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CHIEF EXECUTIVE'S OFFICE
CHIEF EXECUTIVE
Fiona Marshall

16 May 2016

Dear Councillor

You are summoned to attend the meeting of the;

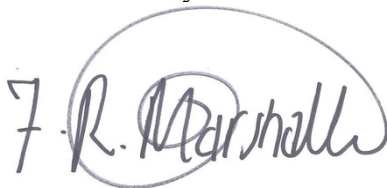
COMMUNITY SERVICES COMMITTEE

on **TUESDAY 24 MAY 2016 at 7.30 pm.**

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Fiona Marshall', enclosed within a hand-drawn oval.

Chief Executive

COMMITTEE MEMBERSHIP

CHAIRMAN Councillor R Pratt
VICE-CHAIRMAN Councillor Mrs B D Harker

COUNCILLORS Miss A M Beale
A T Cain
I E Dobson
M F L Durham
M S Heard
Miss M R Lewis
N R Pudney
Miss S White

Ex-officio non-voting Members: Councillor B S Beale MBE

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**AGENDA
COMMUNITY SERVICES COMMITTEE**

TUESDAY 24 MAY 2016

1. **Chairman's notices (please see page 2)**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 18)

To confirm the Minutes of the meeting of the Committee held on 12 April 2016, (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Public Participation**

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set aside.
2. An individual may speak for no more than two minutes and will not be allowed to distribute or display papers, plans, photographs or other materials.
3. Anyone wishing to speak must notify the Committee Clerk between 7.00pm and 7.20pm prior to the start of the meeting.

6. **Chairman's Good News Announcements**

7. **Customers and Communities Directorate Presentation**

To receive a presentation from the Director of Customers and Community.

8. **Appointment of Representatives on Liaison Committees / Panels** (Pages 19 - 22)

To consider the report of the Chief Executive, (copy enclosed).

9. **Promenade Park, Maldon - Arrangements for Maldon Mud Race 2016** (Pages 23 - 38)
To consider the report of the Director of Customers and Community, (copy enclosed).
10. **Memorials in Council Owned Open Spaces** (Pages 39 - 42)
To consider the report of the Director of Customers and Community, (copy enclosed)
11. **Progress in Meeting the National Gold Standard for the Prevention of Homelessness** (Pages 43 - 46)
To consider the report of the Director of Planning and Regulatory Services, (copy enclosed).
12. **Replacement Van for the Waste and Street Scene Team** (Pages 47 - 50)
To consider the report of the Director of Customers and Community, (copy enclosed).
13. **Any other items of business that the Chairman of the Committee decides are urgent**

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

Meetings held in the Council Chamber are monitored and recorded by CCTV.



**MINUTES of
COMMUNITY SERVICES COMMITTEE
12 APRIL 2016**

PRESENT

Chairman	Councillor R Pratt
Vice-Chairman	Councillor Mrs B D Harker
Councillors	Miss A M Beale, I E Dobson, M F L Durham, M S Heard, J V Keyes and Miss S White
Ex-officio non-voting Member	Councillors B S Beale MBE and Miss M R Lewis

1125. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

1126. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor Miss A M Beale.

1127. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Community Services Committee held on 23 February 2016, be approved and confirmed.

1128. DISCLOSURE OF INTEREST

There were none.

1129. PUBLIC PARTICIPATION

Ms Rosaline Oakley and Mrs Lesley Chipperfield addressed the Committee in relation to Agenda Item 20 – Cemeteries Task and Finish Group Update.

1130. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS

The Chairman referred to the following items:

- **Community Protection:**

The Council now has a new team The Community Protection Team. This team brought together the many environmental enforcement roles such as waste and street scene functions, car parking services, Rangers and the dog warden role. This will increase resilience and effectiveness through joint working opportunities within the team.

The Community Protection Team undertakes monitoring and environmental enforcement on behalf of several parishes and town councils within the district. The Chairman announced that North Fambridge and Tollesbury have recently employed the Community Protection Officers to take on this role.

- **Housing:**

- New Homes - Completion of nine new affordable homes in Tillingham by Chelmer Housing Partnership – including two bungalows and two shared-ownership homes, all will be prioritised to people from the Parish, following a housing needs survey carried out to identify the need for affordable housing in the village.
- Empty Homes – The Council has met its target for bringing empty 90 homes back into use for 2015 / 16 despite a slow beginning as the Council adjusted to the effects of introducing a new definition and criteria for the way it counts and defines properties that come back as a result of the intervention of the Council.
- Disabled Facilities Grants – By making best use of the Council's powers to gain contributions towards the cost of works from landlords and housing associations the Council's Home Improvements Team has managed to spend a record amount of money whilst staying within existing budget to help improve and adapt homes for more people than ever before during the last financial year and has now received even more funding for the current year to enable it to continue to expand this area of work.

1131. ALL SAINTS PRIMARY SCHOOL TASK AND FINISH WORKING GROUP

The Director of Customers and Community outlined the purpose of the All Saints' Primary School Task and Finish Working Group (the Working Group) working with All Saints' Primary School to review features and facilities within the Promenade Park, Maldon. The School had held a School Council meeting in the Council Chamber and pupils from the School Council had been invited to provide an update to the Committee.

Joe Cole, Chairman of All Saints' Primary School Council and Toby Walton, Vice-Chairman of All Saints' Primary School Council addressed the Committee. A copy of their presentation is attached at **APPENDIX 1** to these Minutes. The School had generated 11 and these had been narrowed down to the following four (in order of popularity):

- an arcade – allowing friends of all ages to gather at the promenade with a sense of independence;
- dog facilities – allowing dog owners to use a wider range of activities for the dogs as well as having the helpful dog drinking points;
- an indoor area – this would have drinks and snack, tables and chairs with a soft play area for children;
- swimming facilities – to promote a healthy lifestyle.

The Chairman thanked Joe and Toby for their informative presentation.

In response to a question regarding the Adventure Golf and whether this was something they might use, the School Councillors advised that this was something they would use as it would be fun for all people including kids and would be good interaction for the family to get together and enjoy golf.

In response to a question, the School Councillors clarified that they saw the indoor area as providing snacks, baguettes, paninis etc.

The Chairman congratulated and thanked the School Councillors, teachers and Officers for the time they had given to this Working Group.

1132. DRAPERS FARM SPORTS CLUB LEASE

The Committee considered the report of the Director of Customers and Community seeking Members views on whether the Council should renew its lease with Drapers Farm Sports Club ahead of its expiration in 2017.

The report provided background information regarding the long standing lease the Council had with the Drapers Farm Sports Club (DFSC) and it was noted that this was due to expire in April 2018. The lease made provision for the DFSC to request an extension of the agreement for a further 35 years on the same terms. The DFSC had advised the Council that it wished to extend the lease.

The Leisure and Community Development Manager advised of a number of amendments required to the lease to ensure matters such as ground maintenance were done correctly and provision was made for the sports being used.

Councillor Miss M R Lewis the Council's representative on the DFSC provided the Committee with further background information regarding the Club, its use, funding and urged the Committee to accept the recommendations set out in the report. She requested that the Council consider issuing a letter of intent. This was duly agreed.

In response to a question, the Director of Customers and Community confirmed that details of the DFSC aspiration and expansion needs along with ensuring that car parking was catered for could be included.

RESOLVED

- (i) that Officers are authorised to negotiate with the Drapers Farm Sports Club ahead of the expiration of their existing lease to:
 - (a) clarify the requirements on the Council in terms of grounds maintenance; and
 - (b) explore the potential for a clause that allows the club to expand into new land if it became available in the future.
- (ii) that the Committee receives a further report on the outcomes of negotiations;
- (iii) that a letter of intent to extend the lease with Drapers Farm Sports Club be issued by the Council.

1133. WASTE CONTRACT UPDATE

The Committee considered the report of the Director of Customers and Community updating Members on the mobilisation of the new waste and recycling collection service.

The Director of Customers and Community introduced Ms Carol Love, Waste and Street Scene Manager to the Committee.

The report provided an update in relation to a number of activities in preparation for the new service. The Waste and Street Scene Manager provided Members with further updates which had taken place since the production of the report:

- **Container Procurement** – The Council had received stock of the larger bins for flats, black sacks, food caddies with everything else being on track to arrive at the Blackwater Trading Estate week commencing 25 April 2016.
- **Container distribution** – A distribution site at Blackwater Trading Estate had been secured for a two month period starting 18 April and Jett Distribution (a distribution company) had been appointed to deliver the bins, recycling sacks, food bin liners and information packs to residents. Preparation of the new site was due to take place week commencing 18 April and Jett Distribution would be on site the week after this to off load the storage containers.
- **Staffing** – A fully trained team of staff were now in place dealing with customer enquiries both over the telephone and face to face. These staff were also visiting customers who felt they needed more help etc. It was noted that the Customer Contact Centre had seen an increase in calls with particular requests from customers following receipt of the information letter for smaller bins.
- **Collaborative Organisational Resource Environment (Core)** – The Council and Suez had created bespoke software to facilitate communications between both the Council and Suez. Suez had been carrying out training for staff with positive feedback and the system was due to go live the week commencing 18 April 2016.

- **New Routes** – New routes had been compiled in consultation with staff following the change from June 2016 to a four day working week. A map would be distributed to Members and made available on the website detailing these.
- **Further work** – A calendar of information had been finalised and would be delivered with new bins along with stickers for each bin. A number of events had been planned (some had taken place) to engage with local residents and Appendix 1 to the report provided a list of these. Members would shortly receive an update which would include the information booklet, sample of the calendar, updated Frequently Asked Questions etc.
- **Depot works** – Members were advised that works were nearly completed. Suez would be holding employee consultation forums to which a Member of the Council would attend to receive feedback as well as provide feedback to the crews.

In response to questions, the Waste and Street Scene Manager informed Members that there had been few letters of complaint but that the Council had responded to any such letters. It was requested that if a complaint was raised that this be copied to all Members for information and in response the Director of Customers and Community advised that he would arrange for a file of any such letters to be placed in the Members' Room.

RESOLVED that the progress of the new waste and recycling collection service be noted.

1134. **MARKETS UPDATE**

The Committee considered the report of the Director of Customers and Community updating Members on current arrangements for Markets within the District and to set out a proposal regarding future market provision.

Details of the three markets that the Council currently provided were set out in the report along with an update for each market, with the following information provided:

- **Butt Lane Market** – It was noted that planning permission for this market ran out on 31 August 2016. Whilst the Thursday market was growing the Saturday market only had a few regular stalls. Members were asked to consider ceasing arrangements for a Saturday market in Butt Lane Car Park, noting that should a viable business case be brought in the future this decision could be re-visited.
- **High Street, Burnham-on-Crouch** – A tendering process had been undertaken and a permanent contractor appointed.
- **Promenade Park Bank Holiday Markets** – The contract for this market was due to expire in summer 2016. Members were asked to consider expanding the market to additional Sundays throughout the year which had the potential to attract more visitors to Maldon and the Promenade Park.

Councillor M S Heard proposed that recommendation (iii) in respect of the Butt Lane Saturday Market be amended to limit the size of the Saturday market to three stalls.

Members discussed the Butt Lane Saturday market and some concern was raised in respect of the proposal from Councillor Heard and limiting the number of stalls. In response to a question regarding the classification of a market (in respect of the number of stalls), the Director of Customers and Community advised that he would speak to the external operators regarding this.

Following further discussion the proposition in the name of Councillor Heard was not supported.

The Director of Customers and Community suggested that recommendation (iii) be amended, deleting all words after Thursday and an additional recommendation be added that Officers enter into negotiation for a lease for single trading unit at Butt Lane Car Park. In response to a question in respect of the number of car parking spaces therefore required on a Saturday, the Leisure and Community Development Manager advised that three should be sufficient. The revised recommendation with inclusion of three car parking spaces was agreed.

RESOLVED

- i) that Committee notes the update on Market provision;
- ii) that the Committee requests Officers to include Sunday Markets as an option in the tendering process for the 2017 / 18 Promenade Park Markets Tender;
- iii) that the Committee requests Officers tender for a two year contract for a Maldon Market on a Thursday;
- iv) that Officers enter into negotiation for a lease for single trading unit at Butt Lane Car Park on a Saturday.
- v) that Planning Permission is sought Maldon Market for the next two years in the Butt Lane Car Park on a Thursday.

1135. DEMENTIA ACTION ALLIANCE GROUP

The Committee considered the report of the Director of Customers and Community seeking Members' support to form a Dementia Action Alliance Group (DAAG) in order for the District to be recognised as a Dementia Friendly Community (DFC). The report also sought for a Member to be nominated from this Committee to represent the Council on the DAAG.

The report provided background information to the Alzheimer Society's five year strategy and providing some detailed findings from people with dementia which covered their experiences of living in their community and the changes that they would like to see in place. Members were asked to consider the formation of a Dementia Action Alliance Group which would help create a Dementia Friendly Environment along with helping people in the community who suffer from dementia.

The Chairman introduced the Committee to Alice Burlington, Community Safety Development Officer.

The Community Safety Development Officer advised that the Dementia Alliance Action Group would work as an information group for partner agencies as well as being task driven. In response to a question, it was confirmed that funding would be required and the Officer highlighted existing budgets along with external funding that may be available.

The recommendations as set out in the report were agreed and Councillor Mrs B D Harker with Councillor M F L Durham as her named substitute was appointed at the Council's representative for the Maldon District Dementia Action Alliance.

RESOLVED

- (i) that Members note the contents of the report.
- (ii) that the Committee request Officers to form a Dementia Action Alliance Group for the Maldon District.
- (iii) that the Councillor Mrs B D Harker be appointed as the Council's representative for the Maldon District Dementia Action Alliance with Councillor M F L Durham as her named substitute.

Councillor Miss S White joined the meeting during this item of business.

1136. AFFORDABLE RURAL HOUSING

The Committee considered the report of the Director of Planning and Regulatory Services proposing changes to the approach taken by the Council for developing affordable housing in rural areas in particular the role of the Rural Community Council for Essex (RCCE).

The report provided a detailed update regarding the following:

- **Rural Housing Task Group** – Established in 2009 to encourage closer working between the RCCE, local parishes and partnership housing associations the Group had been an effective but required considerable support in terms of Officer and Member time on occasions.
- **Allocated Sites** - An increase in the number of allocated sites had added to the workload of the Council's Strategic Housing Service which questioned the feasibility of supporting this new work-stream whilst maintaining a programme of rural housing. It was noted that priority was given to supporting delivery of the Local Development Plan which may through its rural allocation of homes achieve or exceed the supply of affordable housing in more rural parts of the District.
- **Policy H5** (of the submitted Local Development Plan) – This allowed for the development of homes for sale on exception sites and Officers would continue to provide support in response to these opportunities.
- **Future of the Rural Housing Task Group** – Taking into account the need to make best use of resources, linked to outcomes, the report suggested that the Rural Housing Task Group cease to operate and the Council withdraws from its formal partnering with the work of the RCCE's Rural Housing Enabler, saving

£1,000 per year. Members were advised that the Strategic Housing Service would continue to support local parishes and also promote the RCCE but no longer make a financial contribution towards their post of a rural housing enabler.

The Director of Customers and Community advised that if the Committee were mindful to agree the recommendation as set out in the report they would need to make a recommendation to the Council as the Rural Housing Task Group was appointed by the Council. This was noted.

RECOMMENDED that the cessation of the Rural Housing Task Group be approved and notice be given to the Rural Community Council for Essex that the Council will no longer financially contribute or directly benefit from the work of their Rural Housing Enabler.

1137. CONSULTATION ON FIRE AND RESCUE SERVICES - LEADING THE WAY TO A SAFER ESSEX 2016 - 2020

The Committee considered the report of the Director of Customers and Community updating the Committee on a second stage consultation with Essex County Fire and Rescue Service (ECFRS) into the future provision of Fire and Rescue Services in Essex, Southend and Thurrock. The consultation was attached as Appendix 1 to the report.

It was noted that the options proposed in this second stage consultation contained a proposal to remove the Pinzgauer 6 x 6 Fire Appliance from Burnham-on-Crouch. The report advised that loss of this appliance would be a serious loss to the area reducing the capability and effectiveness of fire cover. The Council believed the existing capability should be retained and this had been included in the Council's proposed response to the consultation set out in the report.

The Director of Customers and Community outlined the fire appliance which had been identified for replacement advising that the ECFRS document was not clear if the Burnham-on-Crouch (BOC) appliance would be replaced in the future. It was noted that the BOC appliance required a specialist driver which it was understood had inhibited its use. Further comments were raised regarding the need for such a vehicle, particularly in respect of accessing farms and other rural areas. The Director of Customers and Community advised that he would ensure that this was covered in the response to the consultation.

Councillor R Pratt advised that as a BOC Ward Member he had been lobbied by South Woodham Ferrers Fire Service (who were drawn on to cover the District) regarding its change of crewing arrangements which in his opinion would affect the District, particularly the Dengie peninsular. A number of concerns were raised regarding this change, particularly:

- the sharing of services with Chelmsford;
- the reduced service (day time cover only);
- the impact such changes would have to response times, particularly those in the more remote parts of the District.

- whether the vehicle at BOC could be replaced as two appliances could assist with cover.

In response the Director of Customers and Community suggested that the second bullet point of recommendation (ii) be amended to request that ECFRS look at other partnership arrangements to resume cover to the District and that the Council include in its response that the current level of fire cover should be retained in BOC. This was agreed along with the addition of a further point regarding the fire appliance at Burnham-on-Crouch.

RESOLVED

- (i) that the proposals for future Fire Service provision as set out within the document ‘Leading the Way to a Safer Essex 2016-2020’ (Appendix 1 to the report), be considered;
- (ii) that the Council’s proposed response to the Essex County Fire and Rescue Service consultation, as set out below, be agreed.
 - Maldon District Council has reviewed the three options contained within the second stage of consultation. The Council is concerned at the proposed loss of the Pinzgauer 6x6 Fire Appliance from Burnham on Crouch. The Burnham-on-Crouch Fire Station (along with Tillingham) provides fire cover for the Dengie Peninsula. The appliance serves a relatively remote and predominantly rural community. The existing appliance has the capability to reach remote areas (including farmland) away from the highway. The loss of this capability is of serious concern to the Council and Essex County Fire and Rescue Service are urged to maintain this capability within the Maldon District.
 - The Council believes due to the remoteness of the area if the specialist fire engine was removed from Burnham-on-Crouch and not replaced like for like a second ‘normal’ appliance should be stationed at Burnham-on-Crouch.
 - In addition, the Council is concerned over the impact of the change of crewing arrangements at South Woodham Ferrers upon the Dengie Peninsular. The change from ‘day crew’ to ‘on call’ may reduce availability of fire cover for the Maldon District if crews were not available to respond.

1138. BUSINESS PLAN 2016 / 17 - DIRECTORATE OF CUSTOMERS AND COMMUNITY INCLUDING PRESENTATION ON HEALTH AND WELLBEING

The Committee considered the report of the Director of Customers and Community seeking Members’ approval of the Level 1 Business Plan 2016 / 17 for the Directorate of Customers and Community (attached as Appendix 1 to the report).

The report reminded Members that the existing Corporate Plan for the period 2015 – 2019 was agreed in February 2015. The Plan was a strategic document that set out the

vision and corporate goals that the Council had agreed to focus on over the four year period along with a suite of high level outcomes associated with each goal.

The Level 1 Business Plan contained information regarding all Directorates of the Council to avoid duplication which had occurred in previous years when reporting business plans. Members particular attention was drawn to pages 5 – 22 which provided the priorities and targets within the Customers and Community Directorates for the next 12 months.

The Director of Customers and Community gave a short presentation to Members highlighting some of the work undertaken by his team along with the Public Health Priorities for Maldon during 2016 / 17. It was noted that the proposed main priorities for Maldon during 2016 / 17 were obesity (child and adult), older adult's health and education. In response to the presentation, some concerns were raised regarding the statistics detailing child poverty in the District being above the national average and Community Agents. The Director of Customers and Community agreed to circulate a copy of the presentation to all Members.

RESOLVED that the part of the Business Plan for the Directorate of Customers and Community for 2016 / 17 (Appendix 1 to the report pages 5 - 22) be agreed.

1139. CUSTOMER STRATEGY

The Committee received the report of the Director of Customers and Community presenting the Draft Customer Strategy (attached at Appendix 1 to the report) approved by the Council on 7 April 2016 and seeking comments from Members.

It was noted that the proposed draft Customer Strategy together with the approved IT Strategy would shape the way in which the Council delivered services to its customers for the next four years, setting a clear vision for customers, staff and partners. A customer and stakeholder consultation on the draft Customer Strategy would take place before the final Strategy was brought back for final approval by Members.

In response to a number of questions, the Customers Manager outlined the different ways used to record customer numbers and advised that that new system was also being implemented.

Members were invited to advise the Customers Manager of any comments they may have on the Draft Customer Strategy.

RESOLVED

- (i) that Members' note the contents of the report;
- (ii) that Members comments are invited to feed into the final Customer Strategy.

1140. ESSEX COUNTYWIDE TRAVELLER COMMITTEE AND TRAVELLER UNIT

The Committee considered the report of the Director of Planning and Regulatory Services advising Members of changes to the Essex Countrywide Traveller Committee Agreement and seeking approval to renew the Council's membership arrangements.

It was noted that the Essex Countrywide Traveller Unit provided an innovative and effective control over unauthorised encampments with the added benefit of outreach work aimed at improving the health and wellbeing of the traveller community. The original three year agreement signed by the Council had now expired and a new agreement drawn up by Essex County Council. Members were asked to consider agreeing the proposed renewal of this under the updated agreement arrangement (attached as Appendix 1 to the report).

A number of concerns were raised regarding the proposal, in particular there being no proportionality in the proposed costs as it was felt some Authorities would have greater need and be of a larger area than others.

The Environmental Health and Licensing Manager advised that other Councils had a cabinet Member on the Essex Countrywide Traveller Committee all of which had signed up to maintain the unit and therefore it was unlikely that any further changes would be agreed at this point.

In response to a question, the Environmental Health and Licensing Manager advised that between 2013 and 2015 there had been nine unauthorised encampments in the Maldon District which were reported to the unit, investigated by them and where appropriate enforcement action taken.

Following further debate the Chairman put the recommendation as set out in the report which was agreed.

In response to a request, it was agreed that Members would be provided with information regarding the usage of the unit, the use of monies involved, a list of those two sites within Maldon referred to and those sites where involvement was not agreed.

RECOMMENDED that the Council's membership of the Essex Countrywide Traveller Committee be renewed through the signing of the Essex Countrywide Traveller Committee Agreement 2015 (as set out in **APPENDIX 2** to these Minutes).

Councillor J V Keyes left the meeting during this item of business and did not return.

1141. COASTAL COMMUNITY TEAMS

The Committee received the following reference from the Planning and Licensing Committee held on 3 March 2016:

“that the Community Services Committee be asked to consider that the Chairman and Vice-Chairman of the Community Services Committee or his / her substitute be nominated to join the Management Team of the Maldon and Blackwater Estuary

Coastal Community Team” (Report of the Director of Planning and Regulatory Services).

Councillor R Pratt raised concern that this Committee was not being asked to also have representation on the River Crouch Coastal Community Team and suggested that the Community Services Committee make that recommendation. In response, the Director of Customers and Community suggested that if this Committee was mindful to agree this it be in the form of a recommendation back to the Planning and Licensing Committee. The Committee agreed that they recommend to the Planning and Licensing Committee that the Community Services Committee also have the same representation on the River Crouch Coastal Community Team.

RESOLVED

- (i) that the Chairman and Vice-Chairman of the Community Services Committee or his / her substitute be nominated to join the Management Team of the Maldon and Blackwater Estuary Coastal Community Team;
- (ii) that the Planning and Licensing Committee be recommended to consider the Community Services Committee having the same representation on the River Crouch Coastal Community Team as for the Maldon and Blackwater Estuary Coastal Community Team.

1142. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

1143. CEMETERIES TASK AND FINISH GROUP UPDATE

The Committee considered the report of the Director of Customers and Community updating Members on progress made by the Maldon Cemetery Task and Finish Group and also sought Members’ approval in respect of other actions relating to the cemetery.

The report provided background information and an update on the work carried out by the Maldon Cemetery Task and Finish Group. The capacity of the Maldon Cemetery was set out in the report along with the need for the Council to consider acquiring land to extend the site.

Following a discussion, it was agreed that the recommendation be amended to include reference to a crematorium.

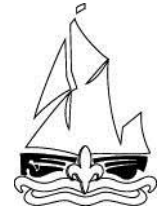
RESOLVED that Officers are authorised to undertake the necessary actions as set out in 2.2.4 of the report to progress investigations into future Cemetery and Crematorium provision.

Prior to closing the meeting, the Chairman thanked the Committee for its work during the municipal year as this was the last meeting of the municipal year. There being no further items of business, the Chairman closed the meeting at 10:00pm.

There being no further items of business the Chairman closed the meeting at 10.00 pm

R PRATT
CHAIRMAN

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**REPORT of
CHIEF EXECUTIVE**

to
COMMUNITY SERVICES COMMITTEE
24 MAY 2016

APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES / PANELS

1. PURPOSE OF THE REPORT

1.1 The purpose of this report is to remind Members of the existing representatives on Liaison Committees / Panels and for new appointments to be made for 2016 /17.

2. RECOMMENDATION

That the Committee appoints representatives to the bodies detailed below, for the ensuing municipal year.

3. SUMMARY OF KEY ISSUES

3.1 Members are asked to nominate representatives to serve on the following Liaison Committees / Panels for the ensuing municipal year.

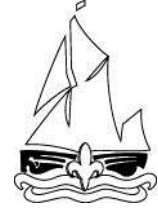
Body	CURRENT Representative(s)
The Affordable Housing Delivery Board and Housing Services Board (Moat)	Councillors B S Beale MBE, Mrs B D Harker, R Pratt and N R Pudney <i>Substitute: Not appointed</i>
Brickhouse Farm Management Committee	Councillors A T Cain and Mrs B D Harker
Car Parking Task and Finish Working Group (Minute 588 – 17/11/15)	Councillors A T Cain, I E Dobson, M F L Durham, Mrs B D Harker, R Pratt, N R Pudney and Miss S White
Economic Prosperity and Tourism Working Group (Minute 974 -08/04/14)	Councillors I E Dobson, M F L Durham, Mrs B D Harker and Miss M R Lewis <i>(plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)</i>

Body	CURRENT Representative(s)
<p>Health and Wellbeing Partnership Group (01/09/15)</p>	<p>Chairman and Vice-Chairman of the Community Services Committee <i>Substitute: Leader of the Council</i></p>
<p>Leisure Contract Task and Finish Group (22/11/11 – Minute 481 refers)</p>	<p>Councillors M F L Durham, Miss M R Lewis and R Pratt <i>(plus representatives from the Finance & Corporate Services Committee)</i></p>
<p>Maldon Citizens Advice Bureau Liaison Committee NB: It is proposed that the Membership of this Committee be increased to three Members as the Council no longer has representatives on the Maldon Citizens Advice Bureau</p>	<p>Councillors I E Dobson and R Pratt</p>
<p>Maldon District Museum Liaison Committee</p>	<p>Councillors M S Heard and Miss M R Lewis</p>
<p>Parish Clerk's Forum</p>	<p>Chairman of the Community Services Committee <i>Substitute: Vice-Chairman of the Community Services Committee</i></p>
<p>Places for People Liaison Committee</p>	<p>Councillors M F L Durham and R Pratt <i>Substitute: Councillor Mrs B D Harker</i></p>
<p>Strengthening Community Member Task and Finish Working Group (Minute 710 -17/12/15)</p>	<p>Councillors R Pratt and Miss S White <i>(plus representatives from the Finance & Corporate Services and Planning & Licensing Committees)</i></p>
<p>Waste Contract Member Task and Finish Working Group (14/04/14 – Minute 982 and 15/04/14 – Minute 1003 refer)</p>	<p>Councillor R Pratt (as Chairman of the Community Services Committee) Councillor Mrs B D Harker (as Vice-Chairman of the Community Services Committee) Councillors M F L Durham and Miss M R Lewis <i>(plus representatives from the Finance and Corporate Services Committee)</i></p>

Background Papers: None.

Enquiries to: Tara Bird, Committee Services Officer, (Tel. 01621 875791).

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**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
24 MAY 2016**

AND

**FINANCE AND CORPORATE SERVICES COMMITTEE
16 JUNE 2016**

**PROMENADE PARK, MALDON - ARRANGEMENTS FOR MALDON MUD RACE
2016**

1. PURPOSE OF THE REPORT

- 1.1 To consider options for the control of parking and the income share for parking charges for Promenade Park, Maldon during the Maldon Mud Race 2016.

2. RECOMMENDATIONS

To the Community Services Committee

- (i) that Members note that control of the vehicular access to Promenade Park, Maldon was given to the Maldon Mud Race Ltd for the duration of the Maldon Mud Race 2016.

To the Finance and Corporate Services Committee

- (i) that car parking income received on the day of the Maldon Mud Race 2016 between the times of 10:00am and 2:00pm be shared on a 50:50 basis with the Maldon Mud Race Ltd ;
- (ii) that subject to (i) above, the car parking income received two hours before and after the start of the Maldon Mud Race in 2017 and 2018, is shared on a 50:50 basis with the Maldon Mud Race Ltd.

3. SUMMARY OF KEY ISSUES

- 3.1 The Maldon Mud Race Ltd held the Maldon Mud Race 2016 in Promenade Park on 1 May 2016.
- 3.2 In 2014 and 2015 Members agreed to limit the donation from car parking income to coincide with the times of the event and that income be shared on a 50:50 split of the

car park fees taken (Minute Nos. 882, 851 and 873 refer). Maldon Mud Race Ltd undertook to steward the parking areas and Council staff were available for enforcement and to help to deal with any problems on the day. Car park machines operated as normal throughout the day.

- 3.3 Members are invited to consider whether this arrangement remains appropriate and whether the donation from car parking income should continue to coincide with the times of the event.
- 3.4 Based on this information Members may consider a donation from car parking income around four hours of the race (2 hours before and 2 after). These times would take into consideration visitors arriving slightly before the event begins and those arriving just after the start of the race itself.
- 3.5 The actual income taken by the machines between these times can easily be calculated based on the data collected by each parking machine. The income share for the 2016 would mean a donation of £1,725.23 would be made to the Maldon Mud Race Ltd.
- 3.6 **APPENDIX 1** is a copy of the latest Maldon Mud Race annual accounts.

4. CONCLUSIONS

- 4.1 The Maldon Mud Race continues to grow in popularity and there is a need to properly manage access and parking. By working with the Maldon Mud Race Ltd any negative impact on the local area and Promenade Park will be minimised.
- 4.2 Officers would not wish to see a precedent set resulting in income being donated to those organising events on Council land. However, the Mud Race is a significant Charity Event and in this particular instance Members may wish to agree the request made for a 50:50 donation to be paid and to limit the donation to the income taken between 10:00am and 2:00pm.
- 4.3 The agreement to share the Car Park income between the Council and Maldon Mud Race Limited has been in place for a number of years now. The Committee may wish to consider having this arrangement in place for the next three years.

5. IMPACT ON CORPORATE GOALS

- 5.1 This activity supports the corporate goals of enabling, supporting and empowering communities to be active, safe and healthy and to be an authority that delivers good quality, cost effective and valued services in a transparent way.

6. IMPLICATIONS

- (i) **Impact on Customers** – There is a significant beneficial impact on the town of Maldon during the mud race and with proper control any negative impact on Promenade Park, its visitors and on local residents will be kept to a minimum.

- (ii) **Impact on Equalities** – The Maldon Mud Race seeks to attract all visitors and does not seek to disadvantage any visitor to the event. The charitable giving enabled by the event supports a wide range of local charities.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – The Council could make significantly more income if the Promenade Park was very busy on the day of the Mud Race but would lose part of the total car parking income if a 50:50 donation was made. The following donations have been made to Maldon Mud Race Ltd:
- 2015£585.24
 - 2014£1,282.06
- The donation for the 2016 Maldon Mud Race would be £1,725.23.
- (v) **Impact on Resources (human)** - Officer time in dealing with such a major event on Council land both in pre-planning work and on the day of the event.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to:

Richard Heard, Leisure, Leisure and Community Services Manager, (Tel 01621 875838).

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THE MALDON MUD RACE LTD
(A company limited by guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2015

CHARITY REGISTRATION NUMBER: 1135532
COMPANY REGISTRATION NUMBER: 07102189

THE MALDON MUD RACE LIMITED



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THE MALDON MUD RACE LIMITED



LEGAL AND ADMINISTRATIVE DETAILS

30 SEPTEMBER 2015

Charity registration number: 1135532

Company registration number: 07102189

Principal address: 4 St Helena Road
Colchester
Essex CO3 3BA

Registered office address: 4 St Helena Road
Colchester
Essex CO3 3BA

Trustees: Brian Farrington
Ian Weller
Alan Smith (Resigned 9 June 2014)
Colin McIntosh
Simon Pinion (resigned 10 November 2014)
Roy Hemsworth
David Rayner
David Stephenson (Resigned 31 August 2015)
Emma Harris (Appointed 11 November 2013)
Sarah Weller (Appointed 11 November 2013)
Lee Taylor (Appointed 10 November 2014)
Tony Clifford (Appointed 10 November 2014 & Resigned 25 February 2015)

Directors: Brian Farrington
Ian Weller
Alan Smith (Resigned 9 June 2014)
Colin McIntosh
Simon Pinion (resigned 10 November 2014)
Roy Hemsworth
David Rayner
David Stephenson (Resigned 31 August 2015)
Emma Harris (Appointed 11 November 2013)
Sarah Weller (Appointed 11 November 2013)
Lee Taylor (Appointed 10 November 2014)
Tony Clifford (Appointed 10 November 2014 & Resigned 25 February 2015)

The charity's professional advisers are as follows:

Accountants:	Bankers:
APH Accountancy 8 Borman Close Leigh On Sea SS9 5UJ	Barclays Bank plc 9 High Street Colchester CO1 1DA

THE MALDON MUD RACE LIMITED**REPORT OF THE TRUSTEES****FOR THE YEAR ENDED 30 SEPTEMBER 2015**

The trustees submit their annual report and the unaudited financial statements for the year ended 30 September 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

The charity is a charitable company limited by guarantee and was set up 11 December 2009. It is governed by a memorandum and articles of association. Its objects are to further such charitable purposes as the Trustees may determine, in particular by the provision of grants to other Charities.

Structure, governance and management

The Maldon Mud Race Limited is an incorporated charity and a company limited by guarantee. The policy of the charitable company is directed by the Trustees themselves. There are nine honorary officers who are regarded as trustees of The Maldon Mud Race Limited as they are responsible for the management of the charitable company.

The Trustees are also regarded as the directors of the charitable company ("the charity") for the purposes of company law and also its trustees for purposes of charity law. The trustees' report clarifies that it is a directors' report required by Section 417 of the Companies Act 2006 and that all trustees are directors.

The trustees are elected annually at the Annual General Meeting and those who served during the financial period ended 30 September 2015 are listed on the attached schedule of Legal and Administrative Information. Each trustee's role on the Board would be reviewed at least every 3 years.

The board of trustees meet monthly in order to meet their responsibilities, and administer the charity. There is a management team with two members, who monitor the day to day activities, administration and finance of the

Objectives and activities

The objects for which the company is established is to further such charitable purposes as the Trustees may determine, in particular by the provision of grants to other charities.

To achieve the objectives of the charity a yearly race across the river Blackwater is held when it is at its lowest tide during Spring each year. This takes place from the quay at Maldon Promenade. Competitors who enter raise sponsorship for the nominated charities of the Maldon Mud Race and can have 50% of their sponsorship raised donated to a registered charity of their choice. Other events are being considered.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The charity has complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

The state of the company's affairs and the results for the period are shown in the attached accounts.

THE MALDON MUD RACE LIMITED**TRUSTEES' ANNUAL REPORT****FOR THE YEAR ENDED 30 SEPTEMBER 2015**

Investment policy and returns

The charitable company has the power to invest money not immediately required for its objectives in or upon such investments, securities or property as the association may think fit, subject to such conditions imposed by law.

Financial review

The trustees monitor the progress of activities at each monthly meeting and a comprehensive review is carried out annually. Unrestricted funds are needed:

- to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice

- to cover administration and support costs without which the charity could not function

The trustees consider it prudent that unrestricted reserves should be sufficient:

- to avoid the necessity of realising fixed assets held for the charity's use

- to cover one year's administration and support costs

- to provide financial flexibility over the course of forthcoming challenges

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be sufficient to fund the initial pre-race expenditure. The present level of reserves is considered sufficient for this purpose.

The Trustees have established a designated special project fund separate from the general fund. The purpose of this fund is to provide funding for future one off special projects that may be identified from time to time that the trustees feel are worthy of a significant separate donation. It is the intention of the Trustees to build this fund and to maintain it to a level of £30,000. Funds will be added each year as the Trustees see fit to reach the desired level, without prejudicing current levels of annual donations to charities.

The trustees carry out an annual review of the risks which the charitable company may face and set out the procedures to minimise any potential impact on the charitable company should any of the risks materialise.

THE MALDON MUD RACE LIMITED



TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2015

Charitable Donations	£		£
Headway	3,000.00	Orchid Male cancer	60.00
Maldon CAB	3,000.00	Essex Air Ambulance	59.38
Rotary	3,000.00	St Helena Hospice	51.25
Cancer Research UK	2,195.10	Coram Children's Legal Centre	50.31
Tim Reeve Charitable Trust	2,000.00	Farleigh Hospice	49.38
Brainwave	1,500.00	MNDA Motor Neurone Disease Assoc.	43.75
David Randall Foundation	1,000.00	Papworth Hospital Charity	41.25
Great Sampford village hall	598.77	NATIONAL ECZEMA SOCIETY	40.63
Kids Inspire	561.25	Great Berry PTA	37.50
Cavernoma alliance uk	555.00	Cancer Reaserch UK	31.25
Cinnamon Trust	500.00	Medical Detection Dogs	31.25
Little Havens	500.00	Mesothelioma UK	31.25
Rob George Foundation	500.00	Mid Essex Charitable Fund	30.00
Breast Cancer UK	479.32	FARLEIGHS HOSPICE	25.00
The British Heart Foundation	423.76	Help for Heroes	25.00
The Jimmy Mizen Foundation	407.63	Orchid Male cancer charity	25.00
British Heart Foundation	383.13	St Martins Housing Trust	18.75
The Daughters of Charity of St Vincent de Paul	361.69	Diabetes UK	15.63
St Francis Hospice	354.38	Action for family carers	-250.00
Wateraid	330.64	East of England Orthodox Church	-250.00
Isabel Hospice	275.08	Fire Fighters Charity	-250.00
Teenage Cancer Trust	253.75	Amy & Friends	-273.13
Hull and East Yorkshire Hospitals NHS	203.75	Motorbility	-500.00
New Life Ghana	196.88	Viking Community Transport	-500.00
Helen Rollason Cancer Charity	185.00		
Macmillan Cancer Support	120.00		
Great Ormond Street Hospital Charity	108.75		
Clic Sargent	99.38		
UCL Amyloidosis Research Fund	97.50		
First Touch (Premature Baby Charity)	93.75		
The J's Hospice	93.13		
Alzheimer's Society	81.25		
Great Ormond Street Hospital	78.13		
The Magdalene Group	72.50		
Cancer Research	67.50		
1st Heybridge Scout Group	65.63		

22,386

Signed on behalf of the trustees

Brian Farrington

.....Date



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE MALDON MUD RACE LIMITED

We report on the accounts for the year ended 30 September 2015 set out on pages 6 to 9

Respective responsibilities of directors and reporting accountants

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

which gives us reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

APH Accountancy
8 Borman Close
Leigh On Sea
SS9 5UJ

.....Date

THE MALDON MUD RACE LIMITED



STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
30 SEPTEMBER 2015

	Designated Funds	Unrestricted Funds	Year 2015	Year 2014
	£	£	£	£
Incoming Resources				
Incoming resources from generated funds:				
Activities for generating funds:				
Corporate Sponsorship	2,000	10,875	12,875	14,350
Competitors Donations	5	27,021	27,026	15,194
Gift Aid Received	-	5,241	5,241	2,896
Race Entry Fees	9,969	13,550	23,519	11,285
Events Income	-	1,897	1,897	4,871
Photographs	-	-	-	95
Merchandise and concessions	-	273	273	469
Trailer Hire	-	515	515	500
Stalls	-	1,125	1,125	2,405
Total incoming resources	11,974	60,497	72,471	52,065
Resources expended				
Cost of generating funds:				
Direct charity expenditure:				
Sound and vision costs	865	13,715	14,580	11,545
Events security costs	2,074	4,876	6,950	3,565
Competitors race pack	3,651	2,477	6,128	4,471
Motor expenses	-	-	-	401
Merchandise	-	1,171	1,171	820
Prizes	-	528	528	817
Signage and equipment hire costs	-	882	882	2,377
Events sundry costs	2,677	2,806	5,483	1,993
Insurance	-	1,868	1,868	1,857
Presentation	450	450	900	900
Games & golf day	-	1,218	1,218	100
Xmas Fayre	-	-	-	2,617
MyDonate charges	-	252	252	129
Paypal charges	-	272	272	176
Stripe charges	102	43	145	-
Depreciation	-	2,396	2,396	2,693
Governance costs:				
Website expenses	392	1,602	1,994	828
Advertising	-	-	-	1,481
Printing, postage and stationery	1,197	-	1,197	30
Sundry expenses	94	323	417	173
Director's insurance	-	239	239	239
	11,502	35,118	46,620	37,212
Charitable activities				
Donations to institutions	-	22,386	22,386	19,883
Total resources expended	11,502	57,504	69,006	57,095
Net movement on funds	472	2,993	3,465	(5,030)
Transfers between funds	-	-	-	-
Net incoming resources (resources expended)	472	2,993	3,465	(5,030)
Funds at 01 October 2014	16,080	6,324	22,404	27,435
Funds at 30 September 2015	16,552	9,317	25,869	22,405

Unrestricted funds represents the free funds of the charity which are not designated for particular purposes.

The Special Projects Fund has been designated by the trustees to provide funding for special projects that may arise in the future. The Xmas Fayre fund has been designated by the trustees to provide funding to support the holding of the annual Maldon Christmas Fayre for the benefit of the local community and to raise awareness of the charity. In addition the half marathon fund is designated for the Maldon Half marathon taking place in September 2015.

THE MALDON MUD RACE LIMITED



BALANCE SHEET

AS AT 30 SEPTEMBER 2015

	Notes	2015 £	2014 £
Tangible fixed assets	3	2,696	3,128
Current assets			
Stock	4	3,040	3,295
Trade debtors, prepaid expenses and accrued income		1,580	1,199
Cash at bank and in hand		53,368	18,385
		57,988	22,879
Current liabilities			
Accrued expenses and prepaid income		(34,815)	(3,602)
Total assets less current liabilities		25,869	22,405
Funds			
Unrestricted funds - General		9,317	6,325
Designated funds - Xmas Fayre		80	80
Designated funds - Half Marathon		472	-
Designated funds - Special Projects		16,000	16,000
Total funds		25,869	22,405

For the financial year ended 30 September 2015 the company was entitled to exemption from audit under the provisions of sections 475 and 477 of the Companies Act 2006.

No member or members eligible has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- complying with the requirements of the Companies Act 2006 with respect to accounting records; and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its surplus or deficit for the period in accordance with the requirements of section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of that Act relating to financial statements so far as they are applicable to the company.

Approved by the Board of Trustees and signed on its behalf by:

Lee Taylor
Trustee

.....Date

Company registration number : 07102189
Charity registration number: 1135532

THE MALDON MUD RACE LIMITED



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

1 Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention and are in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Company Act 2006 and in accordance with the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities published in 2005 and applicable accounting standards.

1.2 Company status

The Charity is a company limited by guarantee. The members of the company are the trustees named in page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Incoming resources***Incoming resources from operating activities***

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it.

Donations

Income from donations are included in incoming resources when it is received.

Investment income

Investment income is recognised in the accounts when it is received.

1.4 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, including VAT. Certain expenditures are directly attributable to charitable activities and have been included in Direct Charitable expenditure.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

1.5 Stock

value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

1.6 Taxation

The company is a charity within the meaning of the Charities Act 2011 and as such is a charity within the meaning of part 11, Corporation Tax Act 2010. According the company is potentially exempt from taxation in respect of income or gains received with categories covered by Part11, Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied exclusively to its charitable purpose.

THE MALDON MUD RACE LIMITED



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing more than £1,000 are capitalised at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Motor vehicles	over 4 years
Equipment	over 3 years

Impairment reviews are carried out as and when evidence comes to light that that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

1.8 Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds - these are funds that comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Investment income and gains are allocated to the appropriate fund.

2 Trustee directors and employees

The trustees neither received nor waived any emoluments during the year, and were not paid or reimbursed for expenses during the current year.

3 Tangible fixed assets

	Vehicles & Equipment £
Cost	
At 01 October 2014	11,634
Additions	1,964
At 30 September 2015	13,598
Depreciation	
At 01 October 2014	8,506
Charge for the year	2,396
At 30 September 2015	10,902
Net book value	
At 30 September 2015	2,696
At 30 September 2014	3,128

THE MALDON MUD RACE LIMITED



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

4 Stock

	2015	2014
	£	£
Goods and other assets purchased for resale	2,418	2,504
Consumable stores	622	791
	<u>3,040</u>	<u>3,295</u>

5 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1. For this purpose 'members' includes persons who ceased to be members within one year of such winding up.

	2015	2014
Members at the financial year end.	<u>8</u>	<u>8</u>



REPORT of DIRECTOR OF CUSTOMERS AND COMMUNITY

to
COMMUNITY SERVICES COMMITTEE
24 MAY 2016

MEMORIALS IN COUNCIL OWNED OPEN SPACES

1. PURPOSE OF THE REPORT

- 1.1 To highlight the need to consider options for the control and installation of memorials and commemorations in all Council owned Open Spaces including Cemeteries.

2. RECOMMENDATIONS

- (i) that the sale of memorial benches in all of the Council's open spaces is suspended until November 2016;
- (ii) that Officers investigate additional options for memorial / legacy Schemes for the Council's Open Spaces and report back to Committee;
- (iii) that Officers prepare a policy document for memorials and commemorations for the Council's Open Spaces and Cemeteries and present this to the Community Services Committee.

3. SUMMARY OF KEY ISSUES

3.1 Cemeteries

- 3.1.1 To highlight the need to consider options for the control and installation of memorials and commemorations in all Council owned Open Spaces including Cemeteries.

- 3.1.2 The Council currently offers the following services as part of its Remembrance Scheme:

- Memorial Benches – a member of the public may purchase a bench, the price includes installation and a small commemorative plaque. This is a popular scheme and there are now over 38 benches within the Maldon Cemetery. The purchased bench is guaranteed for 5 years, but normally last considerably longer. Removal of older benches is a sensitive issue.
- The Neat and Tidy Scheme – individuals/families make a contribution towards the professional upkeep of a grave.
- Memorial Plaques Black Plastic or Cast Bronze – plaques are installed in suitable locations in the cemeteries.

- Adopt a tree scheme.

3.1.3 Officers are of the opinion that there are now too many benches within the Maldon Cemetery and they should be managed with more care.

3.2 **Open Spaces**

3.2.1 A separate memorial bench scheme has been operated within other open spaces and the Council has installed numerous benches in dedication of individuals. However, there is no guidance, regulation policy, or location plan in place to control placement or numbers of those installed in any given site. Equally there is no guidance or agreement in place with those that have bought benches as to the maintenance, long term ownership, and 'life time' of any piece of furniture.

3.2.2 For example, the Promenade Park has been particular popular location for benches over the past and now has over 45 benches.

3.2.3 Continuing to sell benches will lead to over populating the Council's open spaces with benches which may not be aesthetically pleasing.

3.3 **Income**

3.4 The sale of Memorial benches does not currently generate any surplus and the charges made l by Council only cover the cost of bench purchase and installation. The Neat and Tidy scheme makes a small contribution to parks team operations.

3.4 **Options**

3.4.1 The Council has offered Memorial / Remembrance opportunities for a number of years but it is clear that the current schemes need refreshing and improving to offer alternatives that might be more appropriate to our settings and offer a wider variety of opportunities for those seeking to commemorate events other than the death of a loved one. For example legacy and donation schemes are operated in a number of areas to generate income to then spend on infrastructure projects.

3.4.2 The Council could decide to continue to allow benches within the Cemeteries and Parks. However, the Council could consider other options as well as, or in addition to, the sale of benches within the Council's Cemeteries or open spaces.

3.4.3 The Council could explore other options to commemorate and celebrate loved ones. These could include:

- a) Fixed Memorials – Memorial walls or Columbarium niches for plaques, or within the cemeteries for Cremated Remains.
- b) Adoption of trees - This scheme is already offered within the Cemeteries, but it could be extended to the parks. Areas of woodland creation would need to be identified as well as guidance/policy giving consideration to species/size of trees to be planted and associated personal commemorations e.g. plaques, 'personalisation', appropriateness to settings, length of time wreaths/flowers remain in situ.

- c) Legacy and Donation Funding Schemes - This is a scheme when individual donations are amassed over a period time. The funding is used towards particular projects, schemes or improvements; for example: new play equipment, the renovation of existing or new buildings, meadow, hedgerow and woodland creation, arts & interpretation within sites

4. CONCLUSION

- 4.1 The installation of Memorial Benches within the Council's open spaces continues to be seen as a fitting memorial to lost loved ones. However, Officers felt that a formal policy should be introduced that help defines location and numbers of benches that should be allowed in the Parks and Open Spaces.
- 4.2 A Legacy Scheme is a way of channelling donations into significant capital and improvements to the Council open spaces. These types of schemes are becoming increasingly popular with Local Authorities, as they are more financially sustainable. There have been recent national pilot schemes funded by Heritage Lottery Fund (HLF) / Big Lottery which have looked specifically at these types of schemes through the NESTA "Rethinking Parks" projects.
- 4.3 Memorial Schemes such as adopting trees and plaques should continue to be offered within the Council's Cemeteries, however specific plans and limitations on numbers be introduced to give consideration to the holistic appearance of the sites and to prevent occurrence of 'bench pollution'.
- 4.4 Almost all Local Authorities and Non-Governmental Organisations (NGOs) have memorial, commemoration or legacy schemes of one type or another. Officers will carry out a benchmarking exercise to gather best practices for existing MDC offer and proposed schemes for a report to Members by December 2016

5. IMPACT ON CORPORATE GOALS

- 5.1 This activity supports the corporate goals of delivering good quality, cost effective and valued services.

6. IMPLICATIONS

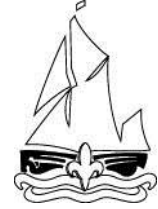
- (i) **Impact on Customers** – The Council could consider other Memorial Schemes to offer customers, (as detailed above). Benches have been a popular product that families have purchased over the years from the Council, and if memorial benches are no longer available, or unable to be purchased due to limitations, this could leave customers to be disappointed and may result in complaints to the Council. However in the longer term alternatives may be more popular and offer greater choice when deciding how to remember a loved one, celebrate significant events in an individual/family life, achievements of groups, Community organisations etc.

- (ii) **Impact on Equalities** – By potentially introducing commemorative offers other than benches and trees which have a lower associated cost, there would be a positive impact on financial equality for residents and visitors to the district.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – The current cost to a customer of purchasing a memorial bench is £776 and this cost just covers the cost of the bench and installation.
- (v) **Impact on Resources (human)** – The Officer time involved within supplying a bench is included within the costing of a Memorial Bench.
- (vi) **Impact on the Environment** – Some alternative commemorative schemes such as woodland or meadow creation could provide significant local environment and wildlife improvements to sites.

Background Papers: None.

Enquiries to:

Richard Heard, Leisure, Leisure and Community Services Manager, (Tel 01621 875838).
Matt Wilson, Countryside and Coast Manager, (Tel 01621 876275).



**REPORT of
DIRECTOR OF PLANNING AND REGULATORY SERVICES**

to
**COMMUNITY SERVICES COMMITTEE
24 MAY 2016**

**PROGRESS IN MEETING THE NATIONAL GOLD STANDARD FOR THE
PREVENTION OF HOMELESSNESS**

1. PURPOSE OF THE REPORT

- 1.1 To introduce improvements that demonstrate the Council's corporate commitment to prevent homelessness in accordance with best practice recognised by the government's National Practitioner Support Service.

2. RECOMMENDATIONS

- (i) that regular reports are provided to the Community Services Committee (no less than once every six months) on the progress of the Homelessness Strategy's action plan, local trends, examples of joint work with other services and partners to ensure best use of resources; and
- (ii) that a draft replacement strategy is presented to this Committee for approval before the end of the year to be endorsed by the Chairman of this Committee.

3. SUMMARY OF KEY ISSUES

- 3.1 The government's Gold Standard was introduced to help local housing authorities develop the most effective, value for money services, in recognition of the fact that prevention for homelessness is better than cure, especially at a time when the demand for affordable housing is increasing to a level where it is difficult for many local housing authorities to meet their statutory duties. The National Practitioner Support Service (NPSS) has been established by the government's Department for Communities and Local Government (DCLG). The first requirement is that local authorities carry out an external peer review of their service; Members may recall that this was undertaken in the autumn of 2014 and all aspects were rated 'good' or 'very good'. Having past this stage allows the Council to progress to a more detailed examination of ten aspects known as Local Challenges, which range from strategic to operational aspects and include elements such as partnership working and reducing the use of Bed and Breakfast.
- 3.2 The restructure of the Housing Service in 2015 and the need to recruit to vacant posts delayed this stage and officers have recently met with the NPSS who have agreed to allow the Council to continue with progressing the Gold Standard work despite this delay which was unavoidable and in the longer term interests of the Service.

- 3.3 Concerns about the possible rising trend of homelessness, in particular some aspects such as rough-sleeping and the number of households in Bed and Breakfast (B&B) and other types of temporary accommodation make it more important than ever to ensure that all key aspects of the service are as relevant, efficient and cost effective as possible and progressing with the Gold Standard is a nationally recognised way of achieving this.
- 3.4 The ten Local Challenges cover parts of the service that are already well developed, some more so than others. These are:
1. Adopting a corporate commitment to prevent homelessness
 2. Active partnership with the voluntary sector
 3. Providing a housing options service to prevent homelessness
 4. Having a No second Night Out service for rough-sleepers
 5. Having agreed pathways for different client groups to prevent and relieve homelessness
 6. Developing a private rented sector offer for those in housing need
 7. Effective use of the Mortgage Rescue Scheme to prevent repossessions
 8. Having an effective Homelessness Strategy to prevent homelessness
 9. Not to place anyone under 18 in B&B
 10. Not to place any families in B&B except for emergencies
- 3.5 The last Challenge is currently under review, recognising the difficulty that many local authorities face in achieving this but currently the Council is still managing to keep to this.
- 3.6 At the time of the peer review, one of the weaker areas was the first challenge, demonstrating a corporate commitment to the prevention of homelessness in the development and delivery of the Council's Homelessness Strategy. The overall assessment of the strategy against a number of pre-set standards was 66%, with scores of 70% or more for aspects such as the identification of priorities, its relevance to local issues and being fit for purpose. Lower scores were awarded for corporate commitment (38%) and allocation of funding and resources (55%).
- 3.7 More regular reporting of progress of trends to Members and a formal endorsement of the Homelessness Strategy, together with the progress of the action plan would address some of these weaknesses and improve the prospect for achieving the standard required, as proposed in the recommendations to this report.

4. CONCLUSIONS

- 4.1 The Local Challenges of the Gold Standard cover a combination of operational and strategic aspects, many of which are within the control and accountability of the

Housing Service. The first challenge requires evidence of how well the Council's duties and responsibilities for homelessness are reflected at a corporate level as well as at a service level. Since the Audit Commission's review of the Council's Housing Service nearly ten years ago there has been continuous support and liaison between Members and Officers, this has not always been evidenced in a format that is required by the government's Gold Standard, nor has some of the work with other services. To some extent, this may be due to the fact that the service has performed well since that time but as a result is now at risk of having the quality of this work not being accurately assessed.

- 4.2 Some minor changes, such as more frequent reporting of trends and performance, would be helpful to both Members and Officers in identifying and planning responses more quickly, which in turn could help to make best use of resources. These would also help the Council progress and achieve recognition of the quality of the services that it provides to those at risk of homelessness.

5. IMPACT ON CORPORATE GOALS

- 5.1 **Helping communities to be safe, active and healthy** – Levels of homelessness is one of the factors that is included in the District's Health Profile, currently this is above both the national and county-wide average because of the effectiveness of the Council's Housing Service but this requires constant support to maintain this level of performance in the face of ever-changing trends.
- 5.2 **Delivering good quality, cost effective and valued services** – The Gold Standard is a set of nationally recognised criteria which includes a toolkit for assessing value for money alongside effectiveness.

6. IMPLICATIONS

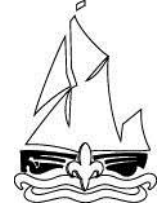
- (i) **Impact on Customers** – Prevention of homelessness is a fundamental aspect to the health and wellbeing of customers and the local community.
- (ii) **Impact on Equalities** – The impact of homelessness can have a disproportionate impact on some of the most vulnerable including those with protected characteristics.
- (iii) **Impact on Risk** – The Council has a statutory duty to those who are homeless, prevention whilst not in itself a statutory duty beyond the provision of advice clearly has an impact on the extent to which the Council has to exercise its statutory duties.
- (iv) **Impact on Resources (financial)** – Over the last decade the Council can clearly demonstrate how investment in the prevention of homelessness has led to significant savings, especially in the cost of B&B.
- (v) **Impact on Resources (human)** – A key element of the restructure of the Housing Service in 2015 was to ensure that the focus on the prevention of homelessness was maintained and strengthened. From December 2015 this is

now complete and the Service is now able to recommence progress with the Gold Standard.

(vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Paul Gayler, Strategic Housing Manager, (Tel. 01621 875872).



**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
24 MAY 2016**

AND

**FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016**

REPLACEMENT VAN FOR THE WASTE AND STREET SCENE TEAM

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to bring forward the capital programme scheduled for 2017 / 18 to purchase a replacement van for the Waste and Street Scene Team.

2. RECOMMENDATIONS

- (i) that Members agree to bring forward the capital programme to 2016 / 17 to replace the panel van currently used by the Waste and Street Scene team.

To the Council (via the Finance and Corporate Services Committee):

- (ii) that subject to (i), that a capital programme of £12,000 is established for 2016 / 17, which will be funded by the underspend in the capital programme established for the waste contract.

3. SUMMARY OF KEY ISSUES

- 3.1 On the 1 April 2016 the Waste Away panel van was being driven by a council officer when smoke started to come from the engine. The van was eventually examined by a local commercial garage and it was confirmed that the van has a mechanical fault (the engine is damaged beyond repair). The van was 14 years old and was before the mechanical failure coming to the end of its useful economic life. Since the fault the waste team have had to hire a van at a cost of £535 a month.
- 3.2 The replacement van was due to be considered by Members as part of the 2017 / 18 capital programme (£12,000). However, given the current circumstances, it would be more cost effective to bring forward the capital programme now rather than spending any more money to hire a van.

- 3.3 The Waste team use the van on a daily basis throughout the year to complete their work, the loss of the van has resulted in the team having to hire a replacement vehicle. The panel van is used regularly for driving to events and promoting recycling and waste reduction such as road shows, school activities, parish council meetings, presentations at various community meetings. These happen every year throughout the year but are intensified this year due to the necessary education of the new service. A short wheeled based 'Transit' type van is the best size vehicle to transport the many items required; gazebo, free standing banners, wheeled bins, bags, promotional models, compost bins etc.
- 3.4 Several times a week there are instances when the Waste and Street Scene team will have to go out to rectify a situation where a customer has a valid complaint, this can be to deliver wheeled bins, or pick them up which is not possible in any other vehicle. The waste team have to investigate flytips and therefore need a vehicle to bring back dumped waste and black sacks which they cannot put in their own vehicles.
- 3.5 The van is the only vehicle of its size in the Council's fleet which is why a replacement is required by the waste team and other departments within the council. Facilities frequently borrow it if they have large items to pick up and drop off e.g. polling booths, DIY materials for office repairs and taking rubbish to the Household Waste and Recycling Centre. Environmental Health use it if they need to transport equipment. It is often used by Leisure for transporting fencing etc. at events. Due to the frequency of demand by other council services a van booking system has been established on the intranet.
- 3.6 Without promotion and awareness raising of the need to recycle the amount recycled in this district will go down, although it is not possible to put a figure on this. As Members will be aware Maldon District Council receives a payment from Essex County Council for every tonne it recycles which contributes towards offsetting the cost of the refuse contract. This sum is not inconsiderable, but it would reduce if recycling is not continually promoted.
- 3.7 Through careful and prudent spending the capital costs for the mobilisation of the new waste fund have come in under budget, the final underspend will not be confirmed until the end of 2016 / 17. However, it is envisaged that there would be sufficient underspend available to fund the new replacement van. The purchase of a second hand van has been considered however the saving on a suitable one are little and the warrantee on a new vehicle is a benefit.

4. CONCLUSION

- 4.1 The Council requires a replacement van as there are no other vehicles of this capacity. The requirement is not only for use by the waste team but also available for use by other service areas within the council. It is more cost effective to replace the vehicle than to spend money on hiring charges.

5. IMPACT ON CORPORATE GOALS

- 5.1 The use of the van has a direct impact on ‘Reducing Waste and Increasing Recycling’ which is a high level outcome of the Council’s corporate goal of ‘Protecting and Shaping the District’.

6. IMPLICATIONS

- (i) **Impact on Customers** – Without a van the quality of service which the waste team are able to supply to customer would be reduced; unable to respond to complaints promptly and deal with issues of non-collected waste, also there would be reduced ability to undertake presentations and attend events.
- (ii) **Impact on Equalities** – There no particular equalities impacts.
- (iii) **Impact on Risk** – A reduction in recycling performance could have an impact on the Councils commitment to meet the requirements of the Essex Waste Inter Authority Agreement in relation to food waste and recycling. This raises a risk in relation the Council’s commitment to the waste partnership.
- (iv) **Impact on Resources (financial)** – The van is primarily used by the waste service to promote recycling and deal with reported problems. If the van is not replaced, this could impact on the recycling rates over time which would have an impact on the Recycling Credit income levels. The van is scheduled for replacement on the 2017/18 capital programme. It is not cost effective to hire the van in the long term and the most cost effective way to replace the vehicle as there is a business need for it. The expenditure will be fully funded by underspend on the capital budget established as part of the new waste contract.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – Without a van the beneficial environmental impacts of recycling would be reduced and the ability of the Street Scene team to keep the district environment clean may be reduced.

Background Papers: None.

Enquiries to: Karen Bomford, Group Manager Community and Living (Tel: 01621 875827).

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