

# BELPER TOWN COUNCIL

## APPLICATION FOR SERVICE LEVEL AGREEMENT

1. NAME of ORGANISATION: Belper Early Years Fun -----

2. NAME and ADDRESS of CONTACT: Chair: -----

Susan Jane Smith  
Belper Early Years Centre  
Alder Road  
Belper DE56 4LP

Tel: 01773 -----

3. POSITION in ORGANISATION: Chair -----

4. TELEPHONE Daytime: 01773 821288 Evenings: Ditto -----

5. EMAIL: belperearlyyearsfun@gmail.com

6. Briefly Outline what the current activities of your group are:

Belper Early Years Fun are an existing group who have been running the Early Years Centre since Jan 2017 when we took on the former Belper Children's Centre. Belper Early Years Fun run a weekly stay and play group and provide a venue for other not for profit groups to meet in a safe and welcoming environment. The centre is run by volunteers and serves as a local community hub, providing access to a programme of services for local families; many of whom are disadvantaged. Belper Early Years Fun are fully self-funded and raise money through fundraising events, renting rooms to community groups and the groups attendance donations. The stay and play group runs weekly at the centre on Friday mornings throughout the year and are run directly by the Belper Early Years Fun committee. The group's activities follow the EYFS framework to allow children to develop social skills, communication and school readiness. To attend the group an optional donation of £1 per child and 50p for additional siblings is suggested. The committee also manage room rentals and the following groups / activities are currently run by external groups at the centre:

- Special Friends support group for families of children with additional needs (no charge & monthly rental fee)
- Blue Box Chairbics exercise group for older adults (no charge but supported by external funds, small rental fee)
- Blue Box Cuppa Cake Chat monthly group to reduce social isolation locally (no charge but supported by external funds, small rental fee)
- Blue Box Craft Group to reduce social isolation locally (no charge but supported by external funds, small rental fee)

- Other ad hoc arts groups and home education groups (small charge / donation)
- B.E.A.R.S breastfeeding group (no charge and no rental fee)

As with all local organisations and businesses the services we provide continue to be affected by COVID19 although this has significantly eased within the last 12 months. The key impact now relating to group cancellations where volunteers or their families have tested positive.

7. How many people are currently involved in the running of your group?

Employed full-time worker	<input type="text" value="0"/>	Volunteers	<input type="text" value="6"/>
Employed part-time worker	<input type="text" value="0"/>	Members	<input type="text" value="0"/>
Support or external worker	<input type="text" value="0"/>	Informal helpers	<input type="text" value="6"/>
Committee Members	<input type="text" value="3"/>	Others (please state)	

8. What will the grant be used for, how are you going to do it and where?

The grant will be used to pay for the cost of running the building, for example the cost of utilities and security; the detail of which can be seen in the breakdown of items required. This money will be of beneficial to all the buildings groups and users as it will allow us to continue to run the Early Years Centre for the benefit of the local community.

Please continue on a separate sheet if necessary

9. When will the project start:            Month April    Year 2023

10. When will the project finish:            Month March    Year 2024

11. Where will your project take place – address and postcode, if different from the contact address given:

The Early Years Centre, Alder Road, Belper, Derbyshire, DE56 1LP

12. How will you advertise the project and encourage involvement?

The activities and groups within the centre are currently advertised through the BOOM magazine, the Blue Box newsletter and on Facebook which we have found are the easiest way to reach families within the local area. Adverts for volunteer roles are also displayed at the centre and have been promoted on our Facebook page.

The stay and play group which are run by the Early Years Fun Committee actively seek out new volunteers from those who attend.

Attendance at events such as the Belper Christmas light switch on and Belper Goes Green also gives us the opportunity to advertise the centre and our services.

Please continue on a separate sheet if necessary

13. Do you work with any other groups or agencies? If so, please outline how you work together:

We work closely with the groups who use the rooms within the centre to ensure that they have what they need from the premises and often work jointly with the Blue Box Charity. We are also open to working with local youth groups alongside the Blue Box charity to understand how we can utilise the centre to support young adults within the local community. The venue has previously been utilised by a girls youth group when this service was offered by DCC.

Please continue on a separate sheet if necessary

---

14. How do you know that the project is needed?

The Early Years Centre was founded following the announced closure of the Belper Children's Centre as we believed that it was an asset to the local community which we did not want to lose. The Parks Estate does not have any other local facilities which offer early years groups or a community venue for local activities. Residents within this area would need to travel to the centre of Belper to access such facilities, many of which would be at a higher cost than the attendance by donation at groups which we offer. A lack of opportunities to engage with the local community could lead to social isolation which has been shown to have a negative impact on mental health. The centre provides an opportunity to combat this by providing the opportunity for attendance at groups within the local community to combat isolation and build greater social networks. We have received informal feedback that attendees have developed new friendships through their regular attendance at groups which has led to individuals meeting up at other times. Many families attend weekly whilst others may attend monthly. We have received many positive reviews on Facebook as well as recommendations to attend. Within the current economic situation the group also provides a very low cost / free warm venue for attendees.

Please continue on a separate sheet if necessary

---

15. What benefits, skills and knowledge will participants gain from the project?

The groups provide an opportunity for parents and carers to develop friendships. By sharing their experiences and understanding that others experience the same difficulties and challenges they can develop a support network and grow in confidence. The stay and play group provided by the Early Years Fun committee also provide the children with the opportunity to develop their gross & fine motor, communication and school readiness skills. The activities provided are based on the EYFS principles which align to the current pre-school education system within the UK. The opportunity to volunteer at the centre and within the groups also allows individuals to develop their confidence, communication and time management skills. This has previously been witnessed with the development of one of our stay and play volunteers who was experiencing low confidence when she first joined us. Initially she worked in the background, helping to set up prior to families arriving and working in the back office cleaning the toys during the group. From this we incrementally increased her involvement until she was an integral part of the group, working independently with the children to assist them with the crafts and snacks. This development allowed her to move on from the group and into employment. Within the activity room we also display information regarding events in the local area, ways to help their children develop their skills and services which offer support and advice in the local area. For example, the Job Centre and the Citizen's Advice Bureau.

Please continue on a separate sheet if necessary

16. How many people will benefit from the project/grant?

It is hard to estimate the total number of people benefitting from the centre as we do not hold records of attendance for the groups due to data protection restrictions. Attendance at the groups

was affected by COVID and has not yet returned to pre-covid levels but can range from 4 to 10 plus volunteers per group. Most of the groups have different attendees.

**17. Who will benefit from the project/grant in Belper Parish?**

Please see above section on benefits, skills and knowledge which demonstrates how those attending may benefit from reduced social isolation and the development of pre-school skills.

Please continue on a separate sheet if necessary

**18. How will they benefit from the project/grant?**

Please see above section on benefits, skills and knowledge which demonstrates how those attending may benefit from reduced social isolation and the development of pre-school skills.

Please continue on a separate sheet if necessary

**19. Describe how the project/grant will benefit people with a Disabling Condition?**

The project supports the Special Friends group which utilise the activity room on a regular basis and have storage facilities for their resources. The Special Friends group supports families which have children with additional needs.

The centre is level access and has an accessible toilet which allows for those with physical health disabilities to access the centre and its groups.

The chairbics group which is run in association with the Blue Box charity offers the elderly residents the opportunity to improve / maintain their mobility by providing weekly chair-based exercise classes.

---

**20. A) Please confirm that you have carried out the Accessibility Training referred to in Section 10 of the notes below**

**B) Please confirm that you have carried out the Accessibility Training referred to in Section 10 of the notes below**

---

**21. How will you show that your project/grant has made a difference?**

The Early Years Centre has now been running for nearly 6 years, managed by the Belper Early Years Fun team. During this time, we have increased awareness of our work and offered a range of services to the local community both through our own groups and those run by independent groups. The success of the initiative is measured by our ability to survive the COVID pandemic, the number of groups that we have re-started within the centre and continued attendance at our Committee run stay and play group. Receiving this grant will allow us to continue running the Early Years Centre and maintain the benefits identified within this application.

---

**22. How much will your project cost in total? :**

**£4,429.00**

Based on last year multiplied by inflation of 2.25

**23. How much do you require from Belper Town Council? :**

**£2,710.07**

**24. Where will the rest of your funding come from – if applicable? £**

The remaining funding will be from donations, fundraising events and room hire.

Please continue on a separate sheet if necessary

Please provide breakdown of items required: Based on last years expenditure with a 2.25% inflationary increase

Item Description	Quote Y/N	Cost £
Insurance		£327.08
Gas (fixed rate contract, no inflationary increase)		£598.02
Electricity (fixed rate contract, no inflationary increase)		£473.03
Servicing and alarms		£1,211.94
Rent		£100
<b>Total</b>		<b>£2,710.07</b>

Please continue on a separate sheet if necessary

25. How is your project responding to climate change and the global climate emergency?  
The groups that are operated by the committee make every attempt to utilise second-hand toys (which are assessed to be safe) and recycled craft materials to minimise our environmental impact. Our heating and electricity usage are kept to a minimum by only heating the rooms which are in use and ensuring that the heating is turned to low when the centre is not in use and all lights are switched off.

26. What plans do you have for the project when funding ends?

The Early Years Centre will continue to run as it is now, into the future, we do not have any plans to end the current arrangements with DCC and Futures Homescape.

Please continue on a separate sheet if necessary

27. How long has the organisation existed and how many Belper residents does it serve:

Belper Early Years Fun was constituted March 2016 and formally took possession of the Early Years Centre keys in January 2017. We have been running the Early Years Centre from this time. The centre is open to all Belper residents. As mentioned above, it is hard to estimate the total number of people benefitting from the centre as we do not hold records of group attendance due to data protection restrictions.

Please continue on a separate sheet if necessary

28. Explain why this project cannot be funded from your own funds:

COVID had a huge impact on our ability to raise funds through group donations and attendance at fundraising events, at which time we used our reserves as required. Previously we have benefitted from a steady income from the Sharing Not Wasting group but due to changes in legislation this group was unable to continue. This resulted in a significant reduction in our monthly income.

When searching for additional funding we have found that most applications can only be made for specific projects which involve the purchase of new materials (enhancement expenditure) and not general maintenance and running costs. This application would therefore be highly beneficial to us as it is not something that could be funded through alternative applications.

Please continue on a separate sheet if necessary

29. Please state your group/organisation finances for the last financial year:

Accounts date ending      Month: March      Year 2022

Total (gross) income      - £6,489.95

Total expenditure      - £3,653.63

Surplus/deficit at year end      - £2,836.32

Unrestricted Savings/Reserves - £1,836.32 (increase on last year as saving for a new door surround)

Restricted Savings/Reserves? - £1,000

If you have restricted reserves – please explain what they are restricted for:

The terms of our agreement require us to have £1,000 in reserves.

Declaration:

I declare that I have the authority of the organisation to apply for the grant and that the information contained herein is accurate.

Enclosed:

Copy of the latest published ACCOUNTS:	YES	NO
Copy of the organisations CONSTITUTION:	YES	NO

Does your group/organisation have an appropriate policy/process for the following:

Copy of the organisations SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY:	YES	NO
--	-----	----

Copy of the organisations FINANCIAL CONTROLS AND MANAGEMENT POLICY:	YES	NO
---	-----	----

Copy of the organisations EQUALITY AND DIVERSITY POLICY:	YES	NO
--	-----	----

If you are working towards these policies and/or require support please contact Belper Town Council as we may be able to assist.

The organisation will, if requested by Belper Town Council, produce evidence to show that the grant has been spent on the declared project.

Signed

Susan Jane Smith

Dated

28/10/2022

## **BELPER TOWN COUNCIL APPLICATION FOR SERVICE LEVEL AGREEMENT**

- 1 Belper Town Council budgets a set amount each financial year to give as grant aid in support of local initiatives. To enable the Council to maintain proper management of its budget no application will receive more than is requested in each application.
- 2 The application form must be completed **IN FULL** giving as much detail about the proposal as possible. A separate sheet may be attached.
- 3 Organisations applying should attach to the application form a copy of their latest balance sheet and profit and loss together with a copy of their constitution.
- 4 **Completed application forms should be returned to the Town Clerk, Belper Town Council, The Butts, Belper, Derbyshire DE56 1HX and emailed to [clerk@belpertowncouncil.gov.uk](mailto:clerk@belpertowncouncil.gov.uk).**
- 5 **Grant applications must be submitted prior to 1<sup>st</sup> October in the year prior to which funding is required, in order to be considered in the Council's annual budget.**
- 6 The Council's Clerk has delegated power to review applications, request further information, give advice and refuse applications that do not meet the Grant Aid criteria. The Clerk will refer applications to the Council's Full Council meetings on a monthly basis for decision. Applicants will be notified of the date and time of the meeting and be given an opportunity to address the meeting on the application. The decision will normally be made known to the Applicant in writing within seven days.
- 7 Grants will only be considered for projects and proposals which will enhance the quality of life of the people served by the Town Council. Applications from bodies outside the town boundaries may be granted where the proposals show a distinct benefit to the residents of the town.
- 8 Grants will normally only be considered for new / start up organisations and/or projects and/or one off events that meet one or more of the following criteria: The organisation/project or event
  - goes some way to filling in gaps in existing provision
  - is innovative and exciting
  - considers the needs of disadvantaged individuals and groups
  - takes positive steps to promote a healthy environment
  - promotes equality of opportunity and access for all
- 9 Grants will be considered for organisations/projects and events that can either show match funding is available, either through own resources or other grants and that the organisation/project/event is viable without further recourse to Council funding.
- 10 Belper Town Council has produced an Accessibility Strategy and agreed to apply it to every area of its work and the services it provides. Working in partnership with Accessible Belper we want to encourage all organisations in the Town to appraise what they do and consider how accessibility can be improved in relation to people who have disabling conditions. To help you in this process we would ask that you:  
Carry out the training – <http://www.accessiblebelper.org/video.html>  
Complete the business questionnaire – <http://www.accessiblebelper.org/questions.html>
- 11 The Council will not normally

- support applications from organisations which then go on to make donations to other charities and groups
- give more than one grant in any one year to the same organisation
- give a grant to an organisation that receives an annual grant (SLA) from the Council

**12 All successful projects MUST recognise Belper Town Council's funding in their literature and publicity and should also keep the Council informed of the development of the project funded by the Council. A timescale for reporting back will be given in the funding agreement.**

**12 Reports will be required by 31 March following the payment made during the financial year. If the agreement is for more than 1 year each subsequent year a report will need to be sent into the Council's Clerk by 31 October for review by the Council.**



# CONSTITUTION OF Belper Early Years Fun

## 1. Name

The name of the organisation shall be: Belper Early Years Fun

## 2. Aims and Objectives

The aims and objectives of the organisation shall be:

- a. to help children aged 0-5 in the Amber Valley region to develop and grow in line with the Early Years Foundation Stage (EYFS) objectives, including:
  - communication and language
  - physical development
  - personal, social and emotional development
  - literacy
  - mathematics
  - understanding the world
  - expressive arts and design
- b. provide a safe and welcoming place for parents and children to come
- c. reduce isolation and improve the self confidence of the parents and children who attend
- d. encourage an environment in which parents feel comfortable to provide each other with peer support

## 3. Powers

To further the Aims and Objectives of the organisation, the following powers will be granted to Management Members:

- a. establish the Belper Early Years Fun group
- b. open a bank account
- c. take out insurance if required
- d. raise money and organise fundraising events
- e. work with other groups and exchange information

## 4. Membership

- a. Membership of the organisation shall be open to anyone living in the Amber Valley locality (regardless of nationality, sex, sexual orientation, race or colour) interested in helping the organisation to achieve its aims; and is willing to abide by the rules of the organisation, including paying any subscription fee agreed by the Management Committee.
- b. All groups in the community who wish to be involved shall be invited to nominate a member to the organisation
- c. Every member shall have one vote at a General Meeting.

- d. The membership of any member may be terminated for good reason by the Committee.

## **5. Management**

- a. The organisation shall be administered by a Management Committee of not less than 3 and not more than 5 members, all elected at the organisation's Annual General Meeting.
- b. The Officers of the Committee shall be: the Chair, the Treasurer and Secretary.
- c. The Management Committee shall meet at least three times a year.
- d. The Chair shall preside over all meetings of the organisation.
- e. The quorum for Management Committee meetings shall be 5 people
- f. Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote, then the Chair shall have a second vote.

## **6. Duties of the Officers**

- a. The duties of the Chair shall be:
  - 1. to preside at meetings of the Committee and the organisation
  - 2. as may be required by the Committee, to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies.
- b. The duties of the Secretary shall be:
  - 1. to prepare in consultation with the Chair, the agenda for the meetings of the Committee.
  - 2. to take and keep minutes of all meetings [these to be considered for accuracy by the full Committee at the start of each meeting].
  - 3. to collect and disseminate information on all matters affecting the organisation.
- c. The duties of the Treasurer shall be:
  - 1. to supervise the financial affairs of the organisation and provide a report for the annual general meeting.
  - 2. to ensure that proper accounts are kept with regards to all monies received by and paid out by the organisation and arrange for these accounts to be inspected annually.

## **7. Finance**

- a. A financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March; after which time, an audited statement of accounts will be produced.
- b. Any bank accounts opened for the organisation shall be in the name of the organisation.

- c. Any cheques issued shall be signed by two Committee Members; the Treasurer and two other officials being nominated as potential signatories.
- d. All moneys raised are only to be spent furthering the Objects of the organisation; and no payments shall be made to Management Committee Members or general Members except for reasonable out of pocket expenses.

### **8. Ordinary General Meetings**

The Chair, or the Committee, can call an Ordinary Meeting at their discretion. There will normally be three each year, open to members at a suitable venue within the membership area.

### **9. Annual General Meetings**

- a. The organisation shall hold an Annual General Meeting (AGM) within 15 months of the previous one.
- b. All members shall be given at least 14 days' notice of the AGM and shall be entitled to attend and vote.
- c. The business of the AGM shall include:
  - 1. receiving a report from the Chairperson on the organisation's activities over the year
  - 2. receiving a report from the Treasurer on the finances of the organisation.
  - 3. electing a new Management Committee
  - 4. considering any other matter as may be decided.
  - 5. voting on recommendations/ amendments to the constitution.
- d. The quorum for the Annual General Meeting and any General Meeting shall be 5 people.

### **10. Special (or Extraordinary) General Meetings**

A Special General Meeting may be called by the Management Committee or members to discuss an urgent matter. The Secretary shall give all members 14 days' notice of any Special General Meeting together with notice of the business to be discussed.

### **11. Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least four of those members present and voting at any General Meeting.

### **12. Dissolution**

The group may be dissolved at a Special General Meeting with at least two weeks' notice to all members. The organisation may be wound up if agreed by of those members present and voting at the special General Meeting. In the event of winding up, any assets remaining, after all debts have been paid, shall be given to another Group with similar aims working within the membership area. The Treasurer shall prepare closing accounts which record the distribution of the remaining assets.

**13. Adoption of the Constitution**

This Constitution was adopted on \_\_\_\_\_ (date)

Signed \_\_\_\_\_(Treasurer)


Signed \_\_\_\_\_(Chair)

Signed \_\_\_\_\_(Secretary )

**13. Adoption of the Constitution**

This Constitution was adopted on 04/03/2016 (date)

Signed  (Treasurer)

Signed  (Chair)

Signed  (Secretary )

