

Application deadline: Midday – Friday 15 January 2021

Voluntary Sector Provider Contribution Fund Scheme Application Form

Details of your Organisation

Name of organisation	Uttlesford Community Travel (UCT)
Address:	
Postcode:	
Contact Person	Malcolm Barrell
Position in Organisation	General Manager
Telephone Number:	01371 875787
E-mail address:	malcolm@uttlesfordcommunitytravel.org
Website address:	www:uttlesfordcommunitytravel.org
Charity Registration No:	Charity Registration No:1072529

Declaration:

1. I am authorised to make the application on behalf of the above organisation.
2. I certify the information contained in this application is correct.
3. If the information in the application changes in any way I will inform Uttlesford District Council.

Signed: *M G Barrell*

Date: 06th January 2021

Name: Malcolm Barrell

Position: General Manager

Details of Application

Description of work undertaken by the organisation

Uttlesford Community Travel (UCT) is a registered Charity providing a door to door transport service for individuals, groups including operating a local hospital car service scheme delivering transport for the residents of the Uttlesford District who, for various reasons, over 60's, disabled or those unable to use public transport or no public transport provisions available because of rural isolation.

How many paid employees does your organisation have?

Total of Ten paid employees – Three full Time (1 manager- 2 drivers) and eight part- time (3 part-time office staff – 4 part-time drivers)

How many volunteers does your organisation have?

Total of Forty one Volunteers – 36 Volunteer Hospital Car Drivers – 1 Volunteer Bus drivers – 3 Volunteers office.

How many members does your organisation have (if applicable)

758 Individual Members / 58 Group members (supporting their total Membership)

Who/what does your organisation support and in what way?

UCT supplies and supports transport needs of those members for all Day Centres within Uttlesford when requested, Thaxted Centre for the Disabled, Alzheimer's – Singing and Gardening group, Blind and Housebound, Stroke clubs, Memory clubs, Dunmow disabled, Huw Johnson club and all WI groups in the district and many more from our database of 58. Without the service provided many groups would not have attendance numbers due to the lack of transport provision within Uttlesford. UCT also supports Frontline and Community Agents referral service.

How much money is your organisation requesting?

2021/22

£48,300 plus 17K (Vehicle Replacement)

Please give full details of the use that will be made of any financial aid given by Uttlesford District Council. (Please continue on a separate sheet if necessary).

The grant from Uttlesford District Council is a vital part of our income which contributes to the cost of providing services to the residents of Uttlesford, which is increasing due to population growth and with more of UCT's members moving into the 80-100+ age category.

Uttlesford Community Travel aim is to replace one vehicle every year with the vehicle replacement grant which a major contributor is allowing us to do this.

Due to the increase in mileage it is important that the vehicle replacement programme remains to avoid safety concerns, high maintenance charges and reliability issues preventing UCT delivering the service at its current level.

(No more than 500 words)

Name up to three things you aim to achieve in the funding period.

Actively maintain and support the level of demand placed on the service already provided to the community due to the pandemic. (Complying with government guidance and regulations)

Actively carry out further staff training, increase volunteer numbers to help meet the demand being placed on all areas of the service.

Modernise out of date IT equipment enabling different working practices for the future.

(Future proof the service is essential)

What is the demand for the service and how is this being established? How will your project/service find out what the views of its users are and about the services they (will) receive?

Key Performance Indicators are produced monthly and presented to a Board of Trustees monthly and Advisory committee by-monthly.

All activities are monitored monthly so changes can be made to meet the need with the changing Demographics of the area.

The Advisory committee is made up of Councillor's, funders and users with committee members giving feedback.

UCT also produces an Annual Newsletter which contains a questionnaire with key questions enabling development of services provided.

How Satisfied are you with the service.
How would you make you journey without UCT.
Charges- for the services provided.

Key Performance Indicators attached.

Does the Council encourage or support your organisation in any way other than financially? Please give details.

Uttlesford Community Travel receives no financial support from Uttlesford District Council separately from the Annual Grant received.

A link to the Council's Corporate Plan is below. Please explain how your organisation or the proposed project would contribute to the Council's corporate plans objectives?

<https://www.uttlesford.gov.uk/corporate-plan>

UCT supports the corporate plan to deliver cost-effective and efficient services that fall within the council's means.

Help support transport with better transport for resident-centred places to live.

Work to secure investment in sustainable transport to and from airport, including for local workers

Support services with transport to protect the most vulnerable who live in our district giving them choice and independent living.

Work with partners, including the voluntary sector, to improve the general quality of life for residents, including for residents that experience social isolation, poor mental health, obesity, addiction and dementia

Continue to be an active partner of the Health and Wellbeing Partnership, to promote healthy lifestyles.

Are there any other organisations providing the same service as your organisation in Uttlesford? If yes, please give details.

Uttlesford Community Travel services has very little competition within the district on the scale of its current operation. This is demonstrated by the requests now being made by the residents and the increase in members joining the service where no other services available to them with choice becoming increasingly harder and costly for those on limited income.

With the demise of both the volunteer car schemes in Saffron Walden – Gt Dunmow added demand has been placed on UCT

A point to note

The service has been a lifeline for the elderly to attend vaccination centres who otherwise would not be able to attend.

Do you work in isolation to these organisations or collaboratively in any way? Please provide details.

UCT works in isolation and is supporting the community with transport solutions, taking referrals from other commercial operations/taxi operators requesting specialist accessible vehicles to help assist those who are wheelchair users or are unable gain entry into conventional vehicles due to locality.

It is becoming more apparent that a trend is emerging due to the lack of specialist transport or even commercial services for people with restricted mobility or wheelchair users as they are unable to attend social events within the district, funerals or family weddings.

Your project costs

Please give an estimate breakdown of your running costs

Revenue Costs	2021/22	
Salaries, NI and Pension costs		230,000
Rent		16,000
General running expenses (phone, Post, room hire, insurance etc.)		118,000
Producing information, education and Promotional materials		3,000
Training		1,200
Travel expenses a) Staff b) Volunteers		600
Recruitment costs		144
Other costs		
Additional cost relating to Covid-19		14,000
Total revenue costs		382,944
Capital costs		
Vehicle replacement		
Total capital costs		76,000
Total Organisational costs		382,944
Income- current year only		
From grants		184,943
From other sources		13,513
Total income		198,456

Is your organisation financed or supported by other organisations, if yes, give full details, if no, why not?

Working in Partnership with:

Essex County Council – Under review.
 Uttlesford District Council – Under review.
 West Essex Clinical Commissioning Group – Under review.
 Saffron Walden Town Council - Applied for.
 Gt Dunmow Town Council – Applied for.

What fund raising activities has your organisation undertaken in the last 3 years and how much money have you raised? Please do not include grants from Uttlesford District Council or other funding bodies.

Year 2019/20	£26,470
Year 2018/19	£12,132
Year 2017/18	£11,528
Fund raising has increased to avoid losses and cuts to service	
Total:	£50,130

What percentage of your users are Uttlesford Residents?

100% of Service Users(members/Groups) are Uttlesford Residents

How many people benefit from your service(s) each year?

758 Registered Individual members

58 Registered groups supporting their members. (Recorded as non- scheme members).

What effect would a reduction in the amount you have applied for have on your forward plan/service? Please provide quantifiable information?

To **note** currently operational work carried by volunteers from August to November 2020 who have dedicated their time to help the service equates to **£17,037** if sourced at commercial value, excluding vehicle costs.

Reductions to UCT’s funding would have a huge impact on the service which we could deliver and the only real solution would be to make a reduction in all areas of the operational service, creating potential job losses and reduced working hours.

If you are currently in receipt of a grant from Uttlesford District Council, what effect would a reduction in funding have on your organisation? Please provide quantifiable information?

To note currently operational work carried by volunteers from April to November 2019 who have dedicate their time to help the service equates to **£17,037**

Reductions to UCT's funding would have a huge impact on the services delivered, with the only real solution being to make a reduction in all areas of the operational service, creating potential job losses, reduce hours,

There is still a significant proportion of the population living in Uttlesford without vehicle access and are reliant on public transport which is always under review in many areas for being withdrawn.

Uttlesford District has the 2nd highest travel time in Essex to public transport or walking to reach any key services. This is reflective of the rural nature of the area which may impact the quality of living in Uttlesford.

This has been more apparent with UCT's involvement with trips requested for the Covid vaccination.

Check List

- **Most recent Audited financial accounts**

- **List of extra spending due to Covid-19**

- **Medium/Long term business plan**

- **Copy of the organisation constitution**

I confirm that:

- to the best of my knowledge the information given above is accurate;
- I am authorised to make this application on behalf of the organisation named overleaf;
- Neither I nor the organisation is seeking to obtain any personal or financial benefit from the project/initiative.

Malcom Barrell

General Manager