take some time for themselves and allowed them some respite which in turn helped to maintain stronger relationships.</p> <p>The positive impact the Association is having on individuals can also be seen in their invitation to be a part of the West Surrey Stroke Programme led by St. Peter’s Hospital and the support of North West Surrey CCG, who has financially supported them for over ten years. University College London evaluated TALK’s services and recommended that funders support TALK as their services represented excellent value for money. Their work has also been supported by the Aphasia Alliance and the National Stroke Strategy report published in 2007 by the Department for Health.</p> <p>Currently the Association applies to all Local Authority grant schemes where they provide support to their residents, which includes Woking Borough Council and North West Surrey CCG. Unfortunately, support from Surrey County Council was withdrawn from 2016 due to budget cuts and as budget cuts to Local Authorities continue, TALK has</p>	

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increased their fees from each weekly group session from £2 in 2017/2018 to £3 as of 2018/19, this is to help cover the costs of running the sessions. TALK also applies to grant making trusts and receives funding through community fundraising efforts, such as sponsorship. The Group has also received donations and legacies.

It is reported that there are 2,500 incidences of Stroke in Surrey each year and despite hospital intervention, it is still expected to rise. Suffering with a stroke is a massive life changing event and requires long-term support and can have an irrecoverable impact on recoverers' lives. TALK reports that aphasia receives little attention from Speech & Language Therapists due to the prioritisation of swallowing issues, which can lead to waiting times of up to six months. The support received from TALK prevents further deterioration and isolation for stroke recoverers in the community and allows the individuals a safe space to practise socialising which reduces chances of depression and allows them to feel more integrated in the community instead of feeling alienated due to their disability. Many of the recoverers become TALK volunteers as well which helps sustain the charity and can inspire clients to also volunteer in their wider community.

Given the number of people supported by the Knaphill group and the importance of tackling Aphasia at an early stage, it is felt that the request for finance should be supported. It is considered that the same level of funding of £1,000 should be awarded to support the Group in 2018/19 as in the 2017/18 financial year. The funding will be transferred internally to The Vyne to cover an element of the rental costs.

REPORT ENDS