

BIRMINGHAM CITY COUNCIL

TRUSTS AND CHARITIES COMMITTEE

MONDAY, 13 NOVEMBER 2023 AT 11:30 HOURS
IN COMMITTEE ROOM 2, COUNCIL HOUSE, VICTORIA SQUARE,
BIRMINGHAM, B1 1BB

A G E N D A

1 NOTICE OF RECORDING/WEBCAST

The Chair to advise/meeting to note that this meeting will be webcast for live or subsequent broadcast via the Council's Public-I microsite ([please click this link](#)) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

2 DECLARATIONS OF INTERESTS

Members are reminded they must declare all relevant pecuniary and other registerable interests arising from any business to be discussed at this meeting.

If a disclosable pecuniary interest is declared a Member must not participate in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If other registerable interests are declared a Member may speak on the matter only if members of the public are allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If it is a 'sensitive interest', Members do not have to disclose the nature of the interest, just that they have an interest.

Information on the Local Government Association's Model Councillor Code of Conduct is set out via <http://bit.ly/3WtGQnN>. This includes, at Appendix 1, an interests flowchart which provides a simple guide to declaring interests at meetings.

3 **APOLOGIES**

To receive any apologies.

3 - 6

4 **MINUTES**

To confirm and sign the minutes from the last meeting held on 12 June 2023.

7 - 22

6 **YOUNG ACTIVE TRAVEL TRUST GRANTS**

Report of Assistant Director – Transport and Connectivity.

23 - 34

7 **OVERVIEW AND UPDATE ON ACCOUNTS FOR BIRMINGHAM MUNICIPAL CHARITY**

Report of Director Group & Capital Finance.

35 - 38

8 **APPLICATIONS FOR GRANT FUNDING TO BIRMINGHAM MUNICIPAL CHARITY**

Report of Director Group & Capital Finance.

9 **DATE AND TIME OF NEXT MEETING**

To note the date of the next meeting is 15 January 2023 at 1pm in Committee Room 2.

10 **OTHER URGENT BUSINESS**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chair are matters of urgency.

11 **AUTHORITY TO CHAIR AND OFFICERS**

Chair to move:-

'In an urgent situation between meetings, the Chair jointly with the relevant Chief Officer has authority to act on behalf of the Committee'.

BIRMINGHAM CITY COUNCIL

TRUST AND CHARITIES COMMITTEE 12 JUNE 2023

**MINUTES OF A MEETING OF THE
TRUSTS AND CHARITIES COMMITTEE
HELD ON MONDAY 12 JUNE 2023
AT 1030 HOURS IN COMMITTEE ROOM 2, COUNCIL HOUSE, VICTORIA
SQUARE, BIRMINGHAM**

PRESENT: - Councillor Marcus Bernasconi in the Chair.

Councillors Kath Scott, David Pears and Mumtaz Hussain.

ALSO, PRESENT: -

Paul Ruffle – Senior Travel Demand Officer
Rajesh Parmar – Legal Services
Sofia Mirza – Committee Services

.....

NOTICE OF RECORDING

- 1109 It was noted that the meeting would be webcast for live or subsequent broadcast via the Council's Public-I microsite ([please click this link](#)) and that members of the press/public may record and take photographs except where there were confidential or exempt items.

DECLARATIONS OF INTEREST

- 1110 None declared.

APOLOGIES

- 1111 Councillors Basharat Mahmood, Lisa Trickett and Maureen Cornish.

MINUTES

- 1112 The Minutes of the meeting of the Committee held on 5 May 2023, having been circulated, were confirmed by the Committee and signed by the Chair.

APPOINTMENT OF COMMITTEE AND CHAIR

The appointment of the Committee and Chair was noted by the members.

5073

ELECTION OF DEPUTY CHAIR

Councillor Kath Scott was elected as the Deputy Chair.

TERMS AND REFERENCE OF THE TRUST AND CHARITIES COMMITTEE

The Terms and Reference of the Committee were noted by the Committee.

REPORT NO. 8 – YOUNG ACTIVE TRAVEL TRUST GRANTS

The Senior Travel Demand officer presented the report to members on behalf of the Assistant Director of Transport and Connectivity. The officer explained that it was his role to promote safe and sustainable travel to school, to see less congestion outside the school gates, and have less people coming to school in the car whilst promoting a sustainable means of travelling to school.

The school that wished to apply for funding of the grant must have registered to Motive Stars, which is a national programme funded by the Department of Transport. The programme promotes sustainable travel to school. The school must have completed a school travel survey within 12 months starting from September 2022. The Travel Survey asked two questions of the staff and the pupils: How do you currently travel to school and how would you prefer to travel to school? From the answers of the Travel Survey, the school must have started to write their school travel plan, which shows how they will make changes to the school journeys. Applications were invited from schools during the spring term this year between the 9th of January and the 31st of March.

The applications were examined by the assessment panel on 5th April. Members of the panel included Paul Ruffle and Mandy Slater from the Travel Demand Team. The applications were presented to the Transport Highways Group on the 20th of April and the Transport Highways Board on the 28th of April and were then submitted to the Trust and Charities Committee. There were 7 wards that requested funding from the young Active Travel Trust. These were Alan's cross Garretts, Green Kingstanding, Northfield Sutton, Four Oaks Sutton roughly and wheelie, and Selly Oak. The seven schools have registered and completed their school travel plans, and they met the criteria for this funding.

There were seven applications, each £1000. On 17th January, the remaining balance of the fund was £44,836.35. If the seven applications were successful, it would leave a balance of the fund of £37,836.35 available going forward into the summer term and into next academic year.

RESOLVED: -

The report was agreed by members.

1113

Trust and Charities Committee – 12 June 2023**REPORT NO. 9 – BIRMINGHAM MUNICIPAL TRUST - ACCOUNTS**

The Chair noted that after being elected as the Chair he was aware that the Municipal charity had not provided an annual return since 2021. Officers were asked to provide an update on the progress of accounting responsibilities.

The Finance Manager presented an update to the members, it was noted that within the upcoming weeks an update would be provided. The Chair stated that he would like to carry this conversation into the next meeting with historical governance documents or business plans for the charity that has been created over the last 5 years.

1114

RESOLVED: -

It was agreed by the Committee that the item would be discussed further at the next meeting.

REPORT NO. 10 - Highbury Trust – A Report on Property Matters on Decision by Council as Trustee

The City Solicitor gave an overview of the report which would be going to city council the following day.

The purpose of the report was to obtain a decision in principle. There were some developments with funding. It was stated that Highbury was in a position to access the lottery funding.

There were two main aspects of the report. The first aspect was to grant a lease to Chamberlain Hybrid trust for 125 years. Once this is in place, then this would release a lottery funding. The second item on the report was the disposal of the Chamberlain House, which is adjacent to higher Highbury Hall, next to Ofcom, ask the school to dispose of it, to remove it from the trust and into the ownership of the City Council, to carry out educational activity.

At both, those objectives required consent to the Charity Commission, so report gave consent to officers to speak to the Charity Commission in order to obtain both the scheme and in order to facilitate those two objectives.

Once the report went ahead and the decision was made, discussions would take place with the charity, the Chairman, Hybrid Trust, the Charities Commission and would see how to move this this matter forward. The intention at present was for the lease to be granted, sometime next year. There was preparation work being undertaken by the Chamberlain Highbury trust and there would be some further negotiations around the heads of terms and the draft lease. It also asked for permission to seek independent legal advice.

Councillor Pears asked if there were any objections to the proposal. The City Solicitor replied and stated that there are no objections. The Council was keen to obtain ownership of Chamberlain House, there would be further consultation and public consultation undertaken.

Trust and Charities Committee – 12 June 2023

1113

RESOLVED: -

The report was noted by the committee.

OTHER URGENT BUSINESS

None submitted.

AUTHORITY TO CHAIR AND OFFICERS

1114

RESOLVED: -

That in an urgent situation between meetings the Chair, jointly with the relevant Chief Officer has authority to act on behalf of the Committee.

The meeting ended 1044 hours.

.....
CHAIR

Birmingham City Council
Trusts and Charities Committee
13 November 2023



Subject: **Young Active Travel Trust Fund**

Commissioner Review

Cleared without comment.

Birmingham City Council

Trusts and Charities Committee

[13th November 2023]



Subject: Young Active Travel Trust Fund

Report of: Philip Edwards,
Assistant Director – Transport and Connectivity

Report author: Paul Ruffle
Senior Travel Demand Officer
paul.ruffle@birmingham.gov.uk

Does the report contain confidential or exempt information? ☐ Yes ☒ No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential:

1 Executive Summary

To seek the approval of the Committee to applications for funding from the Young Active Travel in Birmingham Charitable Trust, as set out below.

To update the Committee about the Trust's financial position as of 13th November 2023.

2 Recommendation(s)

2.1 That the Committee:

Approves the application for funding from the schools listed at point 4.3 below, totalling £2.000.

Notes the remaining balances available to the Young Active Travel in Birmingham Charitable Trust for future disbursement.

3 Background

- 3.1 At its meeting on 13 September 2016 Council-as-Trustee approved the formation of the Young Active Travel Trust.
- 3.2 Council-as-Trustee further resolved to instruct officers to register the Trust as a charitable organisation with the Charities Commission. As with any other charitable trust where the Council is sole corporate trustee, the responsibility for the day-to-day management of the trust is delegated by Council to the Trusts and Charities Committee.
- 3.3 At its meeting on 14 December 2016 this Committee (Trusts & Charities) approved the Mechanism of Funding Protocol which set out the management arrangements for the Young Active Travel Trust and the criteria against which applications for funding would be assessed (Appendix 1).

The Trustee secured the sum of £100,000 as the initial fund to be applied in furthering the objects and purposes of the Charity. This income is available for immediate use. This is comprised of a contribution of £75,000 from the City Council and £25,000 sponsorship from Churchill Insurance.

Purpose of the Trust

- 3.4 The Council's Young Active Travel initiative aims to pull together cross-cutting policy objectives around improving children's health, achieving "behaviour change" around transport choices, and addressing environmental and road safety concerns. It seeks to encourage parents and pupils to adopt more sustainable ways of travelling to school and to reduce car journeys, improving not only their own health but that of the wider community – with reduced road danger, less air pollution from cars, and less traffic congestion in local neighbourhoods – particularly around school gates.
- 3.5 The purpose of the Trust is set out in the Deed as follows:

The objects and purposes of the Charity are to preserve and protect public health, particularly the health of school children in Birmingham by: -

- I. *supporting initiatives which raise awareness about road safety, health, exercise and fitness.*
- II. *changing behaviours towards travel to school*

4 Options considered and Recommended Proposal

4.1 Applications for Funding

- 4.2 2 applications have been received and assessed against the criteria set out in Appendix 1. These applications have met the criteria set out in Appendix 1 and are recommended to the Committee for approval as schemes to further the objectives of the Charity. The applications are attached at Appendix 2.

School Name	MSS Registered	MSS Travel Plan	Project	No. of Pupils	Amount Requested (£)
Grestone Academy	Yes	Started	Scooter Parking & Cycle Racks	360	1000.00
SS John & Monica Primary School	Yes	Started	Child Dollies & Bike / Scooter Parking rack	209	1000.00

- 4.3. The recommended applications total £2,000.00 and if all are approved would leave the Trust with remaining resources of £35,836.35.

5 Legal Implications

5.1

6 Financial Implications

- 6.1 The recommended applications total £2,000.00 and if all are approved would leave the Trust with remaining resources of £35,836.35.

7 Public Sector Equality Duty

7.1 Public Sector Equality Duty

None. The statutory functions discharged by the Council as Trustee are subject to a separate and distinct statutory regime underpinned (principally) by the Charities Act 2011, Trustee Act 2000 and relevant Charity Commission guidance. These are non- executive functions and are therefore not subject to the Equalities Act 2010 provisions.

8 Background Papers

None

9 Appendices

List of Appendices:
<p>Appendix 1 – (Extract) Report to Trusts & Charities Committee 14 December 2016 - Management of the Young Active Travel in Birmingham Charity.</p> <p>Appendix 2 – Funding Applications attached as separate documents</p>
List of Background Documents used to compile this Report:
<p>Report to Trusts & Charities Committee/Council-as-Trustee – Formation of the Young Active Travel Trust 13 September 2016</p> <p>Report to Trusts & Charities Committee 14 December 2016 - Management of the Young Active Travel in Birmingham Charity</p>

Appendix 1

(Extract) Report to Trusts & Charities Committee 14 December 2016 - Management of the Young Active Travel in Birmingham Charity; Appendix 3 Mechanics of Grant Funding Protocol

- To be eligible to apply for a grant, schools must be located within the geographic boundary of Birmingham City Council. Alternatively, constituted groups of parents of children attending these schools will also be eligible to apply.
- Up to £1,000 per application, or school in the case of collective bids, will be available for projects that meet one or more of the criteria set out below.
- Applications may be made for revenue or capital schemes but if it is the latter, the applicant will need to resource any on-going maintenance liability that may be created.

Subject to the above, priority will be given to funding proposals where:

- a) the school has an on-going commitment to promoting safe and sustainable travel through actions within their ModeShift STARS (on-line programme) travel plan. In Particular -

- The school MUST have registered to Modeshift STARS
 - The school MUST have completed at least 1 school travel survey for both staff and pupils within the previous 12 months of the application.
 - The school MUST have started a School Travel Plan.
- b) there is a link between the proposal and actions contained within the ModeShift STARS travel plan, for example, to achieve behaviour change to more sustainable modes of travel to and from schools.
- c) it is expected that the proposal will result in a reduction in parking congestion around school gates.
- d) there is a linkage to existing initiatives led by the Council or its partners, for example, Bikeability (cycle training), Birmingham Big Bikes Bike Library or family cycle centres, or Birmingham Cycle revolution infrastructure investment.
- e) there is connectivity with other children's health and well-being programmes and activities; or local environmental initiatives.
- f) consideration has been given to the legacy of the initiative or activity to ensure sustainability beyond the life of the grant funding, for example, through parent's groups or the School Council

10 The Trust cannot:

- Award grants in excess of £1,000 to a single institution or group.
- Award more than one grant to the same school in less than 36 months.
- Award grants for things that have already been paid for.
- Fund initiatives or measures for which there is a free of charge alternative, for example, Think Road Safety resources, or other local funding source.
- Fund schemes for which Top Cycle Location Grants are available or have been awarded in 2016/17 or 2017/18

- Appendix 2



Young Active Travel Trust: Grant Funding APPLICATION FORM

Please email the completed form to **connected@birmingham.gov.uk**

Name of School(s)	Grestone Academy
Name of Head Teacher(s)	Deborah Steen
Project Title	Ride to School
Type of Applicant	School
Name of Lead Applicant	Deborah Steen
Email address	dsteen@grestoneacademy.com
Telephone number	01216756787
BCC / External School	Click here to enter text.
(If BCC) Fund Centre 'R' Code	Click here to enter text.

Signature of Head Teacher <i>(for a group of schools, only one signature is required)</i>	DSteen
Name	Deborah Steen
Date	29/06/2023

Signature of Lead Applicant	DSteen
------------------------------------	--------

1. About Your Project

1. Please describe the project you are asking for grant funding to undertake.

Please refer to the guidance notes for information about what sort of projects will be given priority.

We are currently involved in the Modeshift Stars Award and we are awaiting on our Green Award. We have begun our Bronze Award and achieving this grant will help us on some of our chosen initiatives to help us to get there.

We have some very unhappy residents at the moment due to the amount of cars that are visiting our school and the parking issues that come with this. We have a working party at the moment involving local councilors, the local authority, local residents and school staff.

We have been advised by our local authority reps (Mandi Slater) to take part in the Modeshift Stars project and I am pleased that this is underway. As a school we are working very hard on the project and the children and staff have recently completed a travel survey.

In the survey taken last month it was noted that only 0% of children cycled to school and 0% of children rode a scooter to school. When asked after the survey why this was, the children and parents told us that it was because there were no housing facilities for the children's bikes or scooters.

This information was taken to our School Council and School and I told them about our awards and about this wonderful grant that we could apply for.

10.1

2. What will you spend the grant funding on?

On speaking to the School Council about our data and parking issues, it was decided that they would like to spend the grant on a couple of locked cycle racks and scooter parks which would be dotted around our school. Children all agreed that should we promote the use of cycling and scooting then school would need to supply areas for the children to leave their bikes and scooters safely. This, they believe, will encourage more children to cycle or scoot to school and will therefore, reduce the amount of traffic coming to and from school in cars.

The scooter parks would be:

$\text{£}216.88 \times 2 = \text{£}433.76$

The cycle racks would be:

$\text{£}250.00 \times 2 = \text{£}500.00$

Total spend = $\text{£}933.76$

3. What benefits do you expect to result from the project?

This project should see a huge increase in the children wanting to ride their bikes or scooters to school as they will have somewhere safe in school to leave and secure their property too. Children surveyed have said that not having a secure area for them to use is a barrier to them not coming to school in this manner and said they would definitely use them should they be readily available in school.

We are also taking part in bikeability and a scooting project so this again, will raise the profile of not coming to school via car.

4. What positive legacy will the project have on the school or wider community and what will happen when the grant funding stops?

These products will be here at the school for many years and each year there will be promotion weeks to rise the profile of not coming to school via car. We would hope to see a reduction in the use of the car to transporting the children to and from school and therefore, reducing the car population around school leading to safer roads and happier residents.

5. How does this project connect with your Modeshift STARS Travel Plan?

Undertaken Modeshift Stars Green Award and awaiting verification of achievement.

Undertaking Modeshift Stars Bronze Award and working through the 10 travel initiatives this year - hoping to apply for Bronze before the end of December 23.

Surveys of staff and pupils undertaken.

Bikeability booked in for September and WOW weeks currently being organised.

Working with local councilor and the local authority to improve parking and travelling situations around school so that the school is a safer and kinder area for children, families and residents.

6. Estimated Project Start Date

30/09/23

7. Estimated Project Completed Date

31/10/23

8. Approximately how many pupils will be involved in this project

20 children in School Council and 340 children

9. Estimated total cost of the project

£1000

10. Amount of Grant funding sought

£1000

Evaluation

11. Please explain how you intend to evaluate the impact of the project and how you will measure success?

A travel survey would be completed every month to see if the new scooter and bike parks are having an effect on lessening the amount of children coming to school by car. We are hoping that the travel rates of cycle and scooter rise by 10%. Data will be provided through the Modeshift Star Scheme and through pupil voice and pupil surveys. Hopefully, this will then be presented during our residents meetings and they can see what we are doing to support them. This will also be presented to parents so they can also see that initiatives are in place and we are trying to make school a safer environment for everyone.

School Council will be taking daily tallies of the users of the cycle and scooter parks and should we see a drop in usage, then promotion and drive weeks will be held so that this initiative is not just a one off event but it is sustainable for all.

Grant applications will be assessed and presented for determination to the Trusts and Charities Committee, as sole corporate trustee of the Young Active Travel Trust.

Details of your application may be referred to in publicly available committee reports, along with subsequent feedback or evaluations of any schemes funded by the Trust. Please indicate below your acceptance:

☒ I accept

The items we were planning for are:

0800 1777 052 **Contact us**

NBB Outdoors
Established 1994

What are you looking for? e.g. Shelter, Signs, Ashtrays

Smoking Shelters Indoor & Outdoor Furniture Cycle Shelters & Storage Facilities Management Shelters, Walkways & Canopies New Products Cigarette Bins Custom Shelters Education Essentials

Home » Cycle Shelters & Storage » Scooter Racks

Scooter Racks

As Low As **£245.00**

Description Specifications Configurations and Assembly

- Keep your scooters secure with our single or double sided racks
- Will suit any location
- Triplex anti-corrosion surface treatment guarantees your racks for 25 years
- Alternative anti-corrosion surface treatment, hot-dipped galvanising and epoxy powder coating, also available to respective ISO and BS EN standards - call or email for a free no-obligation price
- Non-coloured racks supplied galvanised as standard and guaranteed for 25 years
- Secure storage for up to 20 micro scooters
- Simply lock your scooter using a standard padlock

Get Your FREE Quotation **Order Today**

and

https://www.safetybuyer.com/catalog/product/view/id/13992?gclid=CjwKCAjw44mlBhAQEiwAqP3eVg5Rayts-uROyalrl4ChITKxB4FIJ9-TdWyz6icwT2xfHIHEK-PHCroCw9MQAvD_BwE

Floor Mounted Bicycle Stands for 6 Bikes

05-0200-6



2 to 6 Berth Bicycle Stands

- » Hi-hoop cycle stands available in 2 to 6 berth options
- » 19mm diameter hoops manufactured from 1.5mm thick steel
- » Treated with hot dip galvanising process for superior durability and long service life
- » Supplied flat-packed with instructions for self-assembly on site
- » Floor-fixed stand can be positioned to enable access from both sides
- » Maximum tyre width 55mm
- » Floor bolts not included (see table below) and confirm required quantity during checkout

A great value, easy to install solution to promote cycle use within your workplace!

£194.99 exc VAT **£233.99** inc VAT

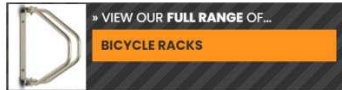
Size / Option *

Six Berth ☒

Qty

✓ In stock
✓ Delivery 1-2 days

[WISHLIST](#) [COMPARE](#)



Young Active Travel Trust: Grant Funding APPLICATION FORM

Please email the completed form to connected@birmingham.gov.uk

Name of School(s)	SS John & Monica Catholic Primary School
Name of Head Teacher(s)	Mrs Melanie Elliott
Project Title	Parking Buddies Bicycle Racks
Type of Applicant	School
Name of Lead Applicant	Mrs Melanie Elliott
Email address	m.elliott@stjonmon.bham.sch.uk
Telephone number	0121 464 5868
BCC / External School	Click here to enter text.
(If BCC) Oracle Code	AX061

Signature of Head Teacher <i>(for a group of schools, only one signature is required)</i>	M. Elliott
Name	Mrs M. Elliott
Date	06/06/23

Signature of Lead Applicant	See above
Name	Mrs M Elliott
Date	06/06/2023

1. About Your Project

Please describe the project you are asking for grant funding to undertake.

Please refer to the guidance notes for information about what sort of projects will be given priority.

The school covers a large area, to support road safety and considerate safe parking we would like to buy some visible pavement reminders outside school to highlight safety in the form of child size signs.

Signs are to cover the outside zig zag area and the pedestrian entrances, this will deter cars parking or dropping off

This will make the roads and pavements a safer place for the children and parents, who wish to travel by foot, cycle or scoot.

2. What will you spend the grant funding on?

It would enable the school to buy a number of pavement signs to cover the area beyond the school gates.

We would also like to purchase Bike & Scooter Racks to encourage the children to come to school on them.

We hope the signs will raise awareness that a school located on these residential roads and that drivers travelling through will take more care with their speed.

3. What benefits do you expect to result from the project?

We hope the signs will raise awareness that a school located on these residential roads and that drivers travelling through will take more care with their speed.

The signs will be obvious when placed on the zig zag areas and outside the pedestrian areas.

4. What positive legacy will the project have on the school or wider community and what will happen when the grant funding stops?

These will help again to deter inconsiderate parking for school and community events e.g. school performances and summer fairs.

The signs will be a deterrent to drivers and will encourage parking further afield and walking a little way into school

This will help again to deter inconsiderate parking.

5. How does this project connect with your Modeshift STARS Travel Plan?

Please note funding is only available to schools who have committed to developing school travel plans through the on-line Modeshift STARS programme; or schools who will commit to registering on Modeshift STARS and achieving bronze level within 12 months (from date of award of grant).

School has achieved Silver Modeshift Stars Travel Plan last year and is working to renew this and move to Gold Award.

6. Estimated project start date.

04/09/2023

7. Estimated project completion date.

30/09/2023

8. Approximately how many pupils will be involved in this project?

209 pupils in school

9. Estimated total cost of the project

£1000

10. Amount of Grant funding sought

£1000

11. Please explain how you intend to evaluate the impact of the project and how you will measure success?

- Monitor and keep evidence of numbers of pupils biking/scooting to school to see if this is sustained/increased throughout different seasons of the year
- Pre-post parental questionnaires
- Liaise with local residents to get feedback regarding parent parking (volume and consideration) as a result of the project

Grant applications will be assessed and presented for determination to the Trusts and Charities Committee, as sole corporate trustee of the Young Active Travel Trust.

Details of your application may be referred to in publicly available committee reports, along with subsequent feedback or evaluations of any schemes funded by the Trust. Please indicate below your acceptance:

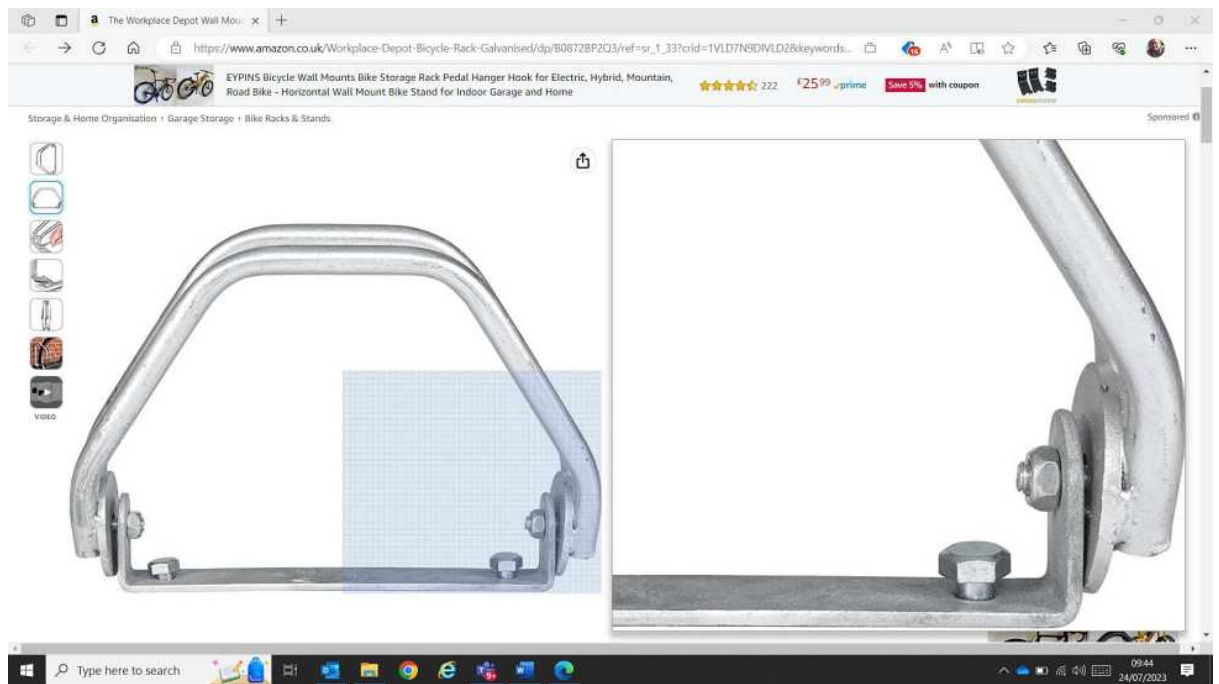
☒ I accept

[School parking Pavement road Signs to help children cross safely](#)

Child Friendly Cut-Out Road Safety Pavement Signs. Safety is important, when these signs are put up in front of schools they allow better management of traffic. With an abundance of children present, it is of the upmost importance to practice safety precautions in a school parking or outside a school

www.cubedcreative.co.uk





Birmingham City Council
Trusts and Charities Committee
13 November 2023



Subject: **Overview and Update on Accounts for Birmingham Municipal Charity**

Commissioner Review

Cleared without comment.

Birmingham City Council

Trust and Charities Committee

13th November 2023



Subject: Overview and Update on Accounts for Birmingham Municipal Charity

Report of: Director Group & Capital Finance

Report author: Alison Jarrett

Does the report contain confidential or exempt information? ☐ Yes ☒ No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential:

1 Executive Summary

To present to Committee the draft statement of financial activities for Birmingham Municipal Charity (BMC) for the year ended 31 March 2022 and to discuss and approve an update to the process for access to support.

2 Recommendations

That Committee:

- 2.1 Acting on behalf of the Council as Trustee is recommended to note the draft statement of financial activities as set out within Appendix 1 of this report for the year ended 31 March 2022 and the year ended 31 March 2023.
- 2.2 To give authority to the Chair of the Committee to approve the final set of accounts, subject to no material changes, and approve submission of confirmed statement to Charities Commission.
- 2.3 Acting on behalf of the Sole Corporate Trustee authorises Council Officers to submit all appropriate and necessary documentation to the Charity Commission in respect of recommendation 2.2.
- 2.4 Notes the current process for access to support from the Charity and consider any proposed updates and changes to this.
- 2.5 Authorises the Director of Legal Services (or delegate) to prepare, execute and complete all necessary documentation to give effect to the above decisions.

3 Background

- 3.1 The Birmingham Municipal Charity was established by a Trust deed dated 9 June 2011 by Birmingham City Council and is a charitable trust.
- 3.2 The charitable objects of the Birmingham Municipal Charity are “to fund general charitable activity for the benefit of the citizens of the Birmingham.”
- 3.3 As referred to above, it is a requirement for all trusts that are registered with the Charity Commission to compile and submit annual audited accounts to the Commission ten months after the end of the financial year. The Charity Commission’s threshold for allowing Trustees to obtain an Independent Examination rather than a full audit is an annual income of £25,000 provided that if its gross income is more than £250,000, its gross assets (fixed assets plus current assets) are £3.26 million or less.
- 3.4 No independent examination was required for BMC for the year ended 31 March 2022 as the total annual income for the financial year was £22,551. The draft outturn for 31 March 2023 similarly does not meet the criteria for independent examination however as the council’s annual accounts for 2021/22 and 2022/23 are not yet closed, the accounts for the Charity cannot yet be closed. Once the Charity’s accounts are confirmed they will be submitted to the Charity Commission.
- 3.5 The Charity and its application process does not have a presence on the Council’s own website. Applications received in recent years are generally by word of mouth.
- 3.6 Once an enquiry is made an application form is sent to the organisation or individual to complete, help can be made available to do this. The returned application is then scrutinised, the applicant or their care representative is asked for supporting information and a summary of the request presented to the Trusts and Charities Committee, or a BMC sub-Committee, for decision. There are a number of audit checks and evidential requirements built into the process.
- 3.7 Funds are normally paid via a BCC link, perhaps a social worker or school, or on submission of paid receipts and bank evidence of payment. Once funds are paid/used the applicants are required to report on the outcome of the support and the benefit to the applicant and/or citizens of Birmingham.
- 3.8 The BMC Application conditions and terms of funding are provided at appendix 2 and the Committee is asked to consider whether any material updates are required to the scheme conditions and how, acting on behalf of the Sole Corporate Trustee, the Committee wishes to manage the access routes to the Charity.

4 Options considered and Recommended Proposal

- 4.1 It is a Charity Commission requirement to compile annual accounts and statements of financial activity. Should the accounts meet the threshold for

independent examination or audit then those services would be commissioned from outside of the Council. The council as Trustee wishes to comply with this requirement.

- 4.2 There is no set format or requirement for the terms and conditions of the Charity and the Committee is able to consider whether an update is required. There are some Charity Commission exclusions however and options to include items such as, for example, political support would be turned down by officers on these grounds.
- 4.3 The Committee is recommended to note the BMC draft statements of financial activity and, subject to no material adjustment arising from the BCC audit of accounts, delegate authority to the Chair to approve and sign the final BMC financial statements, subject to no material changes and request that officers submit the statements to the Charities Commission.

5 Legal Implications

- 5.1 The City Council acts as Sole Trustee for a number of charitable and non-charitable trusts and has delegated the management of these Trusts to the Trusts and Charities Committee, which includes approving the Accounts for any relevant charitable trust. Charitable trusts are regulated by the Charity Commission.
- 5.2 Charity Trustees must also comply with Charities Act 2011, Trustee Act 2000, other relevant legislation and guidance issued by the Charity Commission. The assets of a charity must be used in accordance with charitable law, failing which this will give rise to a breach of trust. Legal sanction can follow from either the beneficiaries of the charitable trust and/or Charity Commission. Decisions made by the charity must be expedient in the interests of the charity at all times.
- 5.3 The Committee has empowered officers within the Council to discharge certain functions on its behalf as Council Trustee.

6 Financial Implications

- 6.1 The draft statements of financial activity for Birmingham Municipal Charity are presented at appendix 1. The Charity holds a balance in excess of £760,00 (subject to any fees arising during finalisation of accounts). Should there be any material adjustments to the draft figures as a result of Birmingham City Council audit work then the accounts will be re-presented to Committee for approval.
- 6.2 There is no direct impact on the council's general fund arising from the content and decisions within this report.

7 Appendices

- 7.1 Appendix 1 Draft Statements of Financial Activity for the year ended 31 March 2022 and 31 March 2023.
- 7.2 Appendix 2 BMC Application Form

APPENDIX 1

Birmingham Municipal Charity

DRAFT Statement of Financial Activities for the Year Ended 31 March 2022 & 31 March 2023

	Funds 31 March '22 £	Draft 31 March '23
Incoming Resources		
Bank & Investment Interest	22,551	11,408
Donation		727
Total Incoming Resources	22,551	12,135
 Resources Expended		
Grants payable in furtherance of the Charity's objectives	6,118	
Administration Fees	-	-
Governance Costs		
Independent Examination Fees	Tbc	Tbc
Total Resources Expended	6,118	0
Net Incoming Resources	16,433	12,135
 Other Realised and Unrealised Losses	-	-
Total gains/(losses) on investments		
 Net Movement in Funds	16,433	12,135
 Reconciliation of Funds		
Balance of Fund Brought Forward at 1 April 2021	734,218	750,651
Balance of Fund Carried Forward at 31 March 2022	750,651	762,786

Balance Sheet as at 31 March 2022

	Funds 31 March '22 £	Provisional 2023
Current Assets		
Debtors		
CCLA – COIF Investment Fund	640,205	640,205
Cash at Hand/Bank	110,445	122,580
Total Net Assets	750,651	762,786
Represented by:		
Funds	750,651	762,786

Birmingham Municipal Charity Grant Application Form

Name of Applicant:

Name of Organisation:

Project Name:

Address:

Post Code:

Tel: No.: Fax No.: N/A

Email Address

Charity No (If applicable):

Details of Applicant

Please provide brief background details of your organisation (if there is insufficient space available details then can be provided on a separate sheet of paper)

WHAT IS THE APPLICANT APPLYING FOR

HOW WILL THE ITEM (S) REQUESTED ASSIST IN THE USER'S CONDITION/SITUATION?
(Please give as much detail as possible in support of your application; you may continue on the back of this Form)

1. Project Details

Provide Details of request for funding including costs and confirmation and details of other contributions to support the project (If insufficient space please provide details on a separate sheet of paper)

2. Public Benefit

How will the funds provided benefit the citizens of Birmingham? (If insufficient space please provide details on a separate sheet of paper).

3. Have you previously applied for Grant Funding?

Have you applied for grant funding to the Birmingham Municipal Charity or any other Birmingham City Department in the last 2 years and if so, what was the final outcome? (If insufficient space please provide details on a separate sheet of paper).

4. Other Sources of funding

In respect of this request for grant funding, have you applied or sought funding from any organisation other than Birmingham Municipal Charity? (If insufficient space please provide details on a separate sheet of paper)

5. Please provide a copy of your organisations latest audited accounts.

PLEASE ENSURE EVERY SECTION OF THIS FORM IS COMPLETED ACCURATELY AS ANY OMISSIONS MAY DELAY THE APPLICATION PROCESS BY THE FORM BEING RETURNED.

Please Return Completed Form to:

**Grants Secretary
Birmingham Municipal Charity
Corporate Resources Directorate
10 Woodcock Street
Finance (WS)
PO Box 16306
Birmingham
B2 2XR**

Enquiries: 0121 675 0482

Please feel free to add any additional information that you feel is relevant to the applicant on a separate sheet of paper.

Funding Criteria

The trusts objectives are of a general charitable nature for the benefit of the citizens of Birmingham.

- 1. Grants to be awarded to recipients or beneficiaries who reside within the boundary of the City of Birmingham up to the value of £10,000.**
- 2. Evidence of tangible “public benefit” to be demonstrated in the Application Form.**
- 3. Grant Applications will be presented to Trusts and Charities Committee for Approval.**
- 4. Funding letter to be forwarded to successful applicants.**
- 5. Applicants to sign offer of funding agreement.**
- 6. A narrative report to be submitted once the grant provided has been defrayed, confirming the use of funds and public benefit.**
- 7. Grants awarded to be defrayed in the financial year or within 6 months of approval of funding, unless agreed otherwise.**
- 8. Spend is for the benefit of the citizens of Birmingham.**
- 9. Documentary evidence of spend must be provided.**

NOTES (Internal Purposes Only)

Assessment – AJ – 01/04/22

See separate document

Criteria	Commentary	Further info
	<ul style="list-style-type: none">	

Birmingham City Council
Trusts and Charities Committee

13 November 2023



Subject: Applications for Grant Funding to Birmingham Municipal Charity

Commissioner Review

Cleared without comment.

Birmingham City Council

Trust and Charities Committee

13th November 2023



Subject: Applications for Grant Funding to Birmingham Municipal Charity

Report of: Director Group & Capital Finance

Report author: Alison Jarrett

Does the report contain confidential or exempt information? ☐ Yes ☒ No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential:

The exempt report contains information that could identify an individual

1 Executive Summary

To present to Committee applications to the Birmingham Municipal Charity (BMC) for grant funding support for consideration and decision.

2 Recommendations

That Committee:

- 2.1 Acting on behalf of the Council as Trustee is recommended to consider the application for grant funding support within this report and decide on whether a grant will be provided, including any conditions or requests for additional information.
- 2.2 Authorises the Director of Group & Capital Finance (or their delegate) to liaise with the applicant pursuant to any conditions of grant award and to administer the payment according to the BMC grant conditions document.
- 2.3 Authorises the City Solicitor & Monitoring Officer (or their delegate) to prepare, execute and complete all necessary documentation to give effect to the above decisions.

3 Background

- 3.1 The Birmingham Municipal Charity was established by a Trust deed dated 9 June 2011 by Birmingham City Council and is a charitable trust.
- 3.2 The charitable objects of the Birmingham Municipal Charity are “to fund general charitable activity for the benefit of the citizens of the Birmingham.”

3.3 **Application 1 – Make Them Smile**

- 3.4 The application is submitted by the charity, Make Them Smile, who are based in Grimsby, and were formed in 2012 to assist children within the UK that suffer from all forms of debilitating disabilities, illnesses, diseases or are disadvantaged due to being underprivileged and poverty-stricken, during which time, they have assisted more than 10,600 children and their families across the UK.
- 3.5 The application is for a donation towards supplying an Acheeva Learning Station for a SEN School, located in Erdington, Birmingham. The school has purpose-built facilities and provides specialised individual programmes to their pupils. The school caters for 229 pupils aged between 2 and 25 years. Some pupils have additional difficulties including sensory impairment, learning and communication difficulties or complex medical conditions.
- 3.6 The Acheeva Learning Station is designed to help children with special needs learn how to move independently. These include those with cerebral palsy, autism, Down's syndrome, multiple sclerosis, spinal cord injuries and many other conditions.
- 3.7 Acheeva are height adjustable mobile therapy beds that help children maintain a functional position throughout the day. It provides support for those who cannot move around easily due to illness, injury, surgery, or disability and enables children with complex needs to be comfortable, and easily integrated into classroom activities.
- 3.8 The total cost for an Acheeva Learning Station is £8,229.60. This includes all necessary accessories, VAT, and carriage. No specific amount is requested a donation of any amount would be gratefully received.

4 **Options considered and Recommended Proposal**

- 4.1 The Committee may decide to support the application in part or in full, may request additional information before deciding, may refuse an application that does not meet or support the charity's objectives. Verification work has been completed on the applicant, any payments will be subject to proof of prior expenditure and/or will be made through a Birmingham City Council service connection (for example a school or social worker). The Committee is recommended to support the application as the funding conditions are met – the amount of support and any conditions are for the Committee to decide.

5 **Legal Implications**

- 5.1 The City Council acts as Sole Trustee for a number of charitable and non-charitable trusts and has delegated the management of these Trusts to the Trusts and Charities Committee, which includes the award of grant funding to applicants of Birmingham Municipal Trust, either directly or through a sub-committee.

- 5.2 Charity Trustees must also comply with Charities Act 2011, Trustee Act 2000, other relevant legislation and guidance issued by the Charity Commission. The assets of a charity must be used in accordance with charitable law, failing which this will give rise to a breach of trust. Legal sanction can follow from either the beneficiaries of the charitable trust and/or Charity Commission. Decisions made by the charity must be expedient in the interests of the charity at all times.
- 5.3 The Committee has empowered officers within the Council to discharge certain functions on its behalf as Council Trustee.

6 Financial Implications

- 6.1 All grant payments to applicants are made from BMC funds. There is no direct impact on the Council's general fund arising from the content and decisions within this report save that of officer time.
- 6.2 BMC holds adequate funds to accommodate the requests within this report.

7 Appendices

- 7.1 No appendices