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UTTLESFORD COMMUNITY TRAVEL  
Unit One, Fitch Industrial Estate,  
Chelmsford Road, Dunmow,  
Essex CM6 1XJ

email: [info@uttlesfordcommunitytravel.org](mailto:info@uttlesfordcommunitytravel.org)  
[www.uttlesfordcommunitytravel.org](http://www.uttlesfordcommunitytravel.org)

## INVOICE

Invoice to:

**Saffron Walden Town Council**  
11 Emson Close  
Saffron Walden  
Essex  
**CB11 1HL**

For the Attention of: Mr. D Broomfield (Financial Officer)

Invoice No: UCT01042023

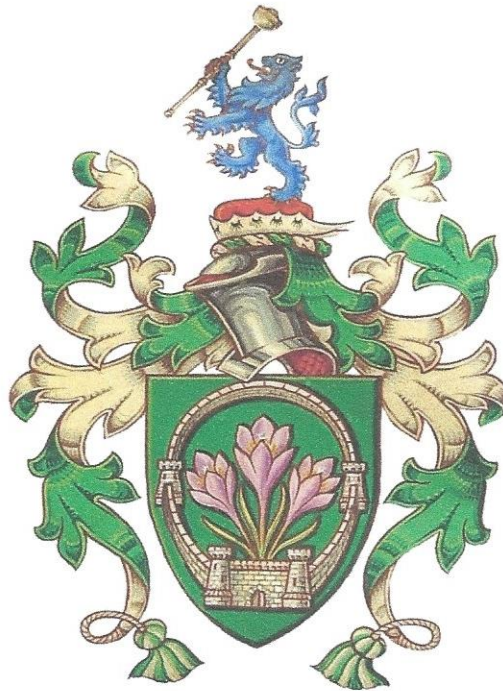
Financial funding support for the period April 2023 to March 2024 for  
Community Transport Services.

April 2023- March 2024

£8,500  
Total £8,500

Please make cheque payable to: Uttlesford Community Travel  
or you may pay by BACS using the following details.

Barclays Bank plc: Sort Code: 20-19-95 Account No:10395862



## SAFFRON WALDEN TOWN COUNCIL

# Grant Application Form

Version	Date Adopted Policy	Minute Reference	Review Date
1	October 2016	A & S 116-16	October 2018
2	June 2018	F & E 380-18	October 2020
3	July 2019	F & E 038-19	October 2020
4	May 2021	F & E 053-21	Oct/Nov 2021
5	July 2022	F & E 108-22	October 2023



## GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

<b>Section 1 – About the Applicant</b>											
1	<p>Name of Applicant/Organisation <b>Uttlesford Community Travel</b></p>										
2	<p>Applicant contact name, address, email and telephone <b>Malcolm Barrell – General Manager Unit One Flich Industrial Estate, Chelmsford Road Gt Dunmow Essex CM6 1XJ</b></p> <p><small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small></p>										
3	<p>Aims &amp; Objectives of Applicant / Organisation</p> <p><b>To provide a non-profit community door to door minibus service for the residents of Uttlesford who because of age, mental or physical disability or rural isolation are unable to use or access public transport.</b></p>										
4	<p>What is the Nature of your Organisation? <b>Registered Charity Charity Registration Number:1072529</b></p>										
5	<p>Does Your Organisation Have:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">A constitution:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Accounts:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Equal opportunities policy:</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Safeguarding or child protection policy*</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Health and Safety policy</td> <td style="text-align: right;">Yes / No</td> </tr> </table> <p>Please include a copy of these documents where available.</p> <p>If these documents are not supplied, please advise why these details are missing.</p> <p><i>*If you are not able to provide a safeguarding or child protection policy, please advise how you will monitor and ensure the protection of children and vulnerable adults.</i></p>	A constitution:	Yes / No	Accounts:	Yes / No	Equal opportunities policy:	Yes / No	Safeguarding or child protection policy*	Yes / No	Health and Safety policy	Yes / No
A constitution:	Yes / No										
Accounts:	Yes / No										
Equal opportunities policy:	Yes / No										
Safeguarding or child protection policy*	Yes / No										
Health and Safety policy	Yes / No										



6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding? Yes / No</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose. <b>Reminder that funding is restricted to one application per organisation per financial year (1<sup>st</sup> April – 31<sup>st</sup> March)</b></p> <p style="text-align: center;"><b>Funding – 1<sup>st</sup> April 2022 to 2023</b></p>
<b>Section 2 – The Project</b>	
8	<p>Project name: Community Transport</p> <p><b>Project aim: To provide transport solutions for people who otherwise would not be able to travel and help with the health and wellbeing of the community giving the people assistance in their choice with independent living.</b></p> <p>Start Date: 01<sup>st</sup> April 2023</p> <p>End Date: 31<sup>st</sup> March 2024</p>



9	<p>Please give details of the project activities and timeline</p> <p><b>The service operates between 9.00am and 17.00pm Monday to Fridays (Now with added flexibility due to the demands placed on the Service we do operate regularly outside of these hours).</b></p> <p><b>UCT's Annual total journeys exceed 31,000 with a huge percentage being undertaken within the CB10-CB11 post code areas.</b></p>
10	<p>What particular need do you consider the project will meet?</p> <p><b>UCT supports Saffron Walden by transporting people locally and from the surrounding district into the Town which supports local business and to the Community Hospital.</b></p> <p><b>Primarily to assist the over 60's and disabled with accessible transport also accommodate solutions for local community groups and children.</b></p> <p><b><i>* Point to note*</i></b></p> <p><b>With the demise of the local bus services, car schemes UCT has recorded further local demand to provide the service.</b></p>
11	<p>How have you identified the need for this project? Please include your experience in this field and research and scoping that has been carried out with the intended target group.</p> <p><b>Feedback from Annual Questionnaire</b>  <b>Increase in Membership</b>  <b>Requests for support from Community Groups requesting support for events</b></p>
12	<p>Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area.</p> <p><b>UCT's Book-A-Ride Individual Membership numbers total 907 with 360 members in Saffron Walden including 39 members who are wheelchair users and 92 Individuals in the surrounding district totalling 452 which equates to 50% of UCT's membership.</b></p> <p><b>UCT Group membership totals 86 with 34 groups registered in Saffron Walden district supporting their members. (Recorded as non-scheme members).</b></p>



13	<p>Please give a brief outline of:</p> <p><b>Within the Saffron Walden Area UCT employs three fully trained minibus drivers who all reside within Saffron Walden. This gives employment opportunity in Saffron Walden.</b></p> <p><b>In addition, we have support from 13 members of Saffron Walden community who dedicate unpaid time as volunteer hospital car drivers to support the community of Saffron Walden for medically related appointments.</b></p> <p><b>The Project reduces isolation, gives residents the opportunity to get out and about.</b></p> <p><b>Supports the local business bringing members into saffron Walden.</b></p> <p><b>All activities are measured and recorded by monthly KPI's passed to the supporting Councillor on the UCT Advisory Committees which gives transparency to all UCT activities.</b></p>
14	<p>Where will any equipment be kept and how will it be insured</p> <p><b>Three vehicles are in Saffron Walden and are covered by a commercial fleet vehicle Insurance policy.</b></p> <p><b>All vehicles are fitted with tracking devices as an extra security measure.</b></p>
15	<p>Address where main activities will take place.</p> <p><b>District of Uttlesford supporting Saffron Walden District</b></p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p><b>UCT services are open to all within Uttlesford.</b></p>



SAFFRON WALDEN  
TOWN COUNCIL

<b>Section 3 – Funding Requirement</b>	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p style="text-align: center;"><b>Total cost of operation £420,000 per annum</b></p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) (please note grants are ordinarily restricted to £500 per application)</p> <p style="text-align: center;"><b>Requested £8,500 to support running costs</b></p>
19	<p>Have you applied for funding from other sources for <b>this project</b>?</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;">If yes, please indicate how much and who from</p>
20	<p>Have you applied for funding from other sources for <b>any other project</b> which may relate to this funding request? If so, please give details of when, and if the application was successful, please give details of the grant received.</p> <p style="text-align: center;"><b>Essex County Council Uttlesford District Council Hertfordshire and West Essex I C B Donations Fund Raising</b></p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p style="text-align: center;"><b>AGM, Accounts and when promoting our services support from Saffron Walden Town Council is included.</b></p>



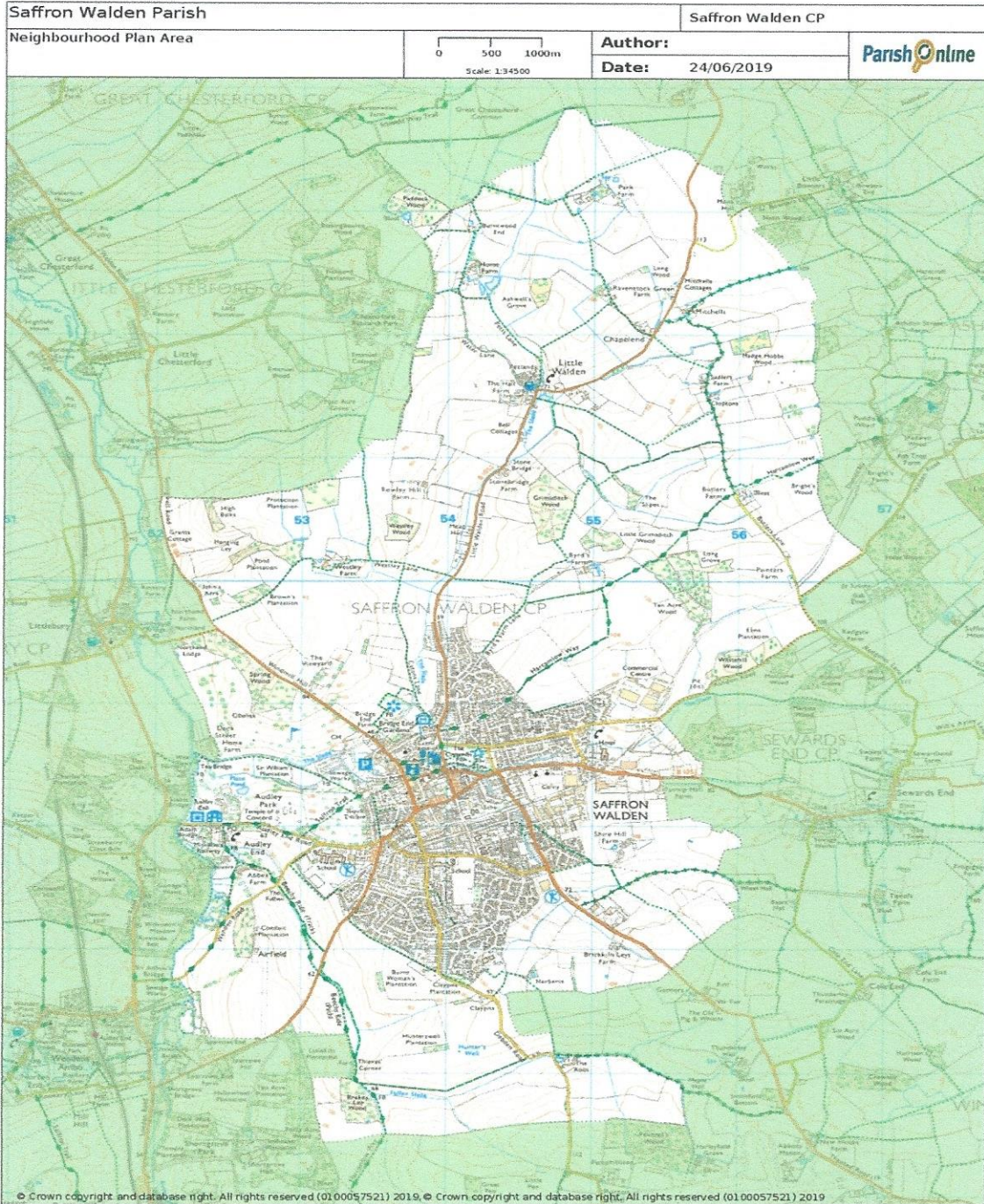
## Section 4 – Contact Details

	<h2>Section 4 – Contact Details</h2>
22	<p>Contact details for this application (this must be someone who has full knowledge of the application and can answer questions about it). Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held</p> <p>Name <b>Malcolm Barrell</b></p> <p>Tel No <b>01371 875787</b></p> <p>Email address <b>malcolm@uttlesfordcommunitytravel.org</b></p> <p>Date of application <b>4<sup>th</sup> July 2023</b></p>
23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: <b>Uttlesford Community Travel</b></p> <p>If this is not the name of the group applying, please provide an explanation for variance.</p>
24	<p>Declaration – <b>must be signed by at least 2 persons</b></p> <p>We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:</p> <p>Name of Organisation: <b>Uttlesford Community Travel</b></p> <p>Signed: <i>Malcolm Barrell</i></p> <p>Name: <b>Malcolm Barrell</b></p> <p>Position in Organisation: <b>General Manager</b></p> <p>Signed: <i>J.M. Goodwin</i></p> <p>Name: <b>Janice Goodwin</b></p> <p>Position in Organisation: <b>Company Secretary</b></p>





## Map showing the parish of Saffron Walden. The Town Council serves all the area shown in white





## For Internal Office use only: Information to Committee

**Details of any previous grants awarded to this Organisation**  
(Provide details for grants in past five years)

**Additional Information:**

**Recommended Source of Funding:**  
(As recommended by SWTC Officer)

Youth Partnership  Current balance in budget .....

(to Assets & Services Committee)

Small Grants Scheme  Current balance in budget .....

(to Finance & Establishment Committee)

Free of Charge Hire  Current balance in budget .....

(to Finance & Establishment Committee)

**To be completed for questions 6 & 7:**

Commercial hire cost:

Resourcing cost to Town Council (any additional cost):

Potential Net loss / profit to SWTC:

## Uttlesford Community Travel (“UCT”)

### Equality and Diversity Policy

#### Introduction

UCT is committed to encouraging a supportive and inclusive culture across its whole workforce (including trustees, staff and volunteers). It is within UCT’s best interest to promote diversity and eliminate discrimination in the workplace. By promoting equality and diversity in the workplace UCT can gain a more flexible and adaptive corporate culture by accessing a broader variety of views and problem-solving methods. Another positive is that diverse workforces are perceived as more appealing to potential stakeholders.

#### Legal Framework

The Equality Act 2010 protects people from discrimination in the workplace and in wider society. There are nine protected characteristics under the Act: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

#### Purpose

This policy sets out how UCT aims to avoid discriminating against people and to promote an inclusive working environment. This policy applies to the whole workforce.

#### Policy

UCT’s aim is to ensure that all members of the workforce are given equal opportunity and that UCT is representative as far as possible of all sections of society and the community it serves.

Each member of the workforce will be respected and valued and able to give their best as a result.

This policy reinforces UCT’s commitment to providing equality and fairness to all who work with and for UCT, and not providing less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. UCT is opposed to all forms of unlawful and unfair discrimination.

All members of the workforce, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When UCT selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All members of the workforce will be given help and encouragement to develop their full potential and use their unique talents. Therefore, the skills and resources available to UCT will be fully utilised and UCT is able to maximise the efficiency of its whole workforce.

UCT’s commitments:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for the workforce, be they trustees, staff or volunteers.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline and censure those that breach this policy.
- To make training, development, and progression opportunities available to all the workforce.
- To promote equality in the workplace, which UCT believes is good management practice and makes sound business sense.

## V1.2 April 2023

- To encourage anyone who feels they have been subject to discrimination to raise their concerns so that UCT can apply corrective measures.
- To encourage our workforce to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.

UCT will inform the workforce that an equality and diversity policy is in operation and that they are obliged to comply with its requirements and promote fairness in the workplace.

The policy will also be drawn to the attention of funding agencies, stakeholders, customers, trainees and job applicants. UCT's equality and diversity policy is to be approved and fully supported by the Board of trustees.

### How to raise a concern

If any member of the workforce considers that there has been a possible breach of UCT's equality and diversity policy they should approach the General Manager or Chair who will treat any such information in confidence (or they should report it in accordance with our Whistleblowing Policy as soon as possible).

### Measurement and Monitoring

Responsibility for monitoring the effectiveness of this policy lies with the General Manager and the Trustees.

UCT's policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

<b>Uttlesford Community Travel Equality and Diversity Policy</b>			
<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Other Comments</b>
V1.0	27.5.2021	Initial Draft approved by the Board	
V1.1	24.5.2022	Reviewed and approved by the Board	
V1.2			