

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/respite care. The Charity has applied for £7,631 to cover the costs incurred by the Charity in providing tea visits for young people living in Woking.</p> <p>The Charity provides a specialist respite services for young people across the County, receiving the majority of its funding from Surrey County Council. The Council has not previously received an application from Cherry Trees.</p> <p>The value and importance of the services provided by the Charity are fully recognised. However, Cherry Trees is currently in a strong financial position and the basis on which the sum requested has been calculated is not clear. On the basis of the information available in regard to the number of residents benefitting from the service, it is recommended that a grant of up to £2,000 is awarded to cover the Charity's costs associated with tea visits for children and young people resident in the Borough.</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> <p>Payment Period. Final quarter claims must be made by the second</p>

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	<p>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 2019/20 does not imply that a similar application in 2020/21 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2019/20 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2020/21 have been drawn up in the event that the Council is unable to continue its support beyond April 2020. 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:

2019/20 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/respice 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	50, comprising the CEO (50 hours a week), a Donor 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 Deputy Head of Care (37.5 hours a week), a Community Organiser (40 hours a week), and 40 Carers (37.5 hours a week).
1.3 Volunteers	60 pro-active 140 ad-hoc, whose activities include fundraising, organising and helping at events, driving the mini buses, 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, from painting, gardening and general house maintenance to charity car wash events.
1.4 Clients/Users	95, comprising: 60 male 35 female 95 disabled 33 ethnic minority 9 resident in Woking 21 aged 5-10 71 aged 11-18 3 aged 19-65
1.5 Members	None
1.6 Sum Requested	£7,631 (Revenue)
1.7 Project	<p>The application is for funding to pay for 150 tea visits for children with disabilities.</p> <p>A one to one tea visit per child on the parental rates costs £29.66 per hour for one staff member to look after a child on a one to one basis. 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> <p>The amount requested represents 381 hours of support.</p> <p>The tea visits are often a spring board to the next stage of staying for a day and then ultimately overnights, if required. Last year the Charity provided 890 hours through parental rate stays.</p>
1.8 Cost breakdown:	The Charity has based the amount requested on this year’s figures

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	<p>and is looking to increase this to 150.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cost element</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>£19.66 x 100 hours x 2 hours</td> <td style="text-align: right;">£3,932</td> </tr> <tr> <td>£19.66 x 50 x 3 hours</td> <td style="text-align: right;">£2,949</td> </tr> <tr> <td>Catering costs</td> <td style="text-align: right;"><u>£750</u></td> </tr> <tr> <td></td> <td style="text-align: right;">£7,631</td> </tr> </tbody> </table>	Cost element	Amount	£19.66 x 100 hours x 2 hours	£3,932	£19.66 x 50 x 3 hours	£2,949	Catering costs	<u>£750</u>		£7,631
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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.</p> <p>Every year Cherry Trees commits to support families that are in difficult circumstances or financial needs in order to provide the much needed break that they so desperately need, even just for a short 2-3 hour tea visit. 22 new children started at Cherry Trees earlier this year. In 2017 the total number of tea visits was 469 equating, to 890 hours with various sources of funding.</p>										

2.0 Financial Background											
2.1 Budget	<p>At the time of the application, the Group held £4,116,480 in the bank. The sum of £217,574 is reserved for:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">Children’s entertainment and activity</td> <td>Mini bus</td> </tr> <tr> <td>Sensory projects</td> <td>Hoists</td> </tr> <tr> <td>Laundry & linen</td> <td>Roof repairs</td> </tr> <tr> <td>Specialist equipment</td> <td>Website support</td> </tr> <tr> <td>Kitchen refurbishment</td> <td>Carpets & flooring</td> </tr> </tbody> </table> <p>Cherry Trees’ free reserves at 31 March 2018 stood at £1,084,778 (2017: £1,083,380). The Directors believe that this level of free reserves is necessary to achieve the sustained provision of respite care in the long term at a time when public funding is expected to be severely constrained and when operating costs are expected to rise. The Directors are therefore expecting annual deficits for the foreseeable future. The amount of free reserves equates to some nine months’ expenditure by Cherry Trees.</p> <p>The Directors are satisfied that, although free reserves have fallen to about 9 months of current expenditure, that this level is sufficient so long as deficits are contained.</p> <p>The Group has submitted a budget for 2018/19, advising that a budget for the coming year, in which the funding is needed, is not available. The budget for the current year shows an anticipated deficit of £45,000.</p> <p>Anticipated income includes fundraising (£568,000), local authority funding (£771,000) and parental contributions (£8,000). Items of expenditure include staffing costs (£1,065,000), event expenses (£21,000), depreciation (£128,000), and direct care costs (£183,000).</p>	Children’s entertainment and activity	Mini bus	Sensory projects	Hoists	Laundry & linen	Roof repairs	Specialist equipment	Website support	Kitchen refurbishment	Carpets & flooring
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2.2 Accounts	<p>The Group has submitted accounts for 2017/18 which show an</p>										

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	income of £1,356,448 (£1,736,606 in 2016/17) against expenditure of £1,312,674 (£1,388,237 in 2016/17), resulting in a surplus of £43,774 (a surplus of £348,369 in 2016/17). The sum of £4,116,480 was carried forward at the end of the 2017/18 year (includes the value of the Charity's fixed assets).
2.3 Support over the past five years	New Application.

3.0 Assessment of Application																									
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3.2 Consultee Comments	<p><u>Sylvie Marshall, Community Development Manager</u></p> <p>Cherry trees provides 'home from home' short breaks/respite care for children and young people aged 0 -19 living with severe learning and physical disabilities. The organisation provides a parental package which incorporates introductory Tea visits, which are based upon a 2 – 3 hour session of one to one care to build trust and confidence as a prelude to the next stage of care offered which includes overnight respite packages.</p> <p>Each Tea visit costs the organisation £29.66 per hour (£88.98 per 3 hour session) this cost is heavily subsidised and parents/carers are asked to pay £10 per hour (£30.00 per 3 hour session).</p> <p>The Organisation currently works with 95 families; with 4 currently from Woking (subsequent correspondence with the group has confirmed the current numbers).</p> <p>This service is extremely beneficial for the individuals and families who engage with them, providing a safe and stimulating environment for the young person and a much needed respite for families and carers.</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.</p>																								

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3.3 Assessment

Cherry Trees is a large house with specially equipped facilities, play areas and garden space. It costs £1.2m 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 15% of every stay, an estimated sum of £567,000. The Charity provides services to the families of 95 children in Surrey and the surrounding areas.

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 890 hours through the parental rate stays.

Every child on joining Cherry Trees is assessed and with the family a meaningful target relative to the child is set. The Charity has the time, patience and capacity to develop opportunities to try new things which can often take months and years to achieve. These targets are reviewed monthly by the main key worker. 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, 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. Last year the Charity provided over 59,711 hours of care.

The Charity has applied for funding of £7,631 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 Cheerry Trees property. The Charity has advised that the funding would provide 150 tea visits of between 2 and 3 hours long.

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 a charity golf day raising (£11,1480), a Bridge League raising (£9,000), collection days raising (£2,327), national garden scheme raising (£5,114), and a Fire & Ice Ball (raising £10,593). The Charity is extremely grateful for the varied and unstinting efforts of the volunteers; it is estimated that over 4,000 pro-active volunteer hours were provided throughout 2017 by fundraisers, drivers and the trustees in the administration of the charity.

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

In support of the application, the applicant has advised that there are an estimated 1.8 million children and young people up to the age of 25 in the UK with Special educational needs and disability. In Surrey the 2011 census revealed that there were 4,094 young people aged between 0-24 whose day to day activities were limited "a lot". Surrey has a higher presence of SEND in its young population. Statistics

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show that there is a growing need, especially among children and young people with autistic spectrum disorder which will require the development of new support and provision

The Charity works with 5 other bodies (mostly companies) that provide short breaks in the region and with other charities such as the Jigsaw Trust (specialist autism school) where children attend during the day and stay with at Cherry Trees during evenings, weekends and holidays.

The Charity provides an invaluable service for children and young people aged 0-19 with severe learning and physical disabilities from across Surrey. The request for funding from Woking Borough Council is to assist with the costs of the tea visits for children and young people in the Borough. Following receipt of the application, the Charity has advised that at present four families in the Borough benefit from the support of the tea visits.

In considering a suitable level of support, the Council should take into account the number of people from the Borough who would benefit, noting that the applicant has advised that the four children currently receiving the support from the Charity do not require 1-2-1 tea visits funded by voluntary income. The figures involved are therefore lower than those set out in the application form and this report. To give an indication of the costs of the Woking service, the Applicant has advised that over a three to six month period, the four children would benefit from tea visits totalling £782 costs for the Charity.

Financially, the Charity is in a strong position, with reserves of over £1m against an overall expenditure of £1.3m in the past year. A surplus of £43,774 was achieved in 2017/18.

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 a grant of up to £2,000 be awarded to cover the costs of the tea visits provided to Woking residents over the coming year. In doing so, it should be emphasised that the award of funding does not imply that a similar level of support would be awarded for the following year in the event the Charity chooses to apply again.

REPORT ENDS