

| Grant | |
|---------------------|----------------|
| For office use only | |
| Date | 29.11.18 |
| Fee | Free of Charge |
| Permit number | |
| | |
| Police | 040099 |

Neighbourhood and Adult Services

Application for a House to House Collections Permit

House to House Collections Act 1939

House to House Collections Regulations 1947 (as amended)

Use this form to apply for a house to house promoters collection permit. The licence will allow you to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in the locality unless the applicant is an appropriately licensed promoter by this authority, or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.

The attention of applicants for licences under the House to House Collections Act 1939 is drawn to Paragraph 4 of the House to House Collections Regulations 1947 (as amended) made by the Secretary of State on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection.

Data Protection Act, 1998

I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information share the inf in this way or for connected purposes, and we may also share the information with certain other people or organisations who manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

Please answer all the questions on this form in **BLOCK CAPITALS** and in ink.
Enter **NONE** or **N/A** as appropriate in all boxes you do not enter information in.

Applicants (Promoter) personal details

1. Your Title (Mr, Mrs, Miss, etc): Date of Birth:

Surname: First names:

Address:

 Post code:

Daytime phone number: Mobile phone number:

E-mail address:

Details of Business or Organisation Responsible for the Collection

2. Name of Business/Organisation conducting collection:

Recycling & Management Services Ltd.

Office address of the

25 Meadowcrot Cottages, Meadowcroft Lane, Windermere, Cumbria

Business/Organisation:

London

Post code

LA23 3JE

Contact phone
number:

0800 028 8321

Mobile phone
number:

07836718996

E-mail address:

info@randms.co.uk

2. a. Are you an employee of this Business/Organisation

YES

☒

No

☐

If YES, please state your position within the Business/Organisation:

DIRECTOR

***If NO, you must supply a letter, with this application form, from the Society/Organisation to benefit from the collection and which is authorising you to organise collections on the society's behalf.**

Licensing history

3. Have you, or the business ever held a house to house collection licence before?

Yes

☒

No

☐

If 'Yes', who issued it?

Ryedale district council

What date was it granted?

14 / 09 / 17

What licence number was it?

10/18

3.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order **with this** local authority, refused, or revoked before?

Yes

☐

No

☒

3.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, **with any other authority** refused, or revoked before?

Yes

☐

No

☒

If Yes, where was it held, when was it refused, or revoked and why was it revoked?

Please use an extra sheet if required.

Collection Details

4. Name of Society/Charity/Fund to benefit from the proceeds of this collection:

Beads of Courage UK (Formerly BE CHILD CANCER AWARE (BCCA))

Address of the

36 Longwick

Society/Charity/Fund

Langdon Hills

Basildon, Essex

Post code

SS16 5UG

E-mail address:

info@bechildcanceraware.org

Contact phone number:

07534 949 254

4.a. Objective/aims of the Society/Charity/Fund to benefit from the proceeds of this collection.
Please attach recent literature, & accounts etc.

Charity's objectives : to relieve sickness and promote and protect the physical, mental health of children with cancer, leukaemia or other serious illnesses through the provision of financial assistance, support and practical advice.

4.b. Is the Society/Charity/Fund a registered charity

Yes

☒

No

☐

Registered Charity
Number

1141987

4.c. Over what parts of the licensing area is it proposed that collections will be made?

THE WHOLE AREA OF ROTHERHAM METROPOLITAN BOROUGH COUNCIL

4.d. Over what periods in the year, dates & times, is it proposed that collections will be made?

01/01/19-31/12/19

THREE TO FIVE DAYS PER MONTH

Collection Details - Continued

4.e. How many collectors will be permitted to make the collections:

TWO

4.f. Is it proposed to collect money including direct debits as money

Yes ☐

No ☒

Direct Debits ☐

4.g. Is it proposed to collect "other" types of property

Yes ☒

No ☐

If Yes, what type(s) of property will be collected (Include direct debits as a collection of money)

YES, SECOND HAND CLOTHING.
CLOTHING IN GOOD CONDITION WILL BE SOLD,

Is it proposed to Sell, Give Away, or Use this "other" property

Sell ☒

Give Away ☒

Use ☐

4.h. Are applications also being made for licences for the same purposed in other areas of the UK:

Yes ☒

No ☐

If Yes, which other licensing authorities

PLEASE SEE COVERING LETTER ATTACHED.

How many collectors will be permitted to make these collections

TWO IN EACH
COUNCIL

Will these collectors be the same collectors as those you intend to use in this authority

Yes ☐

No ☒

4.i. Is it proposed to promote this collection in conjunction with a street collection

Yes ☐

No ☒

If Yes, is it proposed to combine the House to House and Street Collection accounts or submit separate accounts:

Combined accounts ☐

Separate accounts ☐

4.j. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.

NOT APPLICABLE.

Proceeds of Collections Details

5. Are the whole of the receipts to be paid over to the Society/Charity/Fund

Yes ☐

No ☐

If NO, please state the purposes for which deductions will be made

70% of total income from sales will be transferred to the charity. 30% of income retained against the costs associated with collections.

5.a. Please state how much will be deducted for expenses or other purposes

£ We retain 30% of income against expenses e.g. administration, wages, fuel etc.

5.b. Is it proposed to use some of the proceeds for the remuneration of any persons

Yes ☒

No ☐

If YES; is it to Collectors

Yes ☒

No ☐

is it to Other Persons

Yes ☐

No ☒

5.c. Please state details, how much will be deducted, for what reasons and if applicable what "other persons"

£ AT NATIONAL MINIMUM WAGE FOR HOURS WORKED.

Applicant Promoter's "Criminal Records" history request

6. Convictions & Cautions Details. In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

6.a. Have you ever been convicted of any criminal offence, or received any police cautions etc or are you waiting to hear about any prosecutions or other actions of any type, pending against you?, warnings or reprimands? (If you answer YES to this question give details in the box below.) Yes ☐ No ☒

6.b. If you are waiting to hear about any prosecution enter the court hearing the case: If known, date of future court hearing date: / /

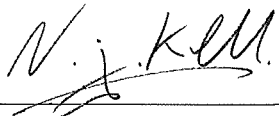
| Date of conviction(s) | Details of Offence(s) and Conviction(s) | Sentence Or Penalty |
|-----------------------|---|---------------------|
| / / | | |
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Declaration

I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand. I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection taking place.

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.

Applicants
Signature



Date form signed
by applicant

29 / 11 / 18

COMMERCIAL PARTNERSHIP AGREEMENT BETWEEN RECYCLING & MANAGEMENT SERVICES Ltd. - R&MS & BEADS of COURAGE UK (formerly BE CHILD CANCER AWARE - BCCA)

This Agreement is written with reference to The Charities Act (1992) and is designed to protect the Partner (Beads of Courage UK - formerly Be Child Cancer Aware - BCCA) from inappropriate use of their name, identity and logo, as well as ensuring that revenue raised is donated appropriately according to the wishes of the Partner.

1 Preamble

- 1.1 Beads of Courage UK Registered Charity No. 1141987 and Recycling & Management Services Ltd. - R&MS Registered Company No. 7214977 agree to work together to support the activities of Beads of Courage UK.
- 1.2 This Commercial Partnership Agreement commences on 23 November 2018 and is a continuing Agreement with no specified termination date. It is subject to the break clause at 1.3 below.
- 1.3 Either party can opt out of the Agreement at any time with six month's written notice (email will suffice).

2 Procedural & Financial Considerations

- 2.1 R&MS will apply to city, county, county borough and metropolitan borough councils for licences for house-to-house clothing collections, copies of which will be sent to Beads of Courage UK if required.
- 2.2 R&MS will collect clothing donations and other items on behalf of Beads of Courage UK.
- 2.3 All charitable donations will be weighed at the end of each collection using commercial weighing apparatus and R&MS will record amounts collected in metric tonnes.
- 2.4 Donations made by R&MS to Beads of Courage UK will equate to 70% or more of monies raised through the sale of donated items.
- 2.5 R&MS will guarantee a minimum donation of £10,000.00 to Beads of Courage UK during calendar year 2019.
- 2.6 R&MS will endeavor to achieve the highest possible volume of collections and return the highest possible amount of donations to Beads of Courage UK.
- 2.7 Donations will be paid by R&MS to Beads of Courage UK monthly by BACS transfer, by the end of the first week of the month following the month in which collections were carried out.
- 2.8 R&MS will endeavor to represent Beads of Courage UK in the best possible light by ensuring that bag delivery and collection staff are presentable, courteous and respectful of residents' wishes at all times.

3 Legitimacy, Transparency, Accountability

- 3.1 R&MS will, on request from Beads of Courage UK, produce information about metric tonnage collected.
- 3.2 R&MS will, on request from Beads of Courage UK, provide information, including copies of receipts, relating to expenses incurred.
- 3.3 R&MS will, on request from Beads of Courage UK, when financial year-end accounts are completed, provide copies of certified accounts including balance sheet, profit and loss account and other available financial information.

4 Publicity & Advertising

- 4.1 The wording of all publicity and advertising which R&MS and Beads of Courage UK use will be agreed between the two parties before production of any materials.
- 4.2 Final copy must be sanctioned by Beads of Courage UK in writing (email will suffice).
- 4.3 Neither party may use the other party's name, logo or identity without prior written agreement.

5 Legal & Other Considerations

- 5.1 This Agreement shall be governed by the laws of England and Wales.
- 5.2 This Agreement is entered into to comply with the 1992 and 2006 Charities Acts and the Charitable Institutions (Fund-raising) Regulations 1994.
- 5.3 Beads of Courage UK grants to R&MS a non-exclusive licence for the term of this Agreement to use the name and logo of Beads of Courage UK in any materials relating to the promotion. The name and logo may not be used for any purpose other than the promotion and may not be transferred or assigned to anyone else. This licence will end immediately on termination of this Agreement.
- 5.4 R&MS will ensure that their services and products are of a good quality, fit for purpose and comply with all relevant statutory and safety requirements.
- 5.5 R&MS will indemnify Beads of Courage UK against all liabilities arising from the distribution/use of collection bags and carry adequate (£5,000,000.00) insurance for any such claims arising.
- 5.6 Beads of Courage UK will not interfere with the Promotion unless required to do so by law or external authorities or in order to preserve the interest of Beads of Courage UK.
- 5.7 The benefits of this Agreement may not be handed over or passed on to anyone other than the parties named in this Agreement.

6 Confidentiality

- 6.1 Confidential Information (the 'Confidential Information') refers to any data or information relating to the business of either party which would reasonably be considered to be proprietary to said party including, but not limited to, accounting records, business processes, and customer, donor and client records; not generally known in the industries of the parties and where the release of that Confidential Information could reasonably be expected to cause harm.
- 6.2 R&MS and Beads of Courage UK agree that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information obtained, except as authorised by the other party or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive upon termination of this Agreement.

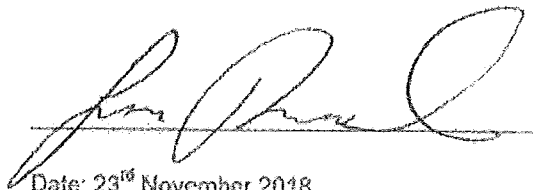
7 Complaints

- 7.1 House-to-house collections necessarily involve members of the general public and generate complaints. These are always a small number relative to the overall volume of collections. New charity collections have a teething period. Our experience is that any volume of complaints decreases after the first three to six months.
- 7.2 R&MS will do everything it can to keep complaints to a minimum and will work in partnership with Beads of Courage UK to ensure that every complaint is investigated promptly, diligently and thoroughly and then resolved.
- 7.3 Where a complaint, after due investigation, is judged to be valid, R&MS commits to apologising, and making full financial, and other, restitution to the complainant.
- 7.4 R&MS will provide Beads of Courage UK with monthly reports detailing complaints received and how these have been managed and resolved.

8 Cancellation

- 8.1 This Agreement may be cancelled by either of the parties with six month's written notice (email will suffice).
- 8.2 Beads of Courage UK or R&MS may cancel this Agreement immediately only if:
- a) R&MS uses, or attempts to use, the Beads of Courage UK name and/or logo for any purpose other than this promotion.
 - b) Either party to this Agreement compounds with its creditors, becomes insolvent or unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 as they fall due or enters into receivership or liquidation.
 - c) Either party to this Agreement engages in fraudulent and/or illegal behaviour as defined by the laws of England and Wales or in behaviour defined as serious misconduct and/or gross negligence.

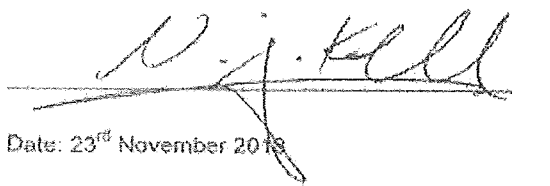
Signed on behalf of Beads of Courage UK



Date: 23rd November 2018

John Drummond
Chairman
Beads of Courage UK
36 Longwick
Langdon Hills
Basildon
Essex, SS16 5UG

Signed on behalf of Recycling Management
Services Ltd. - R&MS Ltd:



Date: 23rd November 2018

Nicholas John Kell
Director
Recycling & Management Services Ltd.
25, Meadowcroft Cottages, Storrs Park
Bowness-on-Windermere,
Cumbria, LA23 3JE

November 23, 2018

Dear Sir/Madam,

Re. Application for House-to-House Collection Licence by Recycling & Management Services Ltd. (R&MS Ltd.) on Behalf of Beads of Courage UK (formerly Be Child Cancer Aware - BCCA) Reg. Charity No. 1141987.

I attach an application for a house-to-house collection license on behalf of Beads of Courage UK. Please also find attached copies of a Letter of Authority from Beads of Courage UK, an Agreement between R&MS Ltd. (ourselves) and Beads of Courage UK, their most recent annual accounts and our Code of Practice. This application, with all supporting documentation, will also be sent to you by post.

The Mission of Beads of Courage UK are:

To provide **information** in order to **raise awareness** of Cancer in Children, Teenagers and Young Adults through the **Beads of Courage UK** campaign.

The charitable aims of Beads of Courage UK are:

- To raise awareness of the signs and symptoms of the cancers that affect children, teenagers and young adults amongst parents and young people.
- To provide information about organizations which can support to families of children, teenagers and young adults diagnosed with cancer.
- To petition UK Government to ensure that all GP's are aware of the Child Cancer Referral guidelines contained in the NICE Guidelines page 42 onwards in order to gain an earlier diagnosis for children, teenagers and young adults in the future.

'Our aim is to collate as much information about Cancer in Children, Teenagers and Young Adults into one valuable resource - a website where information is held in one place and is easily accessible. Please note that the signs and symptoms pages are a guide only to the main signs and symptoms and are NOT a substitution for professional medical advice.'

The Beads of Courage UK website is at www.bechildcanceraware.org and www.beadsofcourageuk.co.uk

R&MS Ltd. is in its fifth year of operation, working successfully with charities who help children and young people.

Recently we have been working with six charities: Beads of Courage UK, Charity Commission No.1141987; Royal Orthopaedic Hospital Bone Tumour Service, (ROHBTS) Charity Commission No.7214977; Rotherham Breast Cancer Support Group (RBCSG) Charity Commission No.1075193, Child & Teenage Cancer & Leukaemia Foundation (CTCLF), Charity Commission No. 1156384, The Children's Air Ambulance (TCAA) Registered Company No. 4845905. Charity No. 1098874, Yorkshire Cancer Research (YCR), Charity Commission No. 516898, Yorkshire Children's Trust (YCT), Charity Commission No. 1146884.

We hold house-to-house collection licenses on behalf of TCAA, Beads of Courage UK, CTCLF in S. Wales, N. Wales, NE England, NW England, Eastern and Southern England. We can supply details of specific authorities/licenses if required.

We welcome the opportunity to attend at committee with any authority with whom we are applying for licenses in order to demonstrate our credibility. We are keen to comply with all regulations and willing to answer questions you may have about R&MS Ltd.

We return at least 70% of income received from house-to-house collections to charities we are working with. This compares favourably with the operating costs of any charity and is considerably better than the majority of commercial organizations working with charities.

We retain 30% of income against expenses e.g. administration, wages, fuel etc. While we have tried to further cut costs by carrying out collections with volunteers we have found that it is not possible to make this work in an efficient and cost-effective way.

For clarity: from the total income derived from the sale of goods donated by the public and collected by us in licensed house-to-house collections we will retain 30% for R&MS Ltd. and donate 70% to the charity on whose behalf we are carrying out the collection.

My career has been in learning and development, leadership and management training and education. I have extensive experience of working with disadvantaged children and young people in the fields of skill development, social learning and outdoor education. In our work with charities we will be providing this kind of intervention in addition to donations we will be making as a result of house-to-house collections.

If you have any questions with regard to this application, or would like to discuss any aspects of our work with me, please contact me at any time.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'N.J. Kell', with a horizontal line drawn through the middle of the signature.

N.J. Kell,

Director, R&MS Ltd.



**RECYCLING & MANAGEMENT
SERVICES LTD**

CODE OF PRACTICE

 0800 028 8321
0333 800 4480
 0783 671 8996
 info@randms.co.uk
 www.randms.co.uk

1. All R&MS employees, full-time, part-time or on short-term contracts, are made aware of our operating principles and this Code of Practice. We require their behaviour, when working for us, to demonstrate clear understanding of these principles.

In our work with charities and other organisations we will be honest and transparent and operate at all times in full conformity with United Kingdom laws.
3. Our company is run according to ethical business practices.
4. We aim to build effective relationships with the organisations we work with based on a mutual understanding of their, and our, aims, objectives and operating principles.
5. R&MS management and employees are briefed on the nature, work, aims, objectives and operating principles of partner organizations. They have full understanding of the terms of agreements with partners, ensuring compliance with fundraising regulations and commitment to those partnerships.
6. R&MS regard their name, and the names of charities they are working with, as assets which require protection.
7. The company will exercise due diligence on behalf of the partner charity and will take full responsibility for all costs associated with raising donations.
8. Our employees are expected to behave with good manners, understanding and courtesy at all times. They are clearly-briefed on the importance of never using pressure to secure donations.
9. All our employees will wear ID badges when conducting business for us off company premises.

John Drummond
Chairman
Beads of Courage UK
(formerly Be Child Cancer Aware)
36 Longwick
Langdon Hills
Basildon
Essex, SS16 5UG



TO WHOM IT MAY CONCERN

23rd November 2018

Dear Sir/madam,

I confirm that Beads of Courage UK (formerly Be Child Cancer Aware - BCCA), Charity Commission Registered No. 1141987, hereby authorises Recycling & Management Services Ltd. (R&MS Ltd.) to carry out House-to-House collections in your area subject to the appropriate licences being issued and the necessary permissions obtained. R&MS Ltd. are starting to apply for licences this month to collect in 2019.

Beads of Courage UK is dedicated to raising awareness of the signs and symptoms of cancer in children and teenagers in order to help families receive the earliest possible diagnosis of childhood cancer and increase survival rates. The charity also raises awareness and supports many other childhood chronic and life limiting conditions.

Beads of Courage UK provide support to children and teenagers receiving cancer treatment by providing the Beads of Courage Programme to all hospitals in the UK which deal with these illnesses. This programme recognises, honours and supports children's courage while going through difficult, prolonged treatments, helping them understand what is happening to them in a clear, symbolic and tangible way.

We now provide our Beads of Courage Programme to over 100 hospitals treating more than 10,000 children and young people with cancer at any one time in the UK.

Further information about the charity and what we do can be found on our website at www.bechildcanceraware.org and at www.beadsofcourageuk.co.uk

Further information about Recycling and Management Services Ltd. can be found at www.randms.co.uk

Should you require any further information about our charity, or about our partnership with Recycling & Management Services Ltd. (R&MS), please contact me on mobile phone no. 07534 949 254.

Many thanks.

Yours faithfully

A handwritten signature in black ink, appearing to read "John Drummond".

John Drummond - Chairman
For and on behalf of Beads of Courage UK

