

# BELPER TOWN COUNCIL

## APPLICATION FOR SERVICE LEVEL AGREEMENT

1. NAME of ORGANISATION: Belper Leisure Centre Limited (BLC)

2. NAME and ADDRESS of CONTACT: Rachael Vickers, John O' Gaunts Way, Belper, Derbyshire, DE56 0DA

3. POSITION in ORGANISATION: Centre Manager

4. TELEPHONE Daytime: 01773 825285 Evenings: N/A

5. EMAIL: rachael.vickers@belperleisurecentre.co.uk

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

We provide sports and leisure provision for the community of Belper and students of Belper School. Our facilities include; a 25 metre swimming pool, 4 court sports hall, 1 court activity hall, 2 squash courts, 3g pitch, 60 station fitness suite with a sauna, steam room and spa pool. Our core activities are based around swimming (including lessons), football, badminton, squash, table tennis, basketball, volleyball. As well as this we are a central hub for a number of local clubs and organisations such as Belper Hammers volleyball, taekwondo, kickboxing, jujitsu, Belper Marlin swimming club, Belper 10/20 triathlon club, Belper Sports FC, Belper United FC, Belper Town Ladies FC.

We are a preferred provider for the Derbyshire County Councils (DCC) Live Life Better Exercise by Referral Programme (more details in section 13).

Detailed usage and progress reports from these user groups are included in the attached BLC Healthy Lifestyle Annual Operational Report which covers the period from 01/04/21 – 31/03/22. Belper Town Council (BTC) Supported BLC through an SLA from 01/04/22, therefore we will look forward to reporting on initiatives relating to BTC which will be presented in next years (2023/24) Healthy Lifestyle Report.

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

Employed full-time worker	<input type="text" value="16"/>	Volunteers	<input type="text"/>
Employed part-time worker	<input type="text" value="16"/>	Members	<input type="text"/>
Support or external worker	<input type="text"/>	Informal helpers	<input type="text"/>
Committee Members	<input type="text"/>	Others <b>34 casual</b>	

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

BLC provides recreation/leisure services for Belper School and the wider community, the grant would be a substantial help in supporting the facility to deliver high quality leisure provision for our service users;

- Residents and community of Belper
- Specific community clubs and groups
- Population target groups (children and young adults, people living with disabling conditions, elderly clients)
- Physical education lessons for Belper School and other associated requirements of the national curriculum
- Derbyshire County Council Area Swimming Programme
- Derby County Community Trust

Please continue on a separate sheet if necessary

---

9. When will the project start: We are submitting our request for funding to start 01/04/23.

---

10. When will the project finish: 31/03/24

---

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

Same as above

---

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

Using strategies outlined in our Business Improvement and Marketing Improvement Plan;

- For our local community base, we will continue to promote our activity programming, initiatives and facility information through our Facebook page, website, and internal leaflets.
- We have direct links with our specialised user groups and clubs and will continue to liaise with them directly to promote involvement.
- We have a meeting schedule in place with all stakeholders and/or member organisations (Belper School, Amber Valley Borough Council, Belper Town Council, Derbyshire County Council, and the Football Association) and will continue to advertise projects and initiatives as outlined in our individual agreements.

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:

Belper Leisure Centre;

- Are accredited by the Sport England Quality Assurance Framework 'QUEST' and undergo an annual audit to verify our commitment and continual compliance, more details of this are in section 21.
- Are affiliated by UK Active (a leisure industry trade association), similar to the QUEST framework, we commit to the best practice standards outlined in their framework and have an annual assessment to show compliance.

- Run a very successful Exercise by Referral programme in conjunction with Derbyshire County Council (DCC) Live Life Better programme. This is for customers who have been referred with one or more medical conditions by their GP. They undertake a 12-week programme with one of our qualified staff members, which include gym, swim, and classes, with a view to maintaining this on a long-term basis.
- Support the DCC Foster carers and looked after child programme, where eligible participants can access our facilities. DCC then reimburse us for each visit.
- Are the Inclusion and Disability Hub for Derby County Community Trust (DCCT) and work with them on a number of projects on our 3g pitch.
- Run a learn to swim programme 'Splash Academy' that is accredited and ran in conjunction with the Swim England framework.
- Are a central hub for a number of community groups (Holbrook School for Autism, Whitemoor Day Centre) and have set up special rates to make the facilities more affordable for them to attend.
- Work in partnership with Belper School to facilitate their PE sessions. And DCC to provide facilities for the area schools swimming lessons.
- Have initiated a 12-week complimentary swim pass for individuals and families that are residing in Amber Valley having come to the UK from Ukraine under the Governments 'Ukraine Scheme'.

As stated in section 6, there are a number of community clubs who use our pool and dry side areas to run their club.

---

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

Belper Leisure Centre has been the focal hub for community sports and leisure since 1974. Like many commercial businesses, we are still rebuilding our customer base from the effects of the COVID 19 Pandemic and associated economic circumstances.

The Centre has operated and been credited with a very prudent approach to management. Community grant funding from Amber Valley Borough Council was reduced from April 2021 due to the councils own funding issues, which we had to accept. The Belper Town Council grant funding for 2022/23 was an incredible bonus and the Company was extremely grateful that it was made. For the Company to properly re-establish its trading strength it will need to continue to work to rebuild its customer base and maintain such a vital service to the community.

---

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

- A thriving well-equipped and well-run Leisure Centre, with provision for all user groups listed in section 8 and 13.
- Staff, delivering / supervising activities are highly skilled and multi qualified. Qualifications include but are not limited to; National Pool Lifeguard, Level 3 Personal Trainer, Level 4 Cardiac Rehabilitation, First Aid at work, A.E.D (emergency de-fib).

The above allows us to produce a suitable schedule of programming / activities to cater for all residents / community needs.

Please continue on a separate sheet if necessary

---

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

It is difficult to provide an exact figure, to offer a snapshot of information we had approximately 286,101 visits to the Centre between April 2021 - March 2022. This includes the 3g-pitch, Palms Health and Fitness

Suite, workout classes, swimming pool, community bookings, dryside courts, children's birthday parties, children's holiday activity clubs and school use.

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

All user groups listed in section 8

Please continue on a separate sheet if necessary

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

From a thriving well-equipped well ran Leisure Centre. We are committed to growing and developing our facilities and activity programming to help the community and students lead a healthy and active lifestyle.

Please continue on a separate sheet if necessary

---

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

BLC undertook and obtained an accessibility accreditation with the Inclusive Fitness Industry (IFI) in 2014, to ensure that the facilities were accessible for all service users. We are committed to upholding these requirements, and welcome working with the local community to do so.

We are currently liaising with Cllr Simon Mallet to support the Council's aims outlined in the BTC 2020/22 Accessibility Strategy and are hoping to be involved in the local implementation of the Nimbus Disability Access Card.

We have a number of links with local groups / users (detailed in 13), and we are actively looking to extend partnerships with these and other organisations for people with disabling conditions.

---

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

---

Yes, myself and all members of the management team have done this, thank you.

---

B) Please confirm you have completed the Questionnaire referred to in Section 10 of the notes below

Yes, I have thank you

---

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

We are accredited by the Sport England Quality Assurance Framework 'QUEST' and undergo an annual audit to verify our compliance. The assessment looks into key areas of our business (customer experience, business planning, environmental factors, Health and Safety etc...) and how we manage / deliver expected outcomes. As part of our on-going compliance and the annual assessment we measure and review what

impact our actions have on those key areas. We do this by reviewing customer comments and surveys, throughput/attendance figures, feedback from stakeholders and member organisations.

In addition to the above we put together an annual healthy lifestyle report which details all of our service users information/progress over the past year. The report is a great insight into the workings of the Centre and is a good opportunity for us to showcase the great work that we do and what impact this has on our customers.

A copy of the 2021-2022 report has been presented as appendix 1 to this application. This is the first report we have been able to produce since the COVID 19 pandemic and shows a great progression of people returning to physical activity since we were able to reopen 12/04/21. As detailed in the report we were operating following Government COVID 19 restrictions / guidance for majority of the first half of the year.

Belper Town Council Supported BLC through an SLA from 01/04/22, therefore we will look forward to reporting on initiatives relating to BTC which will be presented in next years (2023/24) Healthy Lifestyle Report.

22. How much will your project cost in total? : £ 20,000

23. How much do you require from Belper Town Council? : £ 20,000

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

BLC is primarily funded through its own membership fees, club fees and casual income generation. Belper School (PE and Exam usage) and Derbyshire County Council (Area School Swimming) use the Centre for education purposes. Additionally, AVBC pay an annual grant towards the provision of community leisure, this has traditionally been a three-year agreement, a new 3-year agreement is currently in place until 31/03/25. The Belper Town Council paid BLC an annual grant from 01/04/22 - 31/03/23.

Please continue on a separate sheet if necessary

Please provide breakdown of items required:

Item Description	Quote Y/N	Cost £

25. How is your project responding to climate change and the global climate emergency?

A thriving well maintained leisure centre in Belper means that people will stay local and not have to drive to other towns. We do recognise the effect that our operations have on the environment and are committed to ensuring that we play our part in environmental protection and improvement where possible; as a result, we are looking to undertake a carbon audit to highlight areas that we can improve on.

---

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

BLC would continue to operate and develop a wide and comprehensive range of activities, as it has done since 1974. However, it would be of benefit to the Centre and the community at large for the funding to be developed in line with an SLA with the Town Council.

Please continue on a separate sheet if necessary

---

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

Belper Leisure Centre has been operating since 1974 – as previously stated we have a vast number of customers, Schools, clubs, and organisations that use our facilities. The Centre had approximately 286, 101 visits from April 2021 – March 2022.

Please note: usage/throughput during this period was effected by the stringent Government guidelines that were in place when reopening 'Grassroot Leisure Facilities' after the last lockdown.

Please find attached a copy of the BLC Healthy Lifestyle Annual Operational Report from 01/04/21 – 31/03/22, which details how local Belper residents access our facilities.

Please continue on a separate sheet if necessary

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

Belper Leisure Centre remains the focal hub for Community sports and leisure. Primarily the majority of expenditure is met from activity income but local grant support for community use is both helpful and sometimes necessary to accommodate specific needs. Like many commercial businesses, we are still recovering from the loss of income as a result of the COVID 19 Pandemic. The Company used majority of its reserves to survive during the Pandemic and lockdown periods.

It had been hoped that the Company would be able to start to rebuild its reserves throughout the 2022/23 financial year. However, due to the unprecedented rise in expenditure, primarily down to the increased cost of utilities and slower return to income fuelled by the cost-of-living crisis faced by our user groups, this may not be the case.

As a result, we completed a prudent budget for 2022/23 with the aim to end the year on a break-even basis for 2023. This is something we are currently on track for.

The 10k granted from BTC for the current year is greatly appreciated and has undoubtedly contributed positively to this year's performance.

Although the budgeting process has not yet begun for next year (2023/24), we know it is going to be another difficult year given the current unprecedented economic circumstances. With this in mind, we would request that the Council consider our increased application.

All funds generated by BLC are used solely for the purpose of operating and maintaining the Centre for the benefit of the Community. Something which we were managing to sustain prior to the Pandemic. The economic forecast has greatly slowed down our progress to rebuild to post Covid levels.

Please continue on a separate sheet if necessary

---

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

Accounts date Month March Year 2022

Total (gross) income - £ 1,001k

Total expenditure - £ 1,296k

Deficit at year end - £ (295k)\*

Unrestricted Savings/Reserves - £ 4,967k

Restricted Savings/Reserves? - £ 144k

\*The deficit has been adversely affected by the effects of the COVID 19 lockdowns and restrictions.

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

The restricted Income funds represent the initial grant support for the 3G artificial grass pitch less accumulated depreciation thereon. These funds are to be used for the development of football in the local area.

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 to follow on 13/10/22  
Copy of the organisations CONSTITUTION: YES

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

Copy of the organisations SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY:  
YES

Copy of the organisations FINANCIAL CONTROLS AND MANAGEMENT POLICY:  
YES

Copy of the organisations EQUALITY AND DIVERSITY POLICY:  
YES

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



Dated

7. 10. 22

## 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.**

