

Ryedale Grant Schemes 2017/18

Project Appraisal Form

1	Type of Grant:	Community Grants			
	Ref No:	CG-003			
2	Applicant Organisation & Project title	Kirkbymoorside Brass Band, New Build Band Room			
3	Previous Applications to RDC				
	Ref No	Project	Successful	Amount	Date
	EC45	Purchase of musical instruments for Junior Band	Yes	£1000	2014

4	Total Cost of Project	£285,000 (but please refer to notes in finance section)			
5	Grant Aid Requested	£5,000	% Intervention	Less than 2%	
6	Date site / organisation visit completed	21st July 2017			
7	Type of scheme	Capital <input checked="" type="checkbox"/>	Revenue	<input type="checkbox"/>	

Organisation

8	Is the organisation well managed? Yes, the band (an unincorporated charity) has existed since around 1815 and is managed by a committee with a good range of skills including business management and finance. Members of the committee are selected at the Annual General Meeting and hold office for one year. The current constitution is modern, having been originally adopted in 1976 but updated on multiple occasions, the most recent being 2005. Trustees are selected at AGM and hold office for life (or until resignation). They meet Officers and Committee regularly to control and supervise the charitable objectives of the organisation. Trustees also conduct regular reviews of risks and ensure systems for mitigation are put in place where necessary. Reports of financial transactions are made to the committee on a monthly basis. The Committee and Trustees are confident that the appropriate financial controls are in place.
9	Is the organisation financially sound? Yes. The accounts from 2016/17 (not yet adopted at AGM) show that the band generated over £13k in income from engagements, sales of CDs etc. This income appears to be fairly stable over a number of years.

In 2016/17 the band also received c.£174k in donations, of which £167k was specifically for the Manor Vale development project.

Running costs are around £15k annually (including band travel and the costs of running and maintaining the bandroom). In 2016/17 the total unrestricted income is £21k.

The Trustees have a reserves policy which is regularly reviewed. In 2015/16 the reserve was considered adequate for 10 months running costs (this is up from nearly 7 months in the previous year). This is considered to be appropriate for an organisation of this type which holds property.

The band has a long history of self-sufficiency and self-reliance as income is perpetually invested back in the band (replacing uniforms and instruments, for example).

10 Is the organisation reflective of the community it services?

Yes. There are currently 5 bands which represent adults and children of all ages. In combination with the Scouts (the second organisation to benefit from the project) members are from 5 to 75 years old.

The Committee includes members who represent the interests of the younger players.

The Committee comes from the "grassroots" of the band, which very much reflects the local community in which the band is deeply embedded.

11 Can the organisation manage and deliver the project?

Yes. The organisation has previously overseen the building and later the extension, of the bandroom. Some project management will be undertaken by suitably skilled members of the band (one of the committee, for example, is a mechanical and structural engineer) and this will be augmented by professional project management via the project architect.

The process of tendering and project development so far has been undertaken to a high standard. The plans are considered to be both achievable and appropriate to the needs of the two organisations.

A significant amount of the works will be carried out by professionally skilled band members (e.g. plumbers, electricians etc.) This is a continuance of the band's usual practice and it is how the bandroom has been maintained for many years.

12 Have the needs and aspirations of the community served been taken into account?

Yes. The development of this project takes into account a number of changes in Kirkbymoorside:

- The need for the bandroom to expand to allow for increasing use
- The need for a fit-for-purpose space for the scouts (who currently use a poor quality wooden hut with inadequate toilets and poor accessibility etc.)
- The need for a large performance space (as the development of the Memorial Hall will reduce the size of the available space).

The band offers free tuition and an instrument to anyone who would like to play.

No one is ever turned away.

Project

13 Does the project support delivery of the Council's aims? (Please tick all that apply)

Sustainable Growth:

- Promoting a strong economy with thriving businesses and supporting infrastructure
- Capitalising on our culture, leisure and tourism opportunities
- Managing the environment of Ryedale with partners
- Enabling provision of housing that meets existing and anticipates future need
- Minimising homelessness, improving the standard and availability of rented accommodation and supporting people to live independently

Customers and Communities:

- Helping our partners to keep our communities safe and healthy
- Supporting communities to identify their needs, plan and develop local solutions and resilience

Section 106 Grants:

- Does this meet with the section 106 planning agreement description for the parish?

14a Which ward or parish is affected?

Kirkbymoorside and its hinterlands.

14b Which communities of interest are affected?

- Members, players and volunteers of K'by Town Band
- Members of K'by Scouts and their families (incl. Cubs, Beavers etc.)
- The residents of Kirkbymoorside

15 Does the project respond to a clearly defined need? How is this evidenced?

Yes. The project is a solution to the challenges faced by two separate organisations and has been developed over a number of years through ongoing conversations.

The Scouts' current premises are unsuitable for 21st Century use (including lack of access for the disabled) and are difficult to maintain and run.

The current bandroom has been outgrown and its extension achieves an elegant solution for both organisations.

The organisations have a shared aim of encouraging members to reach their potential and achieve their goals. This project will strengthen their ability to deliver this aim and is a tangible outcome of a shared history of voluntarism.

16 Does the project have community support? How is this evidenced?

Yes. The project has already been the recipient of a large number of personal donations (including a single individual donation of £150,000).

The band also benefits from a substantial amount of in-kind support from its

local community both in direct volunteering for the core activity of the band and in ancillary areas such as website management, fundraising, practical venue management etc. There are hundreds of people working behind the scenes.

A local landowner has offered to undertake all site-preparation work (including demolition, tree felling etc.) as an in-kind contribution.

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- 17a Is a robust project plan in place?
Yes. There is a plan for the delivery of the project and also for the ongoing running of the combined venue.
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- 17b Flood grants only: Is there a community resilience plan in place?
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- 18 What are the objectives of the project and what impact will it deliver?
- To improve the space that K'by bandroom offers and enable concerts to take place at Manor Vale (as this becomes less possible at the Memorial Hall)
 - To greatly improve the facilities that the Scouts (and other uniformed groups) have access to
 - To improve accessibility for the scouts
 - To ensure that the building used by both organisations is fit for the future needs of the town
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- 19 Is the project budget accurate and reasonable, with a realistic plan for securing match funding?
Yes. The budget is the result of a full tender process (undertaken with support of the project architect: Bramhall Blenkharn in Malton). This process was carried out in 2015 and inflation needs to be added to the cost, however, a number of the listed items will be undertaken by local volunteers, which will significantly reduce the cost.
- A local landowner is carrying out preparation works for free - this is worth c. £35k
- The build costs do not include fit-out which will be phased and subject to a number of ongoing funding applications and local fund-raising activity.
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- 20 Is the funding package verified?
Yes. Letters evidencing offers have been submitted from a wide-range of funders including Trusts and Foundations.
- Individual donations are already showing as restricted funds in the accounts.
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- Long term viability and running costs
- 21a Is the project expected to continue beyond the term of any funding awarded by the council
- YES NO
- 21b For capital projects is there a clear and realistic projection of income for the future maintenance of the facility – a business plan?

Yes. It is worth noting that the new build is to a high environmental standard so running costs will be minimal in comparison to the current costs for the Scouts' wooden hut (for example) which is difficult and expensive to heat.

22 Comments on the financial situation

The band are working hard at their own fund-raising activity and have excellent skills in this area.

The band has already spent approximately £20k on project development. It has been able to sustain this expenditure through the use of reserves and ongoing fundraising and band activity.

It's planned that the work will start on preliminaries (e.g. removal of electricity pole) in the late Autumn and fund-raising will continue through the delivery process. The initial build will take 6 months.

The cost of the works in the submitted tenders will have increased since the tender process was carried out (in 2015). I understand that inflation on work of this kind is currently approximately 7%, however, this will be mitigated as elements from the original ITT will be carried out by volunteers.

23 Are there any outstanding planning or technical issues?

- Both the bandroom and the Scout hut are positioned under a "cliff" of stone. This has already been examined by an engineer and no stabilisation works are required (although some tree clearance is necessary above the Scout hut).
- Full planning permission is in place.
- All surveys have been undertaken (e.g. Bat Survey etc.)
- The Scouts and the band are entering into a formal, legal agreement to ensure that the Scouts have the necessary right of use to the new building. This document is nearly complete and will be signed by both the local Scout group and the national Scouting organisation. A draft of that document has been submitted.
- In order to mitigate the "loss" of the old Scout hut and the land on which it stood, the local landowner has given the Scouts a new piece of land for them to hold as an asset.
- The band is keen to stress that it supports the development plans for the Memorial Hall and the new venue will not operate competitively.
- Please note that the applicant had difficulties with the electronic signature and has submitted a hard copy signed form as a supplement.

24 Any other outstanding concerns or issues?

No. The build will be managed in such a way that at no time will the band lose the use of the current building, so band activity will be able to continue throughout the development.

d. A full record of in-kind contributions to be kept (including from band members undertaking skilled tasks as volunteers) and submitted to RDC as part of final claim

e. A copy of the final signed agreement between the Scouts and the Band to be submitted as part of the claim

Completed by:	Name:	Yvette Turnbull
	Role:	Senior Specialist: Place (Creative Economy)
	Date:	10th August 2017
