



**Swaffham Relief in Need** Charity No 1072912

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**Charity Correspondent & Town Clerk:** Richard Bishop BA Hons (Local Policy)

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Swaffham Town Council,  
Town Hall, 4 London Street,  
Swaffham,  
Norfolk, PE37 7DQ

2<sup>nd</sup> March 2021

Dear Councillors,

**Relief in Need - administration**

The Trust held their bi-monthly zoom meeting on 9<sup>th</sup> February 2021.

I have been in discussion with one of the new Trustees Mr. Brian Armitage with a view to him taking on the Charity Correspondent role from 1<sup>st</sup> April 2021; to that aim we have been working together to complete a due diligence exercise by that date. There is a possibility that matters may extend beyond the 31<sup>st</sup> March 2021 deadline, and I have been instructed by the Trustees to request that this deadline be extended.

The Trustees would also like Councillors to reconsider their decision to charge an administration fee of £1,000.00 per year + Vat £200.00 = £1,200.00, which has just been paid for the 2020-21 financial year. The Trustees would like the Town Council to consider reimbursement of this fee as a grant of £1,200.00.

£1,000 + Vat:	5 x virtual meetings - 2 monthly or earlier given no of applications received.
Admin fee...	1 annual meeting face to face for the Annual meeting. (COVID permitting) at Town Hall.
	95% paperless - drop box, electronic filing, email, virtual calls etc
	Application end to end process – based on an average of 10 Applications per year
	Reduced staff resources - Town Clerk, Deputy Clerk and Office Administrator etc

There was also a recommendation that the Relief in Need Charity administration should stay with the Town Council at zero cost to the Trust. So, whilst considering the two matters above, if Councillors could indicate their thoughts on this matter too! This is not a formal request, but this is more of a sounding out, to see what the Town Council's thoughts are with this matter?

Thank you for your consideration all of these outstanding and on-going issues.

Yours sincerely,

Richard Bishop

**Charity Correspondent**

**Swaffham Relief in Need Charity**