



GRANTS TO THE VOLUNTARY SECTOR PANEL – 24TH JULY 2019

SUBJECT: APPLICATIONS FOR FINANCIAL ASSISTANCE

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform the Panel of the applications for financial assistance received between 1st February and 31st May 2019, and to summarise the total awards made during 2018-19.

2. SUMMARY

- 2.1 The report advises Panel members of the budget allocations for both the Voluntary Sector budget and the Welsh Church Acts Fund and provides details of applications received between 1st February and 31st May 2019. It also provides a summary of the number of grants and the total amounts allocated during 2018-19 for both grant schemes.

3. RECOMMENDATIONS

- 3.1 That Panel Members make recommendations for approval or otherwise in relation to the requests for Financial Assistance that do not meet the General Criteria. These recommendations will then be considered and approved by the Head of Corporate Finance under delegated powers.
- 3.2 That Panel members note the applications received that meet the criteria for Financial Assistance and the Welsh Church Acts Fund, which have already been approved by the Head of Corporate Finance under delegated powers, and which are reported to the Panel for information.
- 3.3 That Panel members make a recommendation for approval or otherwise in relation to a request from an individual under the Welsh Church Acts Fund. This recommendation will then be considered and approved by the Head of Corporate Finance under delegated powers.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the applications received under this report are determined in accordance with the Council's scheme of delegation criteria.

5. THE REPORT

5.1 GRANTS TO THE VOLUNTARY SECTOR BUDGET

- 5.1.1 The Panel's budget for 2019-20 is as follows:

Budget 2019-20	£183,637.00
Less Discretionary Rate Relief (Estimated)	£171,430.61
Remaining Budget	£12,206.39
Carry forward balance from 2018-19	£128,952.99
Total Available Budget 2019-20	£141,159.38
Total 2019-20 Grants awarded to date	£0.00
Balance Remaining	£141,159.38

- 5.1.2 The projected Discretionary Rate Relief for 2019-20 is **£171,430.61**. Allowing for the projected spend on the Discretionary Rate Relief, the available balance for schemes is **£141,159.38**, which includes the carry forward balances.
- 5.1.3 At the previous Panel meeting in March 2019, Panel members were informed of awards approved by the Head of Corporate Finance under delegated powers in respect of General Criteria awards. The Panel also agreed to recommend Panel awards totalling **£250.00**, which were subsequently approved by the Head of Corporate Finance under delegated powers.
- 5.1.4 Between 1st February and 31st March 2019 a further 16 applications were received totalling **£2,180.00**. These are summarised in the table below:

Ref	Name of organisation/ individual	Category	Amount awarded
18/GC079	Sporting individual – Football	Representing Wales abroad	£250
18/GC080	Sporting individual – Gymnastics	Representing Wales abroad	£250
18/GC081	Sporting individual – Lawn bowls	Representing Wales at home	£130
18/GC082	Sporting individual - Bowls	Representing Wales at home	£130
18/GC083	Valley Daffodils	Community group	£100
18/GC084	Budokan	Sports club (up to 50 members)	£100
18/GC085	Home Start Caerphilly Borough	Community group	£100
18/GC086	Bargoed and District Art Society	Arts society	£100
18/GC087	Oakdale & Penmaen Community P'shp	Community group	£100
18/GC088	Croeso Club	Community group	£100
18/GC089	Cefn Hengoed OAP Association	OAP association without own building	£150
18/GC090	Ystrad Mynach Male Choir	Choirs	£100
18/GC091	Time For Us	Community group	£100
18/GC092	Sporting individual – Shooting	Representing Wales abroad	£250
18/GC093	Sporting individual – Table tennis	Representing Wales top-up grant	£120
18/GC094	Rhymney Fitness Association	Community groups	£100

- 5.1.5 There were no applications for Panel awards received between 1st February and 31st March 2019. Therefore, during 2018-19 a total of 94 General Criteria awards and four Panel awards were made, with a total value of **£17,510.00**. This means that at the end of the 2018-19 financial year the available balance for schemes in 2019-20 is **£128,952.99**.
- 5.1.6 Between 1st April and 31st May 2019 a total of 34 General Criteria awards have been received totalling **£5,810.00**. These have already been approved by the Head of Corporate Finance under delegated powers and are reported to the Panel for information only. The awards are summarised in the table overleaf.

Ref	Name of organisation/ individual	Category	Amount awarded
19/GC001	Sporting individual – Fly fishing	Representing Wales at home	£130
19/GC002	Sporting individual – Hockey	Representing Wales abroad	£250
19/GC003	Sporting individual – Acro gymnastics	Representing Wales at home	£130
19/GC004	Sporting individual – Acro gymnastics	Representing Wales at home	£130
19/GC005	Sporting individual – Acro gymnastics	Representing Wales at home	£130
19/GC006	Sporting individual – Roller hockey	Representing Wales abroad	£250
19/GC007	Sporting individual – Acro gymnastics	Representing Wales at home	£130
19/GC008	Moose International Blackwood Lodge 11	Community group	£100
19/GC009	Sporting individual – 8 Ball Pool	Representing Wales at home	£130
19/GC010	Thursday Club	Clubs run from churches or chapels	£200
19/GC011	Sporting individual – Indoor bowls	Representing Wales at home	£130
19/GC012	Sporting individual – Indoor bowls	Representing Wales at home	£130
19/GC013	Gilfach Ladies Bowling Club	Sports club (up to 50 members)	£100
19/GC014	Sporting individual – Kickboxing	Representing Wales abroad	£250
19/GC015	Sporting individual – Kickboxing	Representing Wales abroad	£250
19/GC016	Sporting individual – Kickboxing	Representing Wales abroad	£250
19/GC017	Sporting individual – Kickboxing	Representing Wales abroad	£250
19/GC018	Sporting individual – Kickboxing	Representing Wales abroad	£250
19/GC019	Sporting individual – Table tennis	Representing Wales at home	£130
19/GC020	Sporting individual – Table tennis	Representing Wales at home	£130
19/GC021	Sporting individual – Indoor bowls	Representing Wales at home	£130
19/GC022	Dance Unity Formation Teams	Junior sports club (over 50 members)	£200
19/GC023	Pontlloftyn Art Group	Arts society	£100
19/GC024	Sporting individual – Table tennis	Representing Wales at home	£130
19/GC025	Ravenswood Allotment Society	Allotments	£100
19/GC026	Crosskeys Krafters	Clubs run from churches or chapels	£200
19/GC027	Bethel Quilters	Clubs run from churches or chapels	£200
19/GC028	Sporting individual – Taekwondo	Representing Wales abroad	£250
19/GC029	Sporting individual – Table tennis	Representing Wales abroad	£250
19/GC030	Penuel Baptist Church Rhymney	Community group	£100
19/GC031	Pentwyn & District Allotment Association	Allotments	£100
19/GC032	Sporting individual – Taekwondo	Representing Wales abroad	£250
19/GC033	Sporting individual – Table tennis	Representing Wales abroad	£250
19/GC034	Ashfield Road Allotment	Allotments	£100

5.1.7 Between 1st April and 31st May 2019 two applications have been received which do not meet the General Criteria as set out in Appendix 1. Panel Members are asked to consider these applications and make appropriate recommendations to the Head of Corporate Finance for approval or otherwise under delegated powers. A summary of the applications received is shown overleaf.

Ref	Name of organisation	Purpose for which grant is sought	Amount requested
19/P001	Cambrian Educational Foundation for Deaf Children	Computer equipment to enable deaf children to access a whole new world of learning and communication Previous awards: Awarded £200 in 2017	Not specified
19/P002	Kids Cancer Charity	Relief of sickness among children suffering from cancer and children affected by cancer – family respite breaks, play therapy, befriending and bereavement support Previous awards: Awarded £1,650 in 2017 and 2014, £500 in 2012	£1,650

5.1.8 As previously agreed by the Panel, grants awarded during the 2019-20 financial year that exceed the budget allocation will be funded from the brought forward balances.

5.2 WELSH CHURCH ACTS FUND

5.2.1 Panel members will recall that at the beginning of the 2018-19 financial year the total budget available was **£324,839.89**, due to underspends in the budget from previous financial years.

5.2.2 Between 1st February and 31st March 2019 a total of five applications were received totalling **£30,222.40**. These have already been approved by the Head of Corporate Finance under delegated powers and are reported to the Panel for information only. The awards are summarised in the table below.

Ref	Name of organisation	Description	Amount awarded
18/WCF038	Cascade Methodist Church	Rewiring, new light fittings and redecoration	£6,911.75
18/WCF039	Castle View Community Group	Erect wildlife information/ community information noticeboard	£1,436.40
18/WCF040	Bethel Baptist Church (Wattsville)	Replacement roof	£10,000.00
18/WCF041	Ystrad Mynach English Baptist Mission	New ceiling, LED lighting, redecoration & carpets	£6,874.25
18/WCF042	Treowen Village Hall	Refurbishment of hall	£5,000.00

5.2.3 Therefore, during 2018-19 a total of 42 Welsh Church Acts Fund projects were approved with a total value of **£216,607.03**, after allowing for adjustments in year. This means that an amount of **£108,232.86** is carried forward to the 2019-20 financial year.

5.2.4 Panel Members will recall that at the last meeting in March 2019 they were consulted on some proposed changes to the criteria for the Welsh Church Acts Fund, to be implemented from 1st April 2019. The need for this was due to the significant amount of funding that had been allocated during 2018-19, and that this was not sustainable moving forward as the underspend from previous years had been significantly reduced (to £108,232.86 by the end of the financial year).

- 5.2.5 The proposal was to revise the grant criteria so that the maximum grant available would be up to £5,000, at a grant rate of 100% as appropriate. For projects with a total cost of over £5,000 they would still receive this maximum amount, but would need to seek match funding from other sources or their own funds. Panel members supported the proposed change, and their recommendation was reported to Cabinet on 27th March 2019, and was subsequently approved. The revised maximum grant amount has been in operation since 1st April 2019.
- 5.2.6 The total budget available for 2019-20 is **£172,983.86**, including the annual allocation from Monmouthshire County Council (**£64,751**) and underspends from previous years (**£108,232.86**).

Budget 2019-20	£64,751.00
Carry forward balances	£108,232.86
Total available budget 2019-20	£172,983.86
Total 2019-20 grants awarded to date	£15,731.40
Adjustments within year	-£179.75
Balance remaining	£157,432.21

- 5.2.7 Since the start of the financial year, two projects approved during 2018-19 have submitted their claims for expenditure and have spent a total of **£179.75** less than the amounts originally allocated. This amount has been re-absorbed back into the funding pot to be used for other projects. Therefore the sum available is **£157,432.21**.
- 5.2.8 Between 1st April and 31st May 2019 a total of five applications have been received totalling **£15,731.40**. These have already been approved by the Head of Corporate Finance under delegated powers and are reported to the Panel for information only. The awards are summarised in the table below.

Ref	Name of organisation	Description	Amount awarded
ORG19/WCF001	Cwmcarn Residents & Community Association	Installation of community noticeboard	£476.40
ORG19/WCF002	Wesley Methodist Church Caerphilly	Decorating downstairs area of church	£5,000.00
ORG19/WCF003	Machen Rugby Football Club	Replacement flooring in changing rooms	£5,000.00
ORG19/WCF004	Trelewis Boxing Club	Erection of steel frame for additional equipment	£2,880.00
ORG19/WCF005	Oakdale Baptist Chapel	Replacement of inner and outer doors to church	£2,375.00

- 5.2.9 If all grants awarded in 2019-20 but not yet drawn down spend to the maximum amounts allocated there will be a balance of **£157,432.21** remaining.
- 5.2.10 No previously approved applications have exceeded the 18 month time limit to claim funding (as set out in the Terms and Conditions) since the last Panel meeting.
- 5.2.11 Panel members will also recall that at the last meeting in March 2019 they were consulted on a proposal to widen the criteria for the Welsh Church Acts Fund to allow applications from individuals in relation to 'the advancement of education'. The original proposal was that limited support would be provided for 'exceptional individuals' as a one-off grant of up to £1,500, with all applications reported to the Panel for consideration. The Panel would then make recommendations on whether to support the applications received, and the amount of funding to be awarded. The recommendations would then be considered and approved as appropriate by the Head of Corporate Finance under delegated powers.

- 5.2.12 Following the discussion by Panel members during the meeting, it was agreed to recommend to Cabinet that individuals should be able to apply for a grant up to the maximum amount for up to three years. The recommendations were reported to Cabinet at their meeting of 27th March 2019, and the revised proposal was agreed.
- 5.2.13 Following the Cabinet meeting a separate application form was developed for individuals in order to capture the information required, including why the applicant believes they are an 'exceptional individual' in terms of the advancement of education. The application form is now available, and information has been added to the Council website to advertise the existence of this opportunity for individuals to apply to the Welsh Church Acts Fund.
- 5.2.14 Since 1st April 2019 one application has been received from an individual. A copy of the application received is attached at Appendix 2, and Panel members are asked to consider the application and make a recommendation on whether to support the applicant and if so, the level of grant to be awarded. The recommendation will then be considered and approved as appropriate by the Head of Corporate Finance under delegated powers.

5.3 Conclusion

The report summarises all allocations made under the Grants to the Voluntary Sector and Welsh Church Acts Fund budgets for the 2018-19 financial year, and to date for the 2019-20 financial year. It also asks Panel members to make recommendations in relation to Financial Assistance applications not meeting the General Criteria, and an application received in relation to the Welsh Church Acts Fund from an individual.

6. ASSUMPTIONS

- 6.1 There are no assumptions as the 2019-20 budgets have been confirmed, together with carried forward underspends from previous years.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 Corporate Plan 2018-2023

- 7.1.1 The report supports Objective 5 of the Corporate Plan 2018-2023 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainable Development Principle within the Well-being of Future Generations (Wales) Act 2015.
- 7.1.2 Applications from individuals to the Grants to the Voluntary Sector budget enable them to represent the county borough at a Wales or UK level or abroad, in their chosen sporting field. Taking part in sports will enable these individuals to be physically active and help to ensure that they lead healthy lifestyles.
- 7.1.3 Voluntary and community sector organisations make an important contribution to public service provision across the county borough. Grants offered to these organisations via the Grants to the Voluntary Sector budget and the Welsh Church Acts Fund will help to ensure that they are able to provide the services required by residents within our local communities. This will ensure that residents are able to look after their own health and well-being.

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 Voluntary and community sector organisations make an important contribution to public service provision across the county borough and are key participants in the 'Caerphilly We Want' Well-being Plan published on 3rd May 2018 under the Well-being of Future Generations (Wales) Act 2015. The Well-being Plan has four priorities – Positive Change, Positive Start, Positive People and Positive Places.

8.2 This report links to the following Well-Being Goals within the Well-Being of Future Generations (Wales) Act 2015:

- A prosperous Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

8.3 Grants awarded via the WCAF contribute to the following Well-Being Goals for Wales:-

- A prosperous Wales – grants offered to the voluntary and community sector will help these organisations and the buildings they own and manage to become more financially sustainable, and help them to provide much needed services to their local communities.
- A healthier Wales – providing opportunities for residents to receive local services that are suited to their needs will help to improve their physical and mental well-being.
- A more equal Wales – providing local services in community settings will help to ensure that residents are able to fulfil their own potential, regardless of their background or personal circumstances.
- A Wales of cohesive communities – community buildings are often at the heart of the local community, which helps to ensure that our communities can thrive and there is a focal point where residents can come together.
- A Wales of vibrant culture and thriving Welsh language – the activities that are provided by the community and voluntary sector encourage residents to participate in the arts, sports and recreational activities.

9. EQUALITIES IMPLICATIONS

9.1 There are no direct equalities implications arising from this report so no Equality Impact Assessment has been undertaken.

10. FINANCIAL IMPLICATIONS

10.1 The financial implications are those set out in the report.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

12. CONSULTATIONS

12.1 There are no consultation responses which have not been reflected in this report.

13. STATUTORY POWER

13.1 Local Government Act 1972 and 2003 and the Council's Financial Regulations.

Author: Vicki Doyle – Policy Officer (doylevm@caerphilly.gov.uk)

Consultees: Stephen Harris – Interim Head of Business Improvement Services
(harrisr@caerphilly.gov.uk)

Andrew Southcombe – Finance Manager (southak@caerphilly.gov.uk)

David Roberts – Principal Group Accountant (roberda@caerphilly.gov.uk)

Huw Jones – Senior Auditor (joneshd@caerphilly.gov.uk)

Kathryn Peters – Corporate Policy Manager (peterk@caerphilly.gov.uk)

Appendices:

Appendix 1 List of General Criteria

Appendix 2 Application from an individual in relation to the Welsh Church Acts Fund

Appendix 1 - General Criteria

Category	New Criteria	Value
a	OAP Association with own building	£300
b	OAP Association without own building	£150
c	Individuals (amateur) representing Wales at home	£130
c1	Individuals (amateur) representing Wales Top Up Grant	£120
d	Individuals (amateur) representing Wales abroad	£250
e	Jazz Bands	£100
f	Choirs	£100
g	Junior Sports Club (up to 50 members)	£100
g1	Junior Sports Club (over 50 members)	£200
h	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (up to 50 members)	£100
h1	Boys & Girls Clubs/YMCA/Scouts/Cubs/Brownies/Guides/Boys Brigade/Crusaders (over 50 members)	£200
l	St John Ambulance (up to 50 members):- Cadets/Badgers	£100
j	St John Ambulance (over 50 members):- Cadets/Badgers	£200
m	Brass and Silver Bands	£400
n	Allotments	£100
o	Arts Society	£100
p	Writers Clubs	£100
q	Theatre Groups	£200
r	Community Groups	£100
s	Beekeepers Groups	£100
t	Garden Clubs	£150
u	Tenants & Residents Association	£100
v	Websites - Initial design stage only	£100
w	Pigeon Clubs	£200
x	Clubs run From Churches/Chapels	£200
y	Sports Club (up to 50 members)	£100
z	Sports Club (over 50 members)	£200
aa	Other - up to max	£400



CAERPHILLY COUNTY BOROUGH COUNCIL
Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG
Tel: 01443 866391

WELSH CHURCH ACTS FUND - APPLICATIONS FROM INDIVIDUALS

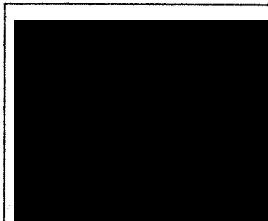
The completed application form and supporting documents should be returned to Vicki Doyle, Corporate Policy Team at the above address.

Any additional information which cannot be supplied in the space provided may be given on a separate sheet which should be signed and dated by the applicant.

Name:

Adetokunbo (Toks) Akanbi-Mortimer

Address:



Contact telephone no:



E-mail address:



Bank Details (These must be provided as payment will be paid directly into this account)

Name of account holder
(if different from above):



Bank name:



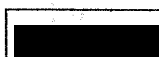
Branch:



Sort code:



Account number:



Please indicate which year of your studies this application relates to?

1st year

2nd year

3rd year

How much grant amount are you applying for?

£1500

Please give the name and address of the educational establishment (i.e. school/college/university) that you attend or are intending to attend?

Millfield School

Butleigh Road

Street

BA16 0YD

Has your place at this school/college/university been unconditionally confirmed?
(Please provide written evidence)

Yes

No

Please give details of the course you are doing or plan to do?

Toks is 14 years old and just coming to the end of year 9, he will be starting his GCSE's next year.

Please give details of qualifications you have achieved to date i.e. GCSE's, A Levels, Degrees, NVQ's etc. together with dates achieved?

Toks is currently working towards his Duke of Edinburgh Bronze award and has recently completed the expedition element.

If you are currently employed (full time or part time), please give details of your current employer and average monthly income?

I am a single parent, working 30 hours a week for Aneurin Bevan University Health Board as a Paediatric Occupational Therapy Technician. My salary is £16871 per annum.

Should your application be successful, please give full details of what any grant would be used for? (Please provide written evidence of these costs)

The grant would be go towards covering the remainder of Toks' school fees £1930.00 per year and all the added extras detailed in the attached document.

If you intend to apply for financial assistance (i.e. grants/loans) from any other source, please provide details, including the amount being sought?

Toks has been awarded a Millfield All-rounder with Sport Scholarship and bursary.

Please state why you believe you are an 'exceptional' individual and therefore should be considered for a grant from the Welsh Church Acts Fund. You should relate this to the educational establishment you attend or are intending to attend, and the course you doing or intend to do. You should also state why you are unable to access the required funds from other sources e.g. grants or loans.

Toks is a very talented sportsman and his talent has been recognised by the prestigious Millfield School where he has been awarded an All-Rounder with Sport Scholarship. Toks has a real passion for sport and has many achievements. Toks has Islwyn District and Gwent County caps in rugby and has played in the WRU National 7's and 10's Tournaments as well as the D.C. Thomas Cup. He has played A Team rugby for the under 14's in Millfield and captained the 7's team throughout the season, including for the National Rosslyn Park 7's tournament. He was also invited to represent Millfield on Hockey Tour this year to Holland. Toks also has a passion for athletics and was awarded his East Wales vest a year early, competing in the u15 age group when he was just 12 years old; last year he also broke the East Wales Schools Hurdles record. In addition, Toks has won numerous East Wales and Welsh National medals across the spectrum of track & field disciplines. This year he has also gained selection to the Somerset Schools Team for Pole Vault and Combined Events. Millfield gives Toks the very best opportunities to excel in sport. In Millfield he benefits from having access to the very best sports science facilities and dedicated sports coaches, which is not available in local schools.

Millfield have given Toks a life-changing opportunity. Millfield School is renowned for being the best School in the whole of the UK for Sport and it has produced many elite athletes and more Olympians than any other school; one of the most notable alumni includes Sir Gareth Edwards who was presented with the very same opportunity many years ago. There are just 200 places for entry into year 9, and children from all over the world apply; Toks has not only been accepted but has been awarded a scholarship; an exceptional achievement for an exceptional young man. Very few children from Caerphilly have been given this prestigious opportunity.

Although Toks has been awarded a scholarship and bursary, I still have to find the funds for the remainder of his fees along with all the added extras which come with attending a school as prestigious as this. I have enclosed a copy of the expenses so far this year. I have written many letters, including to the Director of Education in Caerphilly and the Minister for Education in the Welsh Assembly Government and many local businesses to try and obtain further funding. As a single parent relying on just my income, making it to the end of the month is challenging without the added pressures of meeting these extra costs. Toks himself, took part in a sponsored challenge to raise funds, and in the process gained the recommendation of Olympian Christian Malcolm. Receiving funding from the Welsh Church Fund would give me some piece of mind and allow Toks to truly make the most of this opportunity.

DECLARATION

I consent to the information provided on this form, and any information subsequently provided by me either verbally or in writing, to be processed for the purposes of the assessment of my request for assistance by Caerphilly County Borough Council. I understand that the information may be disclosed to other related organisations and to the Council's external auditors.

We are collecting your personal data (name, address, telephone number, e-mail address and bank account details) in order to process your application for grant funding. Should your application be successful, this information will also be used for the purposes of making payments in relation to your grant award.

If your grant application is successful, your information will be retained for a period of 6 years plus the current year and will also be accessed by the Authority's Corporate Finance and Audit Teams for the purposes of the administration of the financial affairs of the Authority and Audit purposes. If your grant application is unsuccessful, your information will be retained for a period of 2 years.

You have a number of rights in relation to your information, including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information. If you wish to make a request to see your data, or to object to the manner in which it is processed, please contact the Data Protection Officer at the Information Unit on 01443 864322.

I can confirm that to the best of my knowledge and belief, all answers on this application form are true and accurate.

Signature:

Date:



MILLFIELD

Millfield fees are as inclusive as possible and extras are kept to a minimum. The day fee includes tuition, most activities at school, three-course lunch, supper for pupils staying for activities, games and prep, textbook loan, pupils' personal accident insurance, contribution to travel and accommodation when representing the school, and internet access. The boarding fee includes all of the above plus breakfast, three-course supper and laundry.

Termly Fees Autumn 2019 to Summer 2020

Boarding pupils (Years 9 - Upper Sixth)	£12,870
Day pupils (Years 9 - Upper Sixth)	£8,535
Additional charge for Sixth Form pupils for social functions	£36.00
Additional charge for Nine at Millfield Programme	£150.00
<u>Academic/Tuition Charges</u>	
Music - First instrument (cost per term, for up to 30 lessons per year)	£298.00
Subsequent musical instruments (per term)	£272.50
Riding Tuition (per hour)	£19.15 - £69.00
Full Livery (per week)	£182.00
Use of school horse (extra per lesson)	£17.50
Polo Tuition (per group session)	from £27.00
Learning Support 1:1 (per lesson)	£49.70
Speech & Language Therapy (per lesson)	£85.40
English as an Additional Language 1:1 (per lesson)	£49.70
Career Profiling (Year 11 Futurewise) – annual charge	£132.00
Career Profiling (L6 Centigrade) – annual charge	£25.00

Extra Charges

So far as possible other 'extras' are kept to a minimum, but may include:

Public/External Examinations	Costs vary by chosen subjects and level undertaken.
Art, Design & Technology	Charges may be made for material, stationery and project work.
Residential Field Trips	Contribution to the costs.
Sports	Membership, entry fees, equipment/kit and accommodation.

Optional Charges

Shop and Travel	Expenses incurred are provided on termly statements.
House/School Trips, Dry Cleaning	Actual costs incurred.
Photographs	House, group, sports and year photos as ordered.
Textbooks	Charges for lost, damaged and non-returned books.
Private Tuition (Academic/Sports)	Hourly rate is charged dependent on tutor's pay.
Physiotherapy	Initial session £54.25 and follow-up sessions £48.35.
Combined Cadet Force (CCF)	One off joiner's fee £65.

Deposit (applicable to overseas pupils only)

In addition to the fees, an additional deposit equal to one term's fees is payable before entry. This deposit is refundable, less the final term's extras, when the pupil leaves the school.

Admission Fees (new applicants only)

Registration Fee	£175 (non-refundable)
Acceptance Fee	£1250 (£250 non-refundable, £1000 credited on final extras bill)
Tier 4 Visa Applicants	£371 (£350 administration charge and £21 UKVI visa fee non-refundable)

For those pupils who do not take up their place, Millfield will retain the whole Acceptance Fee.

Payment of fees

The fees are for the full academic year, expressed and collected in three termly amounts.

Fees are payable by Direct Debit from a UK bank account by the first day of each term, unless a prior agreement has been made with the Fees Manager.

A late payment charge will be applied to any outstanding amounts on a daily basis after the due date.

Child Care Vouchers can be accepted for the boarding part of the fees, subject to HMRC rules.

Fees in Advance

The school operates a fees in advance scheme which offers a discount for fees paid in advance for future terms. Further details are available from the Fees Office.

Notice

One full term's written notice from parents to the Headmaster is required on withdrawal of a pupil and on transfer from boarding to day status. Those failing to do this will be charged one term's fees in lieu of notice. A term's written notice is also required for Music and Riding or a term's fees for extra tuition will be charged.

General Information

ABSENCE FROM SCHOOL

All requests need to come to the housemaster/housemistress. If an absence involves missing academic lessons, then permission is needed from the Head of Year.

CLOTHING GUIDE

Pupils should appear smart and tidy avoiding all extremes of dress. It is the overall effect that is of paramount importance.

BOYS

Dress for school working day

- Suits, shirts and ties must be purchased from the school shop
- V-neck school jumper may be worn
- Shirt must be tucked in
- Ties from School Shop to be worn at all times with suit
- Plain, smart, black shoes (no suede, canvas, trainers or boots).
- Hair should be smart, above the collar, not impair vision nor be closely shaved. Hair, if dyed, should be of a natural colour only. Hair bands, ponytails and top knots are not allowed.
- Jewellery should be simple and discreet
No earrings or other piercings
- Clean shaven appearance at all times
- Coats should be formal, of plain, dark colour and long enough to cover the jacket. No fur coats or fur trimmed hoods.

Formal Dress

- White shirts and school ties for Headmaster's Assemblies and away matches.

Other items for boarders for evening/ weekend wear

- Earphones which will be needed for English testing in the first week
- Casual trousers
- Casual shirts
- Casual shoes
- Casual jumpers
- Casual coat
- Pyjamas
- Hold-all / case for schoolbooks
- Toiletries and shoe cleaning kit
- Hand towels
- Medium sized bath towels
- The school provides sheets and pillowcases but you are welcome to bring your own labelled items.

GIRLS

Dress for school working day

- Suits and shirts must be purchased from the school shop. Girls may wear trousers or skirts. Skirt hemline below the knee, no longer than mid-calf
- V-neck school jumper may be worn
- Shirts must be tucked in
- Plain, smart, flat black shoes (no suede, canvas, trainers or boots)
- Jewellery should be simple and discreet. No visible ankle bracelets. Earrings should be appropriate for school wear (no large hoops). No other piercings allowed
- Hair should be smart and not impair vision. Hair, if dyed, should be of a natural colour only
- Minimal make up (light foundation/mascara). No lipstick or nail varnish
- Tights should be dark black, blue, grey or flesh coloured. Socks to be white if worn with skirt
- Coats should be formal, of plain, dark colour and long enough to cover the jacket. No fur coats or fur trimmed hoods.

Formal Dress

- White shirts for Headmaster's Assemblies and away matches.

Other items for boarders for evening/weekend wear

- Earphones which will be needed for English testing in the first week
- Casual clothes and shoes
- Pyjamas
- Hold-all / case for schoolbooks
- Underwear, accessories and toilet articles should be kept to the necessary minimum
- Hand towels
- Medium sized bath towels
- The school provides sheets and pillowcases but you are welcome to bring your own labelled items.

IPAD REQUIREMENTS

All pupils starting in Year 9 will be required to bring their own iPad. The following specification is recommended:

- Full-size screen is preferred
- A minimum of 32GB memory, 3G option is not required
- A protective case and stylus.

LAUNDRY

Pupils are encouraged to use the school Laundry. There are washing machines and tumble dryers in House. Pupils are provided with the rules of the laundry and shown how to use the washing machines and tumble dryers.

Routine laundry carries no extra charge to parents, but a charge will be made for hand washing and dry cleaning.

OUTDOOR ACTIVITIES

The Outdoor Activities Programme plays a central role in Nine at Millfield, therefore it is important that pupils have suitable clothing and equipment. Items below are available from the School Shop.

CLOTHING FOR OUTDOOR ACTIVITIES

Walking boots	Vibram sole with ankle support
Walking socks	Thick hiking socks to aid prevention of blisters
Thick fleece / jacket	
Micro fleece	
School sportswear (Kukri)	
Waterproof jacket	Waterproof and windproof
Waterproof trousers	Waterproof and windproof
Gloves	
Warm hat	
Sun hat	

EQUIPMENT FOR OUTDOOR ACTIVITIES

Rucksack	60-65L
Daysack	20L
Sleeping bag	Three season hooded sleeping bag - 0°C comfort level
Sleeping mat	15mm foam roll mat
Whistle	
Compass	
Headtorch	
Water bottle	2 x 1 Litre
Mug	
Knife, fork, spoon	
Bowl / plate	
Camera (optional)	Water and impact proof
Personal first aid kit	

PASTORAL CARE AND CONTACT WITH THE SCHOOL

Each pupil has their own Group Tutor. Parents are encouraged to make contact with their child's Group Tutor at any time in regard to their child's progress. The assistant housemasters/housemistresses then oversee any larger academic issues and meet weekly with the Head of Year and housemasters/housemistresses to monitor progress and discuss individuals. All of these staff will play a large part in ensuring a pupil is happy and engaged in their day to day life. Pupils will also be able to contact the Chaplain and the Counsellor, both of whom are accessible every day. We encourage pupils to find an adult on campus with whom they will feel comfortable talking to.

PRIZE GIVING

Year 9 Prize Giving takes place at the end of the summer term. This will be a chance for us to celebrate the year's achievements and to recognize individuals who have achieved great things in Year 9. It is the expectation that no pupil will leave before the end of term, so that the whole Year 9 community can celebrate this day.

SCHOOL POLICIES

School policies are available to view and download from our school website.

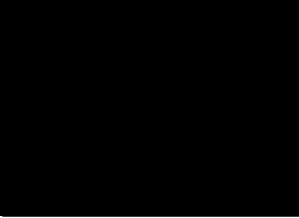


MILLFIELD

From the Admissions Office

JRWP/CMM

7 June 2018



Dear Ms Akanbi-Mortimer

Further to our recent phone calls, I am delighted that we have been able to increase the Bursary for Toks to [REDACTED] to go with his Scholarship of [REDACTED]%. This will therefore leave you to find the remaining [REDACTED] plus any extras incurred. This will be for a September 2018, Year 9 entry boarding place. Please also find enclosed the 'Expectations of a Sport Scholar'.

The Scholarship and Concession will normally be tenable throughout Tok's time here, subject to the Conditions of Award enclosed with this letter. Your acceptance of this Scholarship will be acceptance of those conditions, including the School's right to terminate the award in certain circumstances. (The Scholarship will also be subject to a formal review following the GCSE mock examinations, which takes place in the Spring term of Year 11.) Please note that the value and terms and conditions of the award must remain confidential between ourselves.

It has been a long standing tradition at Millfield that parents who do not require financial assistance may accept their child's award on an honorary basis. In this way each pupil is recognised for their achievements but the funds can be used for another deserving youngster and help us to fulfil our charitable status. Therefore, if you do not need this level of assistance, we would be very pleased to hear from you. All parents who receive an award are made aware of this policy.

I very much hope you will accept this offer and I draw your attention to the attached important notes. I would be grateful if you would return the completed Acceptance Form (signed by both parents if applicable) to me together with the non-refundable Acceptance Fee (£250) and the Acceptance Deposit (£700) or let me know if you will not be taking up our offer within two weeks. For more details about the Acceptance Fee and Acceptance Deposit, please refer to Section C of the School's Terms and Conditions.

I was delighted to hear that Toks has continued to make good progress at school and it will be most important that he maintains his high level of effort in his academic subjects alongside his sporting activities. We very much hope that Toks will be joining us in September and I do congratulate him on earning this Scholarship.

Yours sincerely

James Postle
Registrar

General Costs

Fee contribution (2018-19)	£ 1,929.00
Music lesson (per year)	£ 813.00
Pupils Healthcare Insurance AXA (per year)	£ 246.00
iPad Bundle	£ 623.00
DofE Registration	£ 21.00
Hockey Tour	£ 750.00
London Trip for Chinese	£ 45.00
	£ 2,498.00

Uniform (only available from school shop)

Trousers x2	£ 80.00
Blazers x2	£ 170.00
Junior Striped Shirt x5	£ 75.00
School Tie x2	£ 10.00
Navy Sweater x2	£ 46.00
Athletics Vest	£ 14.00
Fleece	£ 22.00
Polo Shirt x3	£ 45.00
Rugby Jersey x2	£ 90.00
Athletics Shorts	£ 17.00
Rugby Shorts x2	£ 34.00
Hockey Shorts x2	£ 34.00
Rugby Socks x4	£ 26.00
PE Socks x5	£ 17.50
Tracksuit bottoms x3	£ 72.00
Undershorts x2	£ 32.00
House Jersey	£ 33.00
Waterproof Top	£ 33.00
	£ 850.50

Sports Equipment

Hockey Stick	£ 85.00
Hockey Trainers (size 10.5)	£ 67.95
Hockey Shin Pads	£ 13.48
OPRO Mouthguards	£ 113.97
Scrum cap	£ 35.00
Running spikes	£ 62.95
High Jump spikes	£ 111.90
	£ 490.25

Outdoor Equipment

Walking Boots (with vibram sole)	£ 84.60
Sleeping Mat	£ 13.00
Head Torch	£ 18.00
Compass	£ 18.00
Cutlery	£ 22.00
	£ 155.60

TOTAL COST **£ 3,994.35**

Pupils' Healthcare Scheme for Adetokunbo Akanbi-Mortimer

D.Scanes (Mrs Diane Scanes) <scanes.d@millfieldschool.com>

Thu 09/08/2018 14:02

To: [REDACTED]

Dear Ms Akanbi-Mortimer

Thank you for sending a completed application for AXA PPP Healthcare. The premium of £82 is payable in advance and will therefore be added to your direct debit payment due on 3 September 2018 with future premiums included on Toks' termly bills.

With best wishes.

Di Scanes

Diana Scanes (Mrs)

Fees Co-ordinator

Millfield, Street, Somerset, BA16 0YD

Tel: +44 (0) 1458 444103

Fax: +44 (0) 1458 444365

www.millfieldschool.com

fees@millfieldschool.com

Scanes.D@millfieldschool.com

Cybercrime notification: Millfield will never send you an email or text changing the school's bank account. Our account details are printed on the termly fees invoices that are published on the Millfield Secure Parent Portal. We will not take responsibility if you transfer money to an incorrect bank account. Please contact the Fees Office by telephone if you need to check the payment details or receive an email claiming to amend our bank details.

Thank you for your order Bethan!

ConnectED <no-reply@store.academia.co.uk>

Sat 11/08/2018 16:48

To: [REDACTED]



Order Confirmation

Order #MIL0569

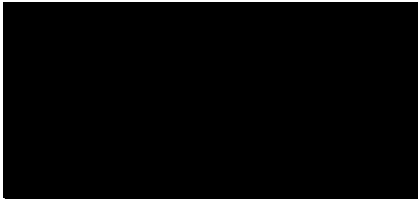
Hello, [REDACTED]

Thank you for your order.

Please check the details in this order confirmation carefully. If anything is incorrect, please [log into your account](#) to view your order.

Order Details

Your order will be sent to:



Order Details:

Order #MIL0569

(placed on 11 August 2018 16:48:23 BST)

Order Items:

Item	SKU	Qty	Subtotal
iPad Wi-Fi 128GB Bundle (Inc. iPad/Case/Insurance)	IPAD6_128_BUN_CED-STM-222-155JW-01-ADT-T-499-2-ACACARE-IPAD-2(CED)-MK0C2ZM/A-MR7J2B/A	1	£587.60
Select iPad			
1 x iPad Wi-Fi 128GB - Space Grey £375.07 Inc. VAT	MR7J2B/A		
Select Case			
1 x STM Dux Case for iPad (2017) - Black £30.00 Inc. VAT	STM-222-155JW-01		
Insurance			
1 x Accidental Damage & Theft Insurance - 2 Years £60.00 Inc. VAT	ADT-T-499-2		
Select Warranty (Optional)			
1 x AcademiaCARE for iPad (2 Years) £38.40 Inc. VAT	ACACARE-IPAD-2(CED)		
Apple Pencil (Optional)			
1 x Apple Pencil £84.13 Inc. VAT	MK0C2ZM/A		
Griffin Keyboard for iPad	XB38326	1	£36.00
		Subtotal	£623.60
		Shipping & Handling	£0.00
		VAT	£93.93
		Grand Total	£623.60

What happens next.

You will receive your purchase within the next 7-10 working days. If you need further assistance with your order, please contact our [Customer Service](#)

Please note: This e-mail was sent from a notification-only address that can't accept incoming e-mail. Please do not reply to this message.

connectED is part of the Academia Technology Group
8 Kinetic Crescent | Innova Park | Enfield | EN3 7XH | Tel: 01992 703900 (Option 6)
Company Registration: 04771037 | VAT Registration: 135 5768 90

Hockey Tour to Holland

RLK (Mr R.Keates) <keates.r@millfieldschool.com>

Tue 29/01/2019 09:56

Cc: ONK (Mr O.Keenan) <Keenan.O@millfieldschool.com>; DJW (Mr D.Woods) <Woods.D@millfieldschool.com>

Dear [REDACTED]

I hope this email finds you well.

I am writing to inform you of a wonderful hockey tour opportunity for Toks this Easter, 1st- 4th April. We are taking a boys U14A side as well as a U14A girls side to play the best clubs teams in the Netherlands, giving them great exposure to an excellent hockey culture.

Flights are booked as well as the accommodation. The final fixtures are being finalised with both girls & boys teams playing 4 fixtures.

Carrier	Flight	From	To	Departure	Arrival	Duration	Stops	Cabin	Aircraft Type
KLM Royal Dutch Airlines <i>Operated By Third- Party Carrier</i>	KL1050	BRISTOL, (BRISTOL)	AMSTERDAM, (SCHIPHOL AIRPORT)	Monday 01APR 09:20	Monday 01APR 11:35	01h15	No Stop	Economy	EMBRAER 190
KLM Royal Dutch Airlines <i>Operated By Third- Party Carrier</i>	KL1053	AMSTERDAM, (SCHIPHOL AIRPORT)	BRISTOL, (BRISTOL)	Thursday 04APR 16:40	Thursday 04APR 16:55	01h15	No Stop	Economy	EMBRAER 190

Each person will be allowed 2 bags for the hold plus hand luggage.

The hotel can be seen through this link:

<https://www.vandervalkhotelutrecht.nl/en/>

As boys hockey has only started this term we have only been able to see Toks play and in truth we have been very impressed.

The cost of the trip is £700 and we will need £450 of this by 31st January if you would like Toks to go. The tour bank details are below:

Bank: Lloyds TSB, 64 High Street, STREET, BA16 0YD

Account: MILLFIELD

Account No: 00081813

Sort Code: 30-98-28.

BIC code: LOYDGB21241.

IBAN: GB21 LOYD 3098 2800 0818 13

Reference: 0820HOCO

If you have any questions or queries please do not hesitate in getting in touch. I will be in touch shortly with a full itinerary once I have confirmed the full squad of boys.

Kind regards

Reggie Keates

Director of Hockey

Millfield, Street, Somerset, BA16 0YD

www.millfieldschool.com

Twitter: @hockeymillfield

Instagram: @millfieldhockey

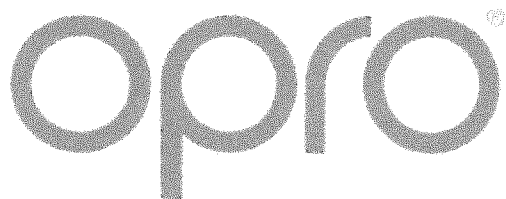
[Book for our next Open Day](#)

Your order with OPRO (No. 0000181978)

From: noreply@opro.com

To: [REDACTED]

Date: Sunday 29 July, 16:56



Tel: +44 (0)1442 430 690
Email: info@oprogroupp.com

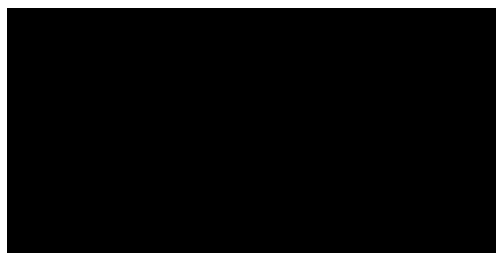
Thank you for placing your order with OPRO.

Order Number: 0000181978

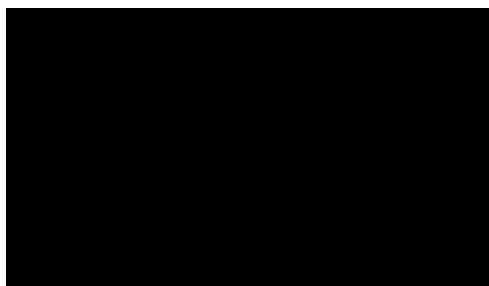
Order Date: 29/07/2018

Delivery Instructions:

Your order will be delivered to:



Your billing address:



Description

Toks Akanbi-Mortimer, Millfield, Pro-Impact, D30, AM,
Impression Visit (Millfield School - Street), No Orthodontic
brace worn

Price Quantity Sub total

£78.98 2 £0.00

Deferred to school bill £113.97

Discount £157.96