

NORTHAMPTON BOROUGH COUNCIL

TAXI & GENERAL LICENSING SUB COMMITTEE

A Meeting of the Taxi & General Licensing Sub-Committee will be held at The Council Chamber, The Guildhall, St. Giles Square, Northampton, NN1 1DE on Tuesday, 22 January 2019 at 11:00 am

George Candler
Chief Executive

AGENDA

- 1. WELCOMES**
- 2. DECLARATIONS OF INTEREST**
- 3. STREET COLLECTION APPLICATION - EAST AFRICAN PLAYGROUNDS**

(Copy herewith)

4. EXCLUSION OF PUBLIC AND PRESS

The Chair to Move:

“that the public and press be excluded from the remainder of the meeting on the grounds that there is likely to be disclosure to them of such categories of exempt information as defined by section 100I of the Local Government Act 1972 as listed against such items of business by reference to the appropriate paragraph of Schedule 12a to such act.”

5. NEW DRIVER APPLICATION (1)
6. NEW DRIVER APPLICATION (1)
7. REVIEW OF PRIVATE HIRE DRIVER'S LICENCE (1)

PROCEDURES FOR LICENSING SUB-COMMITTEE HEARING

- **Welcome** – Chairman welcomes the Applicant, Representors, Responsible Authorities and Interested Parties and introduces members of the sub-committee (+ other officers e.g. Solicitor, Licensing Officer, Democratic Services Officer etc).
- **Declarations of Interest by Councillors**
- **Reason for Hearing** – to be outlined by the **Licensing Officer** or the **Chair**.
- **Format of the hearing** – an explanation of the format of the proceedings:
 1. **Applicant** (or his/her representative) will address the sub-committee first and put their case.
 2. **The Chair** leads an examination of the **Applicant's case**. First, the panel may ask questions and then the Chair invites Responsible and Interested Parties to participate. Questions may only relate to the points made by the applicant.
 3. **The Representors/Respondents** (and responsible and Interested Parties) then state their case.
 4. **The Chair** leads an examination of the **Representor's case**.

Each party will be given an equal maximum period of time in which to present their case and may, if given permission by the Chair, question any other party.

- **Summing Up**
 - By the Representors/Respondents
 - By the Applicant
- **Sub-committee retires** – and may call for the Solicitor for advice if required.
- **Sub-Committee deliver their decision and reasons for their decision at the conclusion of the meeting IF:**
 1. Application for conversion of existing licence
 2. Application for conversion of existing club certificate
 3. Application by holder of justices' licence for grant of personal licence
 4. Application for conversion and variation of premises licence (including variation of DPS)
 5. Application for conversion and variation of club premises certificate
 6. Counter notice following police objection to temporary event notice
 7. Review of Premises Licence following Closure Order

In all other cases, the Sub-committee delivers its decision and reasons for its decision within five working days beginning with the day on which the hearing was held.

If you require any further information regarding this meeting please contact Democratic Services on 01604 837722 or democraticservices@northampton.gov

Appendices
A – Council Policy re-
Street collections
B - Application
C - Supporting
Correspondence



TAXI & GENERAL LICENSING SUB COMMITTEE REPORT

Report Title	Street Collection Permit Application
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AGENDA STATUS: PUBLIC

Committee Meeting Date:	22 January 2019
Policy Document:	Street Collections
Directorate:	Customer and Cultural Services

1. Purpose

1.1 To consider an application for a Street Collection permit submitted by Andrew King of East African Playgrounds. This is the second application to be submitted to Northampton Borough Council from this applicant and the East African Playgrounds organisation. A previous application was made dated 6 July 2018 but was discontinued as the application was incomplete.

2. Recommendations

2.1 That the application be determined in accordance with the policy criteria.

3. Issues and Choices

3.1 Report Background

3.1.1 Local authorities issue Street Collection Licences under Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 ('the 1916 Act'), as amended by the Local Government Act 1972.

3.1.2 The Local Government Act 1972 transferred responsibility for licensing of Street Collections from the Police to local authorities.

3.1.3 Policy Criteria

- 3.1.4 On the 25 February 1997, the Licensing Committee agreed that Street and House to House applications should only be issued to nationally recognised registered charities, charities with local connections, or charitable organisations based locally.
- 3.1.5 On the 14 July 1998, the Licensing Committee granted delegated authority, allowing officers to issue permits to charitable organisations that meet the criteria in 3.1.5 and which have already been approved by a Licensing Committee on a previous occasion.
- 3.1.6 On the 11 December 2012, the Licensing Committee reviewed and confirmed the Street and House to House conditions in accordance with the Charities Act 2011 (**Appendix A**).
- 3.1.7 **Application**
- 3.1.8 On 22 November 2018 an application for a street collection permit was received from Andrew King on behalf of East African Playgrounds (**Appendix B**).
- 3.1.9 The application requested a permit to raise funds for East African Playgrounds. This is a 'not for profit' organisation which aims to advance in life and relieve the needs of children in East Africa and the developing world through the provision of playgrounds and recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life; and to advance in life and help young people in East Africa and the developing world through providing training and support which develop their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.
- 3.1.10 The application also requested a number of street collection dates between 2 and 16 February 2019. However, due to timescales for this application to be considered, alternative dates may need to be agreed pending a decision by the Licensing Committee.
- 3.1.11 The Charity Commission website confirms this organisation has a registered charity number 1172875, whose current registration commenced on 4 May 2017. There was a previous registration for East African Playgrounds on 21 April 2009 however, due to a change in the status of the organisation it was necessary to renew their registration.
- 3.1.12 The charity has provided a supporting documentation and statement detailing the charity's aims (**Appendix C**).
- 3.1.13 Neither the applicant nor the organisation has previously been granted a permit by this Licensing Committee, consequently delegated powers do not apply in relation to this application.

3.2 Issues

3.2.1 In the case of street collections, there is currently no right of appeal. The Charities Act 2006 contains provision for a new licensing scheme for public charitable collections but these provisions are not yet in force.

3.3 Choices (Options)

3.3.1 To grant the application and allow future applications for this organisation to be considered by licensing officers and granted if in accordance with the Council's policy.

3.3.2 To refuse the application.

4. Implications (including financial implications)

4.2.1 Not applicable

4.3 Resources and Risk

4.3.1 None identified

4.4 Legal

4.4.1 The 1916 Act, as amended, allows the Council to grant permits in accordance with regulations made by the Council under that Act. In determining this application the Sub-committee must have regard to those regulations and the local policy.

4.5 Equality

4.5.1 None identified.

4.6 Consultees (Internal and External)

4.6.1 Customer & Cultural Services, Legal.

4.7 Other Implications

4.7.1 None identified

5. Background Papers

5.1 Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by the Local Government Act 1972.
The Charities Act 2006 and 2011.

Author - Ian Ellis
Senior Licensing Enforcement Officer

Appendix A



NORTHAMPTON
BOROUGH COUNCIL

Street Collection Policy

Version Date: 13.02.2014

J:\Licensing\Folder Street & House to House Collection\Street Collection Forms\2014-02-13 Street Collection Policy.docx

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Appendix A Regulations made by Northampton Borough Council

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Section 1 Introduction

1.1 The Policy

This document states Northampton Borough Council's policy on Street Collections as defined by Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by the Local Government Act 1972.

1.2 The Objectives of this Policy

This policy has been adopted with view to securing the following objectives;

- o To ensure that promoters and collectors are properly authorised
- o To ensure that money collected is done so in a secure way and the total proceeds collected are properly accounted for
- o To minimize nuisance to residents and visitors to the Northampton Borough

1.3 The Law

It is unlawful in the United Kingdom to hold, for the benefit of charitable or other philanthropic purposes, a street collection on any street or public place without first obtaining a Street Collection Permit from a local authority. A 'Public Place' is defined as a 'place where the public has access and this need not be in public ownership.

Local authorities issue Street Collection Licences under Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by the Local Government Act 1972. This type of licence does not attract an application fee but typically councils impose the following types of restrictions:

- o Street collections are usually to be made by charities only
- o Collectors abide by the code of practise in relation to collecting
- o Collections are to take place in town centres only
- o Money is to be collected in appropriate vessels only
- o The person organising the collection is required, after it has taken place, to make a statement to the licensing authority as regards the sums received.

The purpose of these limitations is to ensure that collectors are properly authorised, that donations are receipted and stored in a secure way, and that the total proceeds are properly accounted for. Additionally, councils often impose limitations on how many Street Collections Licences will be granted for a specific area at any one time – this is to prevent street collections from becoming a public nuisance.

Details for applicants regarding Northampton's locally adopted policy can be viewed at 2.3 and full details are contained within **Appendix A**

The Charities Act 2006 provides for a new regulatory regime to control charitable collections in public – **this new framework is still pending enactment**. It applies to all such collections including face-to-face fundraising and where requests are made for members of the public to sign direct debit mandates. There is a new role for the Charity Commission in checking whether charities and other organisations are fit and proper to carry out public collections. The Charity Commission will be responsible for issuing Public collections Certificates, which will be valid for up to five years. This new procedure will mean that local authorities no longer need to assess the suitability of individual applicant and will ensure a more uniform approach to such assessment nationally. Once a charity has a Public Collections Certificate it will be able to apply to a local authority for a permit to hold collections at certain times in certain places within that local authority area. Local authorities will assess applications to ensure that collections do not clash and that the public are not annoyed by excessive collection activity.

Section 2 Applications for a Street Collection Permit

2.1 Advice for New Applicants

New applicants are advised to contact the Council at their earliest opportunity, preferably before an application is made. This allows officers to check available dates and make a provisional booking, subject to the application being received within the required timescales and subject to formal approval.

2.2 Applications

All applications must be made on the Council's prescribed postal application form, or may be made online at www.northampton.gov.uk using the prescribed EU online application.

Applications must be received at least 28 days before the required collection date, unless good reason exists and late submission is agreed with the local authority.

Particular attention on the application needs to ensure that full details are given of the requested collection date, times and location. For the online form this information can be included within the additional information box.

In addition any supporting information and documents should be included, having due regard to the relevant local policies detailed in 2.3

2.3 Key Considerations of Local Policies

The key requirements of the regulations contained within **Appendix A**, the council has the following policy regarding the grant of Street Collection Permits;

- Permits will only be issued to nationally recognised charities with a local connection
- Permits will not be issued to purely political campaigning organisations
- The town centre of Northampton will be restricted to a maximum of two charitable organisations on Saturdays
- No collector shall importune any person to the annoyance of such person.
- a collector shall remain stationary; and
- a collector or two collectors together shall not be nearer to another collector than 25 metres
- A returns form must be submitted following each collection

Where applications are received from individuals or organisations collecting on behalf of Nationally Recognised Charities, supporting documentation will be required from the National Charity to demonstrate the collection is supporting their cause.

2.4 Face to Face Fundraising

Northampton Borough Council entered into a voluntary agreement with the PFRA (Public Fundraising Regulatory Association) on the 17th September 2012.

Full information of the agreement can be viewed at:

http://www.northampton.gov.uk/info/870/community_safety/1556/charity_chuggers)

Section 3 Enforcement

It is recognised that well-directed enforcement activity by the Council benefits not only the public but also the responsible members of the permit holders.

In pursuing its objectives detailed in this Policy, the Council will operate a proportionate enforcement regime in accordance with the Councils Enforcement Policy.

Section 4 Departure from Policy

In exercising its discretion in carrying out its regulatory functions, Northampton Borough Council will have regard to this Policy document and the principles set out therein.

Notwithstanding the existence of this Policy, each application will be considered on its own merits based on the licensing principles detailed in this Policy.

Where Licensing Officers consider that there is clear and compelling reasons to depart from this Policy, a report detailing the application will be placed before the Licensing Committee for a decision to be made.

Section 5 Amendments to this Policy

Any significant amendment to this Policy will only be implemented after further consultation with the Permit Holders and the public. All such amendments to this Policy will be undertaken in accordance with the Council's Constitution. For the purpose of this section, any significant amendment is defined as one that:

- Is likely to have a significant financial effect on permit holders, or
- Is likely to have a significant procedural effect on permit holders, or
- Is likely to have a significant effect on the community.

Any minor amendments to this Policy may be authorised by the Portfolio Holder for Customers and Communities and Public Protection and undertaken in accordance with the Council's Constitution.

Section 6 Fees and Charges

Northampton Borough Council does not make a charge for the processing of a Street Collection Permit.

Section 7 Definitions

TERM	DEFINITION
Authorised Officer	An officer of the Council authorized by it to act in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982.
Collection	Collection of money or a sale of articles for the benefit of charitable or other purposes.
Collector	Shall be construed accordingly.
Promoter	A person who causes other to act as collectors.
The Licensing Authority	Northampton Borough Council
Permit	A permit issued by the local authority for a collection.
Contributor	A person who contributes to a collection and includes a purchaser of articles for sale for the benefit of charitable or other purposes.
Collecting Box	A box or other receptacle for the reception of money from contributors.

Appendix A

Regulations made by Northampton Borough Council Street Collections

In exercise of the powers conferred upon it by Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by Section 251 of the Local Government Act 1972 and Schedule 29 to the Act, Northampton Borough Council hereby makes the following Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public places within the district of Northampton to collect money for the benefit of charitable or other purposes:-

1. In these Regulations, unless the context otherwise requires -
"collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word "collector" shall be constructed accordingly;

"promoter" means a person who causes others to act as collectors;

"the Borough Council" means Northampton Borough Council;

"permit" means a permit for a collection;

"contributor" means a person who contributes to a collection for the benefit of charitable or other purposes;

"collecting box" means a box or other receptacle for the reception of money from contributors.
2. No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the Borough of Northampton unless a promoter shall have obtained from the Borough Council a permit.
3. Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection. The Borough Council may reduce the period of one month if satisfied that there are special reasons for so doing.

Note: . Northampton Borough Council will only issue permits for charities that directly benefit the residents of Northampton, or with a local connection.

This will not apply to nationally recognised charities.

4. No collection shall be made except upon the day and between the hours stated in the permit.
5. The Borough Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.

6. (1) No person may assist or take part in any collection without the written authority of a promoter.

(2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection on being requested to do so by duly authorised officer of the Borough Council or any constable.
7. No collection shall be made in any part of the carriageway of any street which has a footway.

Provided that the Borough Council may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession.
8. No collection shall be made in a manner likely to inconvenience or annoy any person.
9. No collector shall importune any person to the annoyance of such person.
10. (a) a collector shall remain stationary; and
(b) a collector or two collectors together shall not be nearer to another collector than 25 metres;

Provided that the Borough Council may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.
11. No promoter, collector or person who is otherwise connected with a collection shall permit a boy or girl under the age of 16 years to act as a collector, except if such boy or girl is a member of the Boy Scouts, Church Lads' Brigade, Girl Guides, or other similar organisations, and is in the uniform of the unit to which he or she belongs, and during the period of collection is under the charge and direct supervision of an officer of their respective units.
12. (1) Every collector shall carry a collecting box.

(2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.

(3) All money received by a collector from contributions shall immediately be placed in a collecting box.

(4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
13. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit nor any collecting box which is not duly numbered.
14. (1) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.

- (2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
 - (3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list, which shall be certified by that person.
 15.
 - (1) No payment shall be made to any collector.
 - (2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been approved by the Borough Council.
 16.
 - (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the Borough Council:-
 - (a) a statement in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such collection, and certified by that promoter and a qualified accountant;
 - (b) a list of the collectors;
 - (c) a list of the amounts contained in each collecting box; and shall, if required by the Borough Council, satisfy it as to the proper application of the proceeds of the collection.
 - (2) The said person shall also, within the same period, at the expense of that person and after a qualified accountant has given his certificate under paragraph (1) (a) above, publish in such newspaper or newspapers as the Borough Council may direct a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, and the amount of the expenses and payments incurred in connection with such collection.
- Note: The Borough Council can waive this condition if the charity in question publishes the result of that collection on the charities web site.
- (3) The Borough Council may, if satisfied there are special reasons for doing extend the period of one month referred to in paragraph (1) above.
 - (4) For the purposes of this regulation "a qualified accountant" means a member of one or more of the following bodies:-
 - the Institute of Chartered Accountants in England and Wales;
 - the Institute of Chartered Accountants in Scotland;
 - the Association of Certified Accountants;
 - the Institute of Chartered Accountants in Ireland.

17. These Regulations shall not apply.
 - (a) in respect of a collection taken at a meeting in the open air, or
 - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.

18. Any person who acts in contravention of any of the foregoing regulations shall be liable on summary conviction to a fine not exceeding two hundreds pounds or in the case of second or subsequent offence not exceeding two hundred pounds.

19. These Regulations came into force one month after the date on which they were confirmed by the Secretary of State on 1st April 1974.

Conditions amended on 11th December 2011.

Appendix B

Public charitable collections

1. Regulation of street collections

Public charitable collections in the street are regulated under the Police, Factories Etc Act 1916 (Miscellaneous Provisions).

There is a model of local regulations in the Charitable Collections Order 1974 (Transitional Provisions), though local authorities are not obliged to introduce this system of licensing in their area.

2. Licensing on collections

The Local Government Act 1972 transferred responsibility for licensing both Street and House to House collections from the police to local authorities.

In London, however, the Metropolitan Police and the Common Council of the City of London are still responsible for licensing of collections.

3. Appeals

Organisations can appeal to the Minister for the Cabinet Office if a local authority refuses them a licence to hold a house-to-house collection or if they revoke such a licence. The Cabinet Office processes these appeals.

In the case of street collections, there is currently no equivalent right of appeal. The Charities Act 2006 contains provision for a new licensing scheme for public charitable collections, but these provisions are not yet in force.

Appendix B



Northampton
Application to licence a street collection
Police, Factories etc. (Miscellaneous Provisions) Act
1916

For help contact
licensing@northampton.gov.uk
Telephone:

* required information

Section 1 of 10

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	Unit 4a, Fernleigh Business Park
* Street	Blaby Road
District	
* City or town	Leicester
County or administrative area	
Postcode	LE19 4AQ
* Country	United Kingdom

Section 2 of 10

FURTHER DETAILS ABOUT THE APPLICANT

Please note: the applicant must be the organiser of the proposed collection

Former name(s)

If currently or previously known by any other name(s), you must record them here.

Home Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

* Building number or name	Unit 4a, Fernleigh Business Park
* Street	Blaby Road
District	
* City or town	Leicester
County or administrative area	
* Postcode	LE19 4AQ
* Country	United Kingdom

Further Details

* Date of birth / /
dd mm yyyy

* Place of birth

Section 3 of 10

ORGANISATION WHICH IS RESPONSIBLE FOR THE COLLECTION

* Provide a brief description of the organisation and its objectives

East African Playgrounds is a UK registered charity and international NGO, focused on East Africa, primarily Uganda. Children need to play to access their childhood, allowing them to gain all the developmental benefits that play has to offer

Continued from previous page...

giving them the tools for future success. East African Playgrounds Mission is to provide play facilities and play training for communities, helping children to gain the most out of their childhood.

* Are the proceeds of the collection to benefit this organisation?
 Yes No

* Is this organisation a registered charity?
 Yes No

* Registration number

* What are the proceeds of the collection to be used for?
 To provide high quality, safe, community centred playgrounds built by locally trained playground builders across East Africa for every child to enjoy.

Section 4 of 10

CHARITY, FUND OR ORGANISATION TO BENEFIT FROM THE COLLECTION

* Is another organisation going to benefit from your collection?
 Yes No

Section 5 of 10

TYPES OF COLLECTION

* What type(s) of collection will you be performing?
 A street collection
 A house-to-house collection
 Both street and house-to-house collections

Street Collection

Check for local guidance notes and conditions before completing this section. Some of the questions may not be relevant to local circumstances or your responses may have to provide very specific information.

Where

* In what parts of this authority's area do you intend to carry out the collection?

When

* Preferred dates for the collection

Alternative dates

* During what hours of the day will the collection be held?

Collectors

Continued from previous page...

* How many people do you plan to authorise as collectors?

* How will the collectors be identifiable? (provide details of badge, certificate of authority etc)

Orange East African Playgrounds tshirts, letter of authority and permit confirmation

What

Check for local guidance notes which may clarify what is allowable in your area and whether additional permissions or licences are required.

* Do you plan to hold the collection in conjunction with a carnival, procession or other event?

Yes No

* Do you intend to offer anything for sale during the collection?

Yes No

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EXPENSES AND PAYMENT

* Will 100% of the proceeds of the collection be donated to a charity or used for charitable purposes?

Yes No

Statement Of Return

* Which of the following types of return will you submit, giving details of proceeds and deductions?

Street collection only

Section 7 of 10

PREVIOUS APPLICATIONS

* Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (check all that apply)

No Yes - application granted and revoked

Yes - application granted Yes - application refused

Section 8 of 10

CONVICTIONS

* Have you, or any person named in or associated with this application, been convicted of any crime or offence?

Yes No

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ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

<i>Continued from previous page...</i>	
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DECLARATION	
<p>I am aware that should a Licence be granted to me the collection must take place in strict compliance with the house-to-house collection regulations and/or the street collection regulations as appropriate. I am aware that it is also necessary for me to submit a certified form of statement within 28 days of the collection taking place.</p> <p><input checked="" type="checkbox"/> Ticking this box indicates you have read and understood the above declaration</p> <p>This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"</p> <p>* Full name <input type="text" value="Andrew Edward Matthew King"/></p> <p>* Capacity <input type="text" value="Partnerships Manager"/></p> <p>* Date <input type="text" value="19"/> / <input type="text" value="11"/> / <input type="text" value="2018"/> <small>dd mm yyyy</small></p> <p style="text-align: center;"><input type="button" value="Add another signatory"/></p> <p>Once you're finished you need to do the following: 1. Save this form to your computer by clicking file/save as... 2. Go back to https://www.gov.uk/apply-for-a-licence/street-collection-licence/northampton/apply-1 to upload this file and continue with your application. Don't forget to make sure you have all your supporting documentation to hand.</p>	
OFFICE USE ONLY	
Applicant reference number	<input type="text" value="Northampton"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

Appendix B



Fernleigh Business Park,
Blaby Road,
Enderby,
Leicester,
LE19 4AQ

T: 07879 687 565

E: carla@eastafricanplaygrounds.org

W: www.eastafricanplaygrounds.org

Letter of Authority for Andrew King

To whom it may concern,

Please find this letter as confirmation that I authorise Andrew King to organise a street collection on behalf of the fundraising efforts of our volunteers at East African Playgrounds, a UK registered charity.

East African Playgrounds (EAP) is a UK registered charity that aims to change the lives of children across East Africa by developing children's learning opportunities and environments. We work alongside local communities to build stimulating and exciting playgrounds, run arts and games programs as well as developing long term employment and training opportunities for young people across East Africa.

Andrew King is our adventure project coordinator, who organises local street collections on behalf of our volunteers. Please help Andy in his position as volunteer coordinator for East African Playgrounds in order to bring more play opportunities for well deserving children and communities in East Africa.

If you have any further questions about Andrew's position or about the charity, then please do not hesitate to contact Carla Powell on the below details.

Yours sincerely,

Carla Powell
Founder and Director of East African Playgrounds

T: 07879 687 565

E: carla@eastafricanplaygrounds.org

W: www.eastafricanplaygrounds.org

East African Playgrounds is a registered charity in England and Wales (1129244)



EastAfrican

playgrounds

Annual Report and Accounts
for the year ended 1 October 2017

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Letter from the Chair

It is both with pride but also sadness that I am writing my first statement as Acting Chair of the Board of Trustees of East African Playgrounds.

Pride, as I am immensely grateful to our staff, volunteers and donors for making this year the most successful year in the history of East African Playgrounds. This year has once again shown the many strengths of EAP; striving to give one of the fundamental basics of human rights – play – to the children of Uganda. I hope that as you read this report, you will enjoy learning about our successes, achievements, and goals and ambitions of providing play spaces to young disadvantaged children and their communities.

I was also privileged to visit our work on the ground this year; to experience first hand the opportunities we are giving to young people in providing employment and learning new skills; and to visit the refugee settlements where we are partnering with UNICEF, Plan International, and World Vision to provide safe places for children to play as a result of displacement due to the civil war in the South Sudan. I was struck by how important play is in breaking down barriers between different groups and how play is crucial in helping overcome internal and external conflict in children who have been impacted, both on a physical and psychological level, by the ravages of war.

But it is also with sadness that I write this statement, since our previous Chair of Trustees, David Godfrey, passed away suddenly during this financial year. We have dedicated this annual report to David and the significant contribution he made in guiding and making East African Playgrounds the success it is today.

I am pleased to report that, subsequent to the year-end, the Board has appointed Dr Noorzaman Rashid, an experienced Chair and management consultant, as a trustee and Chair of the Board. We are extremely privileged to have Dr Rashid join us at a key point in the growth trajectory of EAP. We are at a significant crossroads in our ambitions and are in the process of finalising a strategy and growth plan for the next ten years, which will see us expand beyond Uganda and our goal of becoming the leading playground NGO across East Africa. We will continue to strengthen our board and build on our governance structure to aid us in achieving these ambitions.

I am extremely proud of our progress and remain confident that thanks to the strength of our trustees and management team, backed by our staff, volunteers, donors and supporters, that the charity is on course to leave a strong positive impact on the societies we serve in East Africa through 2017/18 and beyond.



Mr Philip Jan, BA (Hons), FCA

Acting Chair of East African Playgrounds Board of Trustees

Letter from the Founding CEOs

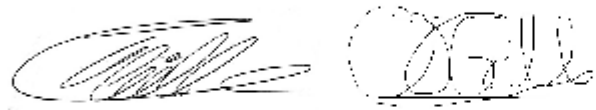
East African Playgrounds had one of its most successful years in 2016/17. We have worked in 71 different communities varying from Early Childhood Development (ECD) centres to primary schools across Ugandan communities and refugee settlements working in mainstream establishments as well as those for children with special needs. The impact we have seen has been huge.

Play gives children their childhoods

Holding onto this message our fundraising team have gone above and beyond in their achievement and dedication to helping our supporters reach their goal to give play to the children of Uganda, as well as the trustee board who has guided East African Playgrounds with their key specialities and commitment.

We hope you enjoy reading what we have been up to this past year.
We thank you for the support that you have given, are giving or maybe that you are considering giving.

From Tom and Carla Gill on behalf of the whole East African Playgrounds team.

The image shows two handwritten signatures in black ink. The signature on the left is more fluid and cursive, while the one on the right is more structured and appears to be 'Gill'.

Tom and Carla Gill

Co-Chief Executive Officers and founders of East African Playgrounds

In memory of David Godfrey

In September 2017 our Chair of Trustees, David Godfrey, passed away.

David was a wonderful advocate for East African Playgrounds. He was on the founding board of trustees for East African Playgrounds and spoke passionately to those around him about the work that the charity did.

He took play seriously throughout his life. Whether that was playing silly games and pranks during his talks in his local church or through the tinkering in his workshop inventing new products to support people with epilepsy. David was a brilliantly playful person, which led him to the wonderful happy life that he lived.

In memory of David Godfrey we will be naming our new workshop in Uganda after him. This is something we know he would have been very excited about. A man who loved to create and experiment, a workshop would be a happy place for him.

The workshop is due for completion in August 2018.

Annual Report of the Trustees

Strategic Report

About East African Playgrounds

East African Playgrounds ("EAP") is a UK registered charity and international NGO, focused on East Africa, primarily Uganda. Children need to play to access their childhood, allowing them to gain all the developmental benefits that play has to offer, giving them the tools for future success.

East African Playgrounds strives to ensure every child can access their right to a childhood and that no young person is left without the skills to develop.

East African Playgrounds take an innovative child-centred approach to education and use the power of play to transform the lives of children through their play programmes.

Working with disadvantaged young adults lacking formal education, EAP provides apprentice programmes to develop young people's skills, knowledge and experience to enter the workplace with a trade, skill and greater confidence.

East African Playgrounds is a dynamic, fast-growing charity that in the past 9 years has become the leading play-based charity in East Africa, resulting in our impact being recognised by UNICEF and the Ugandan Government's Ministry of Education and Sport.

By taking a collaborative approach, our beneficiaries in Early Childhood Development (ECD) centres, primary schools and child-friendly spaces in refugee settlements gain from a holistic approach to their development. This creates huge enjoyment and has a beneficial impact from the high-quality, fun, safe playgrounds we build and the interactive play training programmes we provide.

200+ playgrounds built

300,000+ children positively impacted

60+ disadvantaged young adults on staff

Major partnerships with UNICEF, Plan International & World Vision

Winners of FSI Small Charity, Big Impact award & other national commendations

Watch our video about East African Playgrounds

<https://www.youtube.com/watch?v=9Qvq2TmBnbY&t=1s>

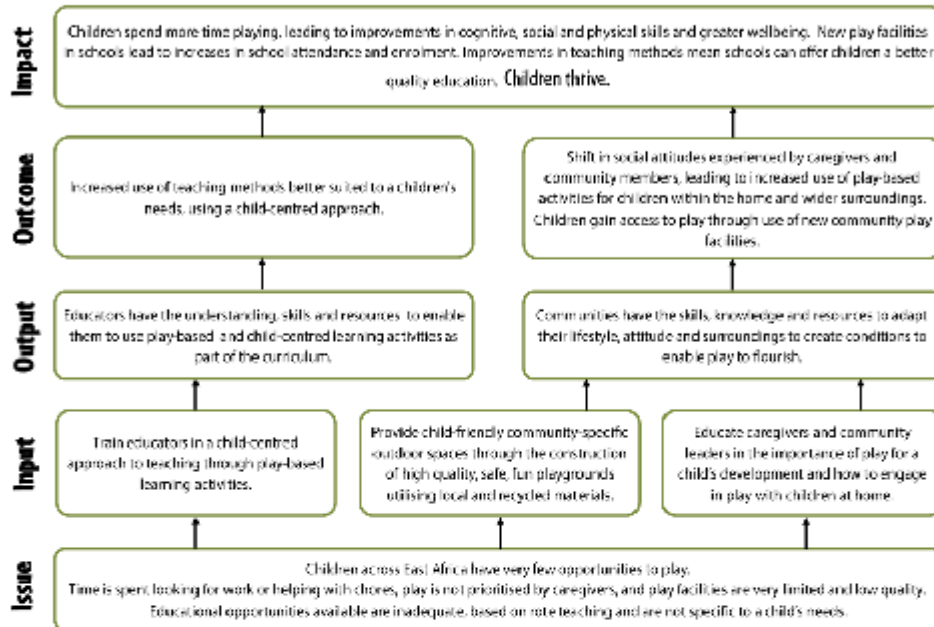
Our Vision and Mission

Our vision is to ensure that all children enjoy their childhoods through play and learning, improving their prospects.

Our mission is to provide play facilities and play training for communities, helping children to get the most out of their childhood.

Theory of Change

A theory of change is a type of methodology that underpins the core changes a charity sets out to make. It allows for planning, participation and evaluation to promote social change. Our theory of change, summarised below, defines our long-term objectives in terms of the impact we set out to achieve, and maps the various inputs, outputs and outcomes needed to attain these objectives.



Theory of Change: East African Playgrounds

Programme overview

Programmes

East African Playgrounds provides play programmes in disadvantaged communities across Uganda. Providing a turn-key solution, East African Playgrounds uses the tool of play to create lifelong development opportunities.

Playgrounds and training

Many children lack play facilities and miss out on the benefits of play. East African Playgrounds constructs durable playgrounds, using high quality materials. Through our leading design we tailor make each playground to suit the needs of each community. Playgrounds are safe, fun and attractive, promoting holistic development which makes us the leading playground NGO in East Africa.

To promote ownership and sustainability of the playground we involve various stakeholders in our consultation and design process as well as delivering our play-based training sessions.

In the past year East African Playgrounds have worked in 71 communities providing playgrounds and play-based teacher training programmes. 20 were located in Uganda's refugee settlements, giving these vulnerable children the chance to play that they deserve.

Educational play

East African Playgrounds utilises play to increase the use of interactive teaching methods by teachers, problem solving for children as well as to develop a stronger family bond. Play is a vital tool for a child's learning and understanding for the world, therefore by providing training opportunities and interactive creative play sessions we are developing communities' understanding of childhood. The skills and knowledge gained from these sessions allow activities to continue in their own time at home, in class and in other environments. These sessions allow teachers, parents and children to interact and improve social skills, problem-solving and creativity.

Running the educational play programme alongside the playground programme gives the opportunity for continual learning through play from school to the playground to home.

Vocational training

In Uganda up to 85% of young people are unemployed and there is a growing demand for vocational training. Through our vocational training programme, we provide the opportunity for young adults to gain a professional qualification whilst learning workplace skills.

East African Playgrounds provide vocational training for welding fabrication and catering through our skilled and highly qualified team. This gives young people not only the knowledge of the trade but also transferable workplace skills, giving hope and inspiration for future success.

Achievements and performance

2016-2017 was the most successful year in our history for East African Playgrounds in Uganda, with 71 projects and programmes completed, an increase of 30 projects from the previous year (2015-2016 42 projects). EAP vastly outperformed all expectations that we had, all thanks to the committed employees who every day push the organisation forward to sustain its position as the leading playground NGO in East Africa.

Our work is now being showcased in a variety of settings. This together with the work the team are doing to create and sustain new and old partnerships with large multinational NGOs, and the work the construction teams are doing to implement playgrounds to the highest of standards and quality, means that the only way is up for East African Playgrounds here in Uganda!

Humanitarian Aid

South Sudan's civil war, which began in December 2013, continued in 2016 with serious abuses against civilians by both government forces and opposition fighters despite a peace agreement signed in August 2015. Over 2.4 million South Sudanese were displaced many fleeing into neighbouring countries including Uganda. The Bidibidi Refugee Settlement in the West Nile Region opened in early August 2016 and, being built from the ground up, was quickly filled to capacity and thus closed to new arrivals in January 2017, with a population of 272,000 refugees.

Following on from EAP's success with UNICEF in 2015, we signed a Partnership Cooperation Agreement with UNICEF Uganda which runs until 2020. Subsequent to this, we signed a year Programme Document for the implementation of 15 playgrounds in the districts of Adjumani, Yumbe and Arua to support the creation of ECD centres for South Sudanese refugees. The playground and play training programmes were completed by January 2017.

Programme outcomes

- 277 community members engaged in the design of inclusive and age appropriate play equipment and materials that are safe, attractive and promote holistic development of a child.
- 306 centre management committee members and caregivers developed their knowledge and skills through play advocacy training.
- 15 communities in refugee settlements provided with improved play facilities.

Community development

- Over 11,332 children provided with an exciting, safe place to play.
- Over 950 days of paid work provided to the local community.
- Integration of host and refugee communities
- Children of all ages playing together

Children's holistic development

- 57% of centres saw an increase in children's physical skills.
- 71% of centres saw an increase in children's social skills.

The programmes we ran in partnership with UNICEF were a great success, due to the high quality and the vibrant, standout colours of our playgrounds. East African Playgrounds as an organisation were noticed by a host of people ranging from the Office of the Prime Minister to the humanitarian aid workers in the settlements.

East African Playgrounds were put on a platform, which allowed us to showcase our work and which led to two large organisational partners – Plan International (11 playgrounds) and World Vision (8 playgrounds) - opting to partner with East African Playgrounds.

2016-2017 was also a year for policy change in Uganda for ECD in the Ugandan Government's Ministry of Education and Sports. Following our reports on programmes in the refugee settlements, we held site visits, a large meeting and presentation with the Ministry of Education and Sports in order to advocate for the importance of play and playgrounds in ECD centres. We also advocated for new policy for safety standards for playgrounds. We still wait for the new policy to be published but we are hopeful our hard work will have paid off for the inclusion of safety standards for playgrounds across Uganda.

Community Development Projects

Alongside East African Playgrounds' work in a humanitarian setting, we also continued our core focus of development work in areas around Jinja. In total we implemented 34 playgrounds and play programmes across Uganda working with a total of 11 different organisations.

This year East African Playgrounds continued our partnership with African Revival, implementing 6 playgrounds and play programmes in Nwoya District in Northern Uganda with Department for International Development funding.

We also created a new partnership with the Cotton On Foundation in Rakai Districts in South Central Uganda, implementing 2 projects.

The Cotton on Foundation work with over 70 schools and communities in South Central Uganda so we are hopeful of a fruitful partnership in the future.

Uganda Staff Developments and Vocational Training

EAP Uganda's Admin team vastly increased its capabilities this year. We saw the appointment of four new staff into our office team.

EAP created the following roles:

- Operations Manager
- Finance Manger
- Procurement Officer

With the rapid development of our as our output has increased over the years, we have also developed our construction team, while our admin team was slower to develop.

This year we took the big step of increasing the capacity of the admin team in Uganda by hiring highly experienced specialised individuals to allow EAP to grow.

2017 saw the official start of our vocational training funded by the Marr-Munning Trust. In partnership with S.A.L.V.E. International, East African Playgrounds took on 4 disadvantaged young people to train in the vocational skills of metal fabrication and welding.

During 2017 we also provided nine 2-month work placements for former street children, to give them workplace experience and new skills.

Case studies

Here are a few quotes from a selection of people who have benefitted from the East African Playgrounds programme in the refugee settlements:

'I travelled to this settlement with my two younger brothers, it took us five days. We are pleased to see a place where we can play and meet different children' - Anonymous

'The children come here to feel free and forget all of their problems. They can simply be children here.' - Peter, Caregiver at a school in the refugee settlements

'My children just love the playground, they here they can make friends, learn from each other and feel at peace.' - Betty, teacher at a school in the refugee settlements

'I come here every day with my baby brother to enjoy the playground. I like it a lot.' -teenage refugee

'My children enjoy the playground very much, they like to play every break time, before and after school.' - Mother living in the refugee settlements

'The playground is wonderful for the children, but it also helps us social workers. Many of the children come to the settlements alone or are particularly vulnerable. Have a space which draws children too, allows us social workers to keep an eye on the children and identify any of the children who need extra support.' - Social worker in the refugee settlements

Please go to our youtube channel (<https://www.youtube.com/user/EastAfricanPlay>) to see video case studies of the people who have benefited from East African Playgrounds programme.

Fundraising

East African Playgrounds has a diverse and sustainable funding stream from several different avenues. Below are the three top performing fundraising streams within East African Playgrounds.

Trusts and Foundations

In 2016, to diversify our fundraising mix, we began fundraising from trusts and foundations, and took on Suzie Rees to oversee this area. We have been pleased with the links we have begun to build with trusts and foundations who are now supporting various areas of our work, including our apprenticeship scheme, community and refugee settlement play programmes. Larger grants secured in the period covered by this report include contributions from:

- The Marr-Munning Trust, who have committed to provide funding towards our apprenticeship scheme for three years
- The Clara E Burgess Charity and Thomas Cook Children's Charity who provided larger grants towards our community play programmes
- The Allan and Nesta Ferguson Charitable Trust and The Zoe Carss Education Trust who supported our refugee play programmes
- Transform Foundation who provided us with in kind support towards our new website.

We are also hugely grateful to other trusts and foundations who have supported East African Playgrounds during the year, including Didymus CIO, Scott Bader Commonwealth Limited, Eleanor Rathbone Trust, Souter Charitable Trust, The N Smith Charitable Settlement, Austin Bailey Foundation, Mahavir Trust and the De La Rue Charitable Trust.

Gorilla Trek

The Gorilla Trek succeeded where many other, more traditional, international fundraising challenges struggled in the 2016-17 academic year. By building several new, successful university partnerships (such as with Exeter and Manchester), East African Playgrounds were able to increase their share of the student challenges market, making the Gorilla Trek either the second or third largest university trek on offer by any single charity or challenge provider. We took just under 140 students overseas, empowering them to make a difference to Ugandan communities and have the adventure of a lifetime all in one three-week period. We also set the scene for 2017-18 being the Gorilla Trek's most incredible year yet, increasing our number of university partnerships to 15 and employing Rebeca Lucy to take the project to new heights.

Volunteering projects

Rachel Finch took over as Volunteer Project Coordinator in August 2016 and recruited 142 volunteers from 16 different universities. The most successful university was Hertfordshire where 21 volunteers were recruited. At this university we also gave one of the leaders Dan Elliot special recognition for his commitment to the Uganda Volunteer Project as a volunteer and leader for 2 years running. A special mention should be given to Florence Nurse, a volunteer in 2016 and leader in 2017 from the University of East Anglia who is our biggest fundraiser to date, raising £4264.82 over 2 years. 86 volunteers and 13 leaders came out to Uganda, building 8 playgrounds in total.

Award-winning year

We are honoured to have been finalists for many awards over this past year and we've even won a few too. Getting recognised isn't about giving ourselves a pat on the back, it is about acknowledging the difference we've made through the hard work of our dedicated team and supporters who make it all possible.

Charity awards

Winner of the FSI Small Charity, Big Impact Award - International category, 2017

These awards were judged on the difference entrants had made for their beneficiaries and how they monitored and evaluated that impact. As part of our prize they have created a video about us, and they will be delivering a document to 10 Downing Street about the impact our work has had. We are proud of this award, thank you FSI!

Finalist for the Leicester Mercury Business Awards, Not-for-profit organisation category, 2017

As a Leicester-based charity we were shortlisted for this prestigious regional award. The judging panel said they were extremely impressed with our passion and commitment to the cause.

Finalist for Go Abroad Awards, Innovation in Sustainability category, 2017

Go Abroad is a longstanding organisation in the travel industry and so to be shortlisted for the impact of our international volunteering projects was a great achievement. Our volunteering project 'Uganda Volunteer Project' was shortlisted for innovation in sustainability. This is something we are so proud of as providing ethical sustainable volunteer projects is so close to our heart and so to be recognised for this means a huge amount.

Staff awards

Andy King, our partnership manager, has had an award-winning year.

Winner of Outstanding contribution to student fundraising

Andy joined East African Playgrounds after his involvement with the charity during his university days as part of the RAG (Raising and Giving) society. His role within East African Playgrounds meant a continued and close relationship with many RAGs and his hard work was rewarded at the annual RAG Conference Awards.

Winner of Tony Elischer Foundation mentoring

Andy won a place on the Tony Elischer Foundation mentoring scheme, which is awarded to young professionals in the fundraising sector who show great promise.

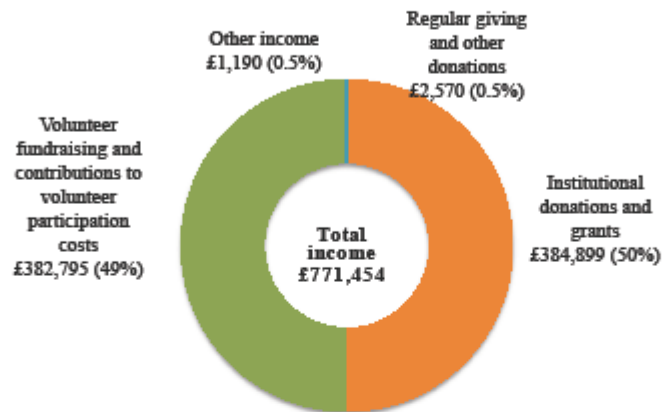
We are extremely proud of our supporters and team and so to receive these awards is a great achievement.

Financial review

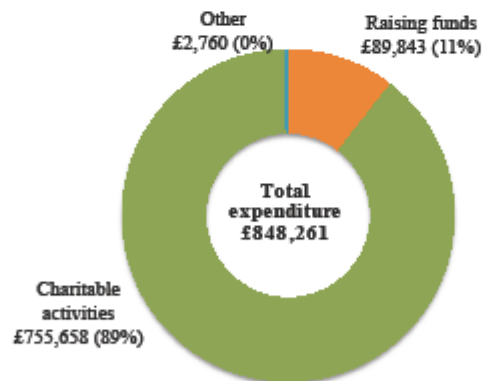
Results in overview

2016/17 was another exceptional year for East African Playgrounds and the seventh successive year in which we have been able to increase our income and our resultant spend on charitable activities.

This year we raised £771,454 from:



And we spent £848,261 on:



This led to an overall deficit of the year of £76,807. Our total reserves at the end of the year were £141,857, of which £21,000 were restricted funds and £120,857 were unrestricted funds.

Income

Total income for 2016/17 was £771,454, up £87,641 or 13% on the previous year.

As highlighted in the table below, our institutional donations and grants increased significantly, which reduced the proportion of income derived from volunteer fundraising as part of our overall risk mitigation strategy.

Income by type	2014/15	2015/16	2016/17	2016/17 Change
Regular giving and other donations	£1,256	£1,158	£2,570	222%
Institutional donations and grants	£63,921	£188,037	£384,899	44%
Volunteer fundraising and contributions to participation costs	£362,679	£492,210	£382,795	(22)%
Other income	£7,268	£2,408	£1,190	(51)%
Total income	£435,124	£683,813	£771,454	13%

Principal funding sources

i) Institutional donations and grants

50% of our income this year came from institutional donations and grants for our various programmes, an increase of 44% from the previous year. Funds from this income stream includes small NGOs and local communities who request EAP to build a playground directly for them and who provide the funds for the build cost. In addition, we also receive funding from larger NGOs, trusts and foundations, which are received for specific projects, such as the building of playgrounds in schools, educational centres or refugee settlements, or funding for our apprenticeship programme. These funds are restricted and treated as restricted until such funds for which the grants are received are spent.

A key part of our strategy is to diversify our funding streams and increase the proportion of funding we receive from institutions, thus reducing our reliance on our volunteer fundraising income stream.

As well as our continued work in providing playgrounds in schools and local communities, we have been increasing our efforts to partner with international NGOs in providing play spaces for ECD centres in refugee settlements in Northern Uganda, which have arisen due to the South Sudan Crisis. We are pleased to have partnered with UNICEF, Plan International and World Vision in implementing our play spaces in refugee settlements in the districts of Adjumani, Yumbe and Arua. In additions, as part of our strategy to diversify our funding streams, we have been successful this year in receiving an increased number of grants from trusts and foundations, including first funding received towards our apprenticeship programme from the Marr-Munning Trust. We are hugely grateful to all of the trusts, foundations and institutional donors who have provided funding this year towards our community play, refugee play and apprenticeship programmes.

ii) Volunteer fundraising

The second principal source of income of the charity is funds raised by our UK volunteers.

Our volunteer fundraisers, primarily university students who are recruited from our 24 university partners in the UK, take part in our two main volunteer programmes: the Uganda Gorilla Trek programme and the Uganda Volunteer Project.

The Uganda Gorilla Trek programme is a volunteer challenge project that EAP runs in Uganda. Volunteers participate in a three week programme between June and September in which they: i) trek and canoe through the foothills of volcanoes and lakes of Western Uganda, staying in the heart of local communities along the way; ii) spend a day trekking to visit the mountain gorillas of Uganda; and iii) help run creative play sessions with children in a local community and help transform an empty field into a safe and exciting playground for generations to enjoy.

The Uganda Volunteer programme is a four week project where the volunteers assist in the building of a playground for a local community (such as a school) from start to finish as well as assisting on our Arts & Play programmes to inspire the children to learn, explore and develop themselves.

In addition to the two main volunteer programmes we offer tailor-made volunteer programmes for non-university students, for example employed professionals or schools.

Each Volunteer Project participant covers all their own costs through a participation fee which covers their time in Uganda (such as food, accommodation, transport and support) as well as all associated costs related to running the project in the UK and Uganda. Each volunteer is then required to fundraise a certain minimum level in addition to this participation fee, which goes towards the charity's general funds. These funds help us run our playground building projects, our workshops, and our training programmes, and all funds raised are unrestricted. Participants on our Gorilla Trek project have a much higher fundraising target, which means on top of a minimum fundraising contribution to East African Playgrounds, they also fundraise to cover their trekking permit and accommodation costs.

During the year we had 282 volunteers on our volunteer programmes (140 for the Gorilla Trek and 142 for the Volunteer programme). We saw a reduction in the number of volunteers this year (from a total of 395 in the prior year), despite an increase in the number of universities we signed up for both volunteer programmes. This was the result of a difficult year in the university student challenges market, which saw reduced number of volunteers across the whole sector. Against this backdrop, however, we were able to consolidate our strong position in the market with the Gorilla Trek, winning market share from other student challenges and providing a solid foundation for future years.

During 2016/17 our total income from volunteer fundraising fell by 22% to £382,755, and represented c. 50% of our total income for the year (2015/16: 72%).

Expenditure

Our total expenditure increased by £266,566 or 51%, from £577,695 in the previous year to £848,261 in 2016/17.

Expenditure by type	2014/15	2015/16	2016/17	2016/17 Change
Direct charitable activity	£344,207	£509,711	£755,658	48%
Fundraising	£35,166	£65,412	£89,843	37%
Other	£3,785	£2,572	£2,760	7%
Total expenditure	£383,158	£577,695	£848,261	47%
Fundraising costs as a percentage of total expenditure	9%	11%	11%	

Direct charitable expenditure at £755,658 represented 89% of our total spending, up from £509,711 (48% increase) on the previous year.

Fundraising costs increased by 37% on the previous year due to the overall increase in activity. Our fundraising costs as a percentage of total expenditure remained stable at 11%.

Future plans

Our 2017/18 goals are as follows:

- To support the trustee board and staff to increase professionalism to take East African Playgrounds smoothly into the medium charity sector, increasing our impact whilst improving our effectiveness.
- Review and make appropriate changes to our play and playground programme based on external research, policy changes and our monitoring and evaluation system; adapting each programme to ensure appropriateness for each target group (early years, childhood, youth & refugee).
- Improve the capacity of our Ugandan staff and their understanding of the programmes they are delivering to result in a more efficient and higher quality delivery.
- Develop our monitoring and evaluation system, ensuring that the process feeds back into the development of our programmes and the data is utilised efficiently to engage our audience.
- Develop our current apprenticeship programmes in Uganda to become both official and accredited from the Ministry of Education in Uganda, increasing our impact, delivery and efficiency
- Create new partnerships for programmes inside and outside of Uganda with multinational NGOs such as the American Refugee Committee, Save the Children UG and International, War Child UK, African Education Trust and others.
- Oversee the diversification and development of new sustainable long-term funding streams bringing our income to over £1million.

Reserves Policy

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The aim of a reserves policy is to ensure that a charity's on-going and future activities are reasonably protected from unexpected financial risk. This includes:

- unexpected increases or decreases in funding streams or costs
- working capital to meet cash flow needs
- specific funds required to meet unexpected one-off expenditure impacts.

Unrestricted reserves are defined as general funds and are available to East African Playground to meet its objectives. Net free reserves are defined as unrestricted reserves less any designated funds and the value of tangible fixed assets.

Each year, the trustees review the reserves range, that is the level of general funds that should be reserved rather than available to spend on the charity's objectives.

Our reserves range is based on maintaining sufficient general funds to cover anticipated working capital needs for three months, this being considered sensible both operationally and from an analysis of our unrestricted income fundraising streams and expected commitments. The trustees have therefore deemed general funds should be in the range of £200,000 to £220,000.

Currently our total reserves stand at £141,857. Our net free reserves (defined as total unrestricted funds less designated funds less tangible fixed assets) stand at £85,542.

At the end of the year we also held £21,000 of restricted programmed funds, which are committed funds that will be spent on specific programmes in the coming years.

This year our level of expenditure was higher than our income leading to a deficit of the year of £76,807 and a reduction in the level of reserves, and a level below our stated reserves range. Due to the increased focus on our programmes in refugee settlements and partnering with larger NGOs, we have taken the decision this year to build our infrastructure and capacity in Uganda so that we are able to fulfil the expected future commitments to our partners. We expect the level of reserves to increase towards our target range over the coming year.

Having reviewed the financial position and future plans for the charity, the trustees have identified no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Structure, governance and management

Organisational structure

The charity is primarily administered in the UK although most of its activities are undertaken in Uganda. The Ugandan operation is structured through a non-profit membership organisation which is registered with the government of Uganda. This entity, also bearing the name of East African Playgrounds, is subject to financial audit in Uganda.

Governance and management

East African Playgrounds operates under a Trust Deed dated 6 February 2009 and was registered as an unincorporated charity with the Charity Commissioners for England and Wales on 21 April 2009. The trust deed includes the regulations for the appointment of trustees, of which there must be a minimum of three with no maximum number. New trustees are appointed by the existing board of trustees. In selecting new trustees for appointment, the existing trustees will have regard to the skills, knowledge, and experience of an individual needed for the effective administration of the charity.

The trustees are responsible for the overall management and control of East African Playgrounds and meet formally three times a year. Day to day management of the charity is delegated to the management team (the two founding directors of the charity). Remuneration of the management team is set by the trustees and is reviewed annually.

All trustees give of their time freely and no remuneration was paid to trustees during the year. Details of travel expenses reclaimed from the charity and paid to trustees are set out in Note 8 to the accounts.

The board of trustees was strengthened this year with the appointment of two new independent trustees during the financial year. As part of our development of our governance structure and due to the vacancy arising for the Chair position, we were delighted to appoint Dr Noorzaman Rashid, a very experienced Chair and management consultant, to the board post year-end to serve in the capacity of Chair of Trustees. The growth of East African Playgrounds has meant that we need to review the governance infrastructure and capacity from trustees to help us achieve our development targets and strategic objectives. To this end, following the appointment of Dr Rashid as Chair, we have performed a strategic review of the composition of our board of Trustees. During the year, one of our trustees, Alex Gill, stepped down from the board and subsequent to the year-end, two of our trustees, Alex Bordoli and Nicholas Ward, have stepped down from the board. We thank them and are grateful for their significant contribution to East African Playgrounds during their tenure as trustees. We expect to further expand the number of independent trustees to strengthen our board during the coming financial year.

Incorporation of East African Playgrounds

Charities in England and Wales can be constituted under a range of legal structures, including being governed under a trust deed and as a charitable incorporated organisation (“CIO”).

The complexity and scale of EAP’s work has increased over the years and the Trustees have taken the decision to update the current legal structure of EAP; changing from the current trust structure to a CIO structure.

As well as being more appropriate for the size and nature of EAP’s work, this will provide practical benefits:

- a clearer legal structure that will be more readily understood by those EAP has dealings with (funders, international governments and regulators, partner organisations, suppliers and other key stakeholders), making it easier to set up agreements and other contracts; and
- a more appropriate governance framework, which includes relevant limits on the liability of Trustees.

To make this change, the Trustees have:

- set up a new CIO with the same name, objects and Trustees as the existing EAP Trust;
- registered the new CIO with the Charity Commission of England and Wales on 4 May 2017, under the charity registration number 1172875; and
- passed a resolution to transfer the operations and assets of the current EAP trust to the new EAP CIO, with effect from 2 October 2017

From 2 October 2017, East African Playgrounds operates under the new CIO and new charity registration.

Public benefit

In all matters, the trustees have due regard for the guidance published by the Charity Commission on public benefit.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees consider that they have taken adequate steps to ensure compliance with this duty.

The EAP Staff and Board of Trustees maintain a detailed and pro-active approach to identifying, managing and mitigating risks to the charity and its operations. A risk register is maintained, which identifies all significant risks and proposes actions to be taken to reduce the charity's exposure as appropriate. The management team reviews the risk register regularly during the year. Operational risks are managed at the working level on a daily basis, whilst strategic risks are reviewed at least quarterly, ensuring mitigation actions are progressing to plan and risks are consistently being minimised. This is formally presented to the trustees and assessed on a semi-annual basis.

Independent Examiner

Torr Waterfield were re-appointed as the charity's independent examiner during the year and have expressed their willingness to continue in that capacity.

Reference and administrative details

Charity name:	East African Playgrounds (or "EAP")
Charity registration number:	1129244
Charity's principal address:	Fernleigh Business Park Blaby Road Enderby Leicester LE19 4AQ
Charity website:	www.eastafricanplaygrounds.org

Trustees:

All trustees have served throughout the year except where indicated:

Noorzaman Rashid	Chair (appointed 7 February 2018)
Philip Jan	Treasurer
Alex Bordoli	Appointed 20 November 2016, Resigned 22 April 2018
David Godfrey	Deceased 14 September 2017
Alex Gill	Resigned 19 February 2017
Daniel Sanders	Appointed 20 November 2016
Robert Taylor	Appointed 2 April 2017
Nicholas Ward	Resigned 22 April 2018
Marc Wileman	

Management Team:

Carla Gill	Co-CEO and Founder
Thomas Gill	Co-CEO and Founder

Professional advisors:

Bankers:	The Co-Operative Bank plc PO Box 101 1 Balloon Street Manchester M60 4EP
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Independent Examiner:

Torr Waterfield
Park House
37 Clarence Street
Leicester
LE1 3RW

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed, requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charity SORP;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the board of trustees on 15 July 2018 and signed on its behalf by:

Dr Noorzaman Rashid
Chair of Trustees

Independent Examiner's Report to the Trustees of East African Playgrounds

I report to the charity trustees on my examination of the accounts of East African Playgrounds (the Trust) for the year ended 1 October 2017.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the Association of Chartered Certified Accountants which is one of the listed bodies

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Mark Andrew Torr
Association of Chartered Certified Accountants
torr waterfield
Park House
37 Clarence Street
Leicester
Leicestershire
LE1 3RW

15 July 2018

Statement of Financial Activities
For the year ended 1 October 2017

	Notes	Unrestricted funds £	Restricted funds £	Year to 1/10/17 Total funds £	Year to 1/10/16 Total funds £
INCOMING RESOURCES					
Income and endowments from:					
Donations and legacies	2	393,326	376,938	770,264	681,405
Charitable activities		-	-	-	-
Investments	3	626	-	626	258
Other	4	564	-	564	2,150
Total incoming resources		394,516	376,938	771,454	683,813
RESOURCES EXPENDED					
Expenditure on:					
Raising funds	5	89,843	-	89,843	65,412
Charitable activities					
Play and apprentice programmes	5	361,623	394,035	755,658	509,711
Other	5	2,760	-	2,760	2,572
Total resources expended		454,226	394,035	848,261	577,695
NET INCOME		(59,710)	(17,097)	(76,807)	106,118
RECONCILIATION OF FUNDS					
Total funds brought forward		180,567	38,097	218,664	112,546
TOTAL FUNDS CARRIED FORWARD		120,857	21,000	141,857	218,664

Balance Sheet
As at 1 October 2017

	Notes	Unrestricted funds £	Restricted funds £	1/10/17 Total funds £	1/10/16 Total funds £
FIXED ASSETS					
Tangible assets	9	35,315	-	35,315	41,108
CURRENT ASSETS					
Debtors	10	13,927	-	13,927	30,059
Cash at bank and in hand		<u>76,798</u>	<u>21,000</u>	<u>97,798</u>	<u>154,521</u>
		90,725	21,000	111,725	184,580
CREDITORS					
Amounts falling due within one year	11	(5,183)	-	(5,183)	(7,024)
		<u>85,542</u>	<u>21,000</u>	<u>106,542</u>	<u>177,556</u>
NET CURRENT ASSETS					
		<u>85,542</u>	<u>21,000</u>	<u>106,542</u>	<u>177,556</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>120,857</u>	<u>21,000</u>	<u>141,857</u>	<u>218,664</u>
NET ASSETS					
		<u>120,857</u>	<u>21,000</u>	<u>141,857</u>	<u>218,664</u>
FUNDS OF THE CHARITY					
Unrestricted funds	13			120,857	180,567
Restricted funds				<u>21,000</u>	<u>38,097</u>
TOTAL FUNDS					
				<u>141,857</u>	<u>218,664</u>

The financial statements were approved by the Board of Trustees on 15 July 2018 and were signed on its behalf by:

Dr Noorzaman Rashid – Chair of Trustees

Philip Jan, FCA – Treasurer

Notes to the financial statements For the year ended 1 October 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and with the Charities Act 2011.

The charity is a public benefit entity as defined in FRS 102.

The Statement of Financial Activities and Balance Sheet consolidate the financial statements of the charity and its Ugandan operation. The Ugandan operation, which is structured as a non-profit membership organisation in Uganda, prepares separate, audited financial statements for the year ending 30 September, which are available on request.

Fund accounting

Restricted funds 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.

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and comprises the direct costs of fundraising, costs for fundraising events and promotions, the staff in these areas and an appropriate allocation of support costs.

Charitable expenditure includes costs incurred in the furtherance of its charitable objectives, in addition to costs of recruiting and selecting volunteers for the volunteer programmes and an appropriate allocation of support costs.

Support costs include UK staff, office and administrative costs and finance costs, as well as governance costs.

Governance costs are those costs related to the governance of the charity as opposed to the day-to-day management of the charity's activities. Included within this category are independent examiner costs and trustee expenses.

Support costs are allocated to expenditure purpose heading on the basis of the full time equivalent number of staff contributing towards each purpose.

Taxation

The charity is exempt from tax on its charitable activities.

1. ACCOUNTING POLICIES - continued

Operating leases

Rental payments under operating leases are charged as expenditure as incurred over the term of the lease. The charity does not have any assets held under finance lease.

Tangible fixed assets

Expenditure of a capital nature costing more than £1,000 in the UK or more than USHS 1 million in Uganda is capitalised at cost. Items below these thresholds are expensed as incurred.

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

Plant, machinery and motor vehicles	20% on cost and 12.5% on cost
Office equipment	10% on cost

Other assets and liabilities

Debtors and creditors are stated at the settlement amount after any applicable discounts. Cash and bank deposits are stated at the cash amount.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account through the Statement of Financial Activities.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	Year to 1/10/17 Total funds	Year to 1/10/16 Total funds
	£	£	£	£
Institutional donations and grants	7,961	376,938	384,899	188,037
Volunteer fundraising and contributions to volunteer participation costs	382,795	-	382,795	492,210
Regular giving and other donations	<u>2,570</u>	<u>-</u>	<u>2,570</u>	<u>1,158</u>
	<u>393,326</u>	<u>376,938</u>	<u>770,264</u>	<u>681,405</u>

Institutional grants and donations of £5,000 and above in the year ended 1 October 2017, and included in the above, are as follows:

	Year to 1/10/17 £
UNICEF	133,116
Plan International	61,409
World Vision	40,255
African Revival	37,920
Cotton on Foundation	13,517
Marr-Munning Trust	8,000
Euan Darling	6,472
Henry Van Straubenzee Memorial Trust	6,450
Zoe Carss Education Trust	6,000
Charles Nabwana	5,786

The Clara E Burgess Charity	5,000
The Allan and Nesta Ferguson Charitable Trust	5,000
Thomas Cook Children's Charity	5,000

3. INVESTMENT INCOME

	Year to 1/10/17 £	Year to 1/10/16 £
Interest receivable	<u>626</u>	<u>258</u>

4. OTHER INCOME

	Year to 1/10/17 £	Year to 1/10/16 £
Income from asset disposals and other income	<u>564</u>	<u>2,150</u>

5. EXPENDITURE

	Direct costs £	Allocation of support costs £	Year to 1/10/17 Total £	Year to 1/10/16 Total £
Expenditure on:				
Raising funds	18,788	71,055	89,843	65,412
Charitable activities				
Play and apprentice programmes	631,565	124,093	755,658	509,711
Other	<u>2,760</u>	<u>-</u>	<u>2,760</u>	<u>2,572</u>
	<u>653,113</u>	<u>195,148</u>	<u>848,261</u>	<u>577,695</u>

Direct costs include foreign exchange losses recognised during the year of £974 (2015/16: foreign exchange gains of £3,895).

6. SUPPORT COSTS

	Year to 1/10/17 £	Year to 1/10/16 £
UK Staff costs	157,156	112,397
Management and administration costs	28,547	10,562
Charity running costs	8,496	10,165
Governance costs	<u>949</u>	<u>796</u>
	<u>195,148</u>	<u>133,920</u>

6. **SUPPORT COSTS - continued**

GOVERNANCE COSTS

	Year to 1/10/17 £	Year to 1/10/16 £
Independent examiner's remuneration		
Examination services	810	660
Trustee expenses	<u>139</u>	<u>136</u>
	<u>949</u>	<u>796</u>

Support costs are allocated to expenditure purpose headings on the basis of the number of full time equivalent staff contributing towards each purpose.

7. **STAFF COSTS**

	Year to 1/10/17 £	Year to 1/10/16 £
Wages and salaries	204,389	151,528
Social security costs	14,362	9,685
Pension costs	1,369	-
Other employee costs	<u>4,223</u>	<u>13,709</u>
	<u>224,343</u>	<u>174,922</u>

The average monthly number of employees during the year was as follows:

	Year to 1/10/17	Year to 1/10/16
UK – management	2	2
UK – administration and support	5	4
Uganda	<u>63</u>	<u>40</u>
	<u>70</u>	<u>46</u>

No employees received emoluments in excess of £60,000.

Other employee costs include medical insurance and food and travel costs provided to employees of our Ugandan operation. Employees of the UK charity do not receive any employee benefits.

The key management of the charity are the two co-CEOs. The total amount paid to key management personnel of the charity was £61,377 (2015/16: £48,000).

8. **TRUSTEES' REMUNERATION AND BENEFITS**

The trustees do not receive any remuneration for their services. Trustees are re-imbursed for their travel expenses in attending trustee meetings. Travel costs amounting to £139 (2015/16: £136) were re-imbursed to 3 (2015/16: 2) trustees.

9. TANGIBLE FIXED ASSETS

	Plant, machinery and motor vehicles £	Office equipment £	Totals £
COST			
At 2 October 2016	50,356	606	50,962
Additions	-	-	-
Disposals	-	-	-
At 1 October 2017	<u>50,356</u>	<u>606</u>	<u>50,962</u>
DEPRECIATION			
At 2 October 2016	9,662	192	9,854
Charge for year	5,758	35	5,793
Eliminated on disposal	-	-	-
At 1 October 2017	<u>15,420</u>	<u>227</u>	<u>15,647</u>
NET BOOK VALUE			
At 1 October 2017	<u>34,936</u>	<u>379</u>	<u>35,315</u>
At 1 October 2016	<u>40,694</u>	<u>414</u>	<u>41,108</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	1/10/17 £	1/10/16 £
Grants receivable	-	30,000
Other debtors	13,927	-
Taxation	-	59
	<u>13,927</u>	<u>30,059</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	1/10/17 £	1/10/16 £
Accrued expenses	1,312	660
Taxation and social security	3,871	6,364
	<u>5,183</u>	<u>7,024</u>

12. OBLIGATIONS UNDER OPERATING LEASES

At the balance sheet date, the total future minimum lease payments under non-cancellable operating leases in respect of leases for land and buildings were:

	1/10/17 £	1/10/16 £
Within one year	2,500	3,000
Within two to five years	-	2,500
After five years	-	-
	<u>2,500</u>	<u>5,500</u>

The above operating lease commitment relates solely to the property lease entered into for the charity's registered office in the UK.

13. CHARITY FUNDS

	At 2/10/16 £	Income £	Expenditure £	At 1/10/17 £
Restricted funds				
Community play programme	6,398	116,607	(118,005)	5,000
Refugee play programme	31,699	252,331	(268,030)	16,000
Apprenticeship programme	-	8,000	(8,000)	-
Total restricted funds	<u>38,097</u>	<u>376,938</u>	<u>(394,035)</u>	<u>21,000</u>
Unrestricted funds				
General funds	<u>180,567</u>	<u>394,516</u>	<u>(454,226)</u>	<u>120,857</u>
Total unrestricted funds	<u>180,567</u>	<u>394,516</u>	<u>(454,226)</u>	<u>120,857</u>
TOTAL FUNDS	<u>218,664</u>	<u>771,454</u>	<u>(848,261)</u>	<u>141,857</u>

Restricted funds

Grants are sought and received towards the specific costs of our three programmes: i) Community play programme, where funds are applied in disadvantaged communities to install playgrounds, and provide play-based training for these communities; ii) Refugee play programme, where funds are applied to install playgrounds and provide play-based training in refugee camps and iii) our Apprenticeship Programme where funds are applied in providing apprenticeships within East African Playgrounds for disadvantaged young people in East Africa. These funds are treated as restricted until such funds are spent.

General funds

General funds are unrestricted funds in hand and are available to the charity to meet its objectives.

14. RELATED PARTY DISCLOSURES

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year ended 1 October 2017 nor during the year ended 1 October 2016.

Agenda Item 5

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

Agenda Item 6

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

Agenda Item 7

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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