

CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on Thursday 8 September 2022 at 7.45 pm in the Village Hall

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

Everyone should wear a face covering unless they are exempt and are encouraged to take a lateral flow test prior to attending.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder



Mrs Gail Stoehr,
Clerk 31/08/22

AGENDA

- 1. Apologies for absence and declarations of interest**
 - 1.1 To receive written apologies for absence and reasons
 - 1.2 To receive declarations of interests from councillors on items on the agenda
 - 1.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate
- Comments & observations from members of the public and reports from District & County Cllrs**
- 2. To approve the minutes of the June meeting**
- 3. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled**
 - 3.1 To consider an application from Ian Duncombe, The Sanctuary, St Peter's Street,**
 - 3.2 To consider any other applications received**
- 4. To consider matters arising from the minutes**
 - 4.1 (12) To consider Parish Council appointments for: Police liaison; Verges monitoring; Memorial Site; Langwith & Barnard Trust; Public Rights of Way; Coalition of Parish Councils
 - 4.2 (28.1) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website
 - 4.3 (28.2) Broken gate update
 - 4.4 (31.11) To consider quotations for RoSPA repair works ^(LK)
 - 4.5 (33) Report on speed camera data ^(LK)
 - 4.6 (33) Water fountain update
- 5. Local matters and members items for info only unless stated**
 - 5.1 Reports on local matters for information only
- 6. Planning and tree works**
 - 6.1 Applications received since the last meeting*
 - 6.2 SCDC notifications - to note any received
 - 6.3 Tree works applications – to consider any received
 - 6.3.1 22/0825/TTCA – 104 Ermine Street – To note response made between meetings
- 7. Finance, procedure & risk assessment**
 - 7.1 To receive the financial report and approve the payment of bills
 - 7.2 To consider any urgent works required because of risk and the Clerk's use of delegated powers
 - 7.3 To consider play equipment checks reports
 - 7.4 To consider Internal Auditor's report and appointment of Internal Auditor for FY2023
 - 7.5 Defibrillator VETS System – to consider whether to continue
 - 7.6 Review and renewal of insurance cover
 - 7.7 Option to opt out of the SAAA central external auditor appointment arrangements
- 8. To consider any correspondence received**
 - 8.1 CAMSAR – request for grant and request to locate a recycling bin in the village
 - 8.2 Village Hall room hire – to note increase
 - 8.3 Tiny Toes Ballet – request to fix a banner to the Gransden Road public open space car park fence
- 9. Closure of meeting**

CAXTON PARISH COUNCIL
Report to Caxton Parish Council meeting on Thursday 8 September 2022

1. Apologies for absence and declarations of interest – will be reported to the meeting.

Comments & observations from members of the public & reports from District & County Cllrs

2. To approve the minutes of the June meeting – attached.
3. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
 - 3.1 An application has been received from Ian Duncombe, The Sanctuary, St Peter's Street, Caxton, CB23 3PJ
 - 3.2 To consider any other applications received
Another resident has expressed an interest and an application form has been sent to him.
4. **To consider matters arising from the minutes**
 - 4.1 (12) To consider Parish Council appointments for: Police liaison; Verges monitoring; Memorial Site; Langwith & Barnard Trust; Public Rights of Way; Coalition of Parish Councils
Deferred at the last meeting.
 - 4.2 (28.1) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website – information awaited from Guy Lachlan.
 - 4.3 (28.2) Broken gate update – information awaited from Guy Lachlan.
 - 4.4 (31.11) To consider quotations for RoSPA repair works
Cllr Kelly to report.
 - 4.5 (33) Report on speed camera data
Cllr Kelly to report.
 - 4.6 (33) Water fountain update
At the time of writing a third quotation has not been received despite being chased. The quotations received will be brought to the meeting.
One of the relatives has indicated that they would be willing to contribute towards the cost of restoration.
5. **Local matters and members items for info only unless stated**
 - 5.1 Reports on local matters for information only
6. **To consider any Planning and Tree Works applications received since the last meeting**
 - 6.1 Planning applications received
None at the time of writing.
 - 6.2 SCDC notifications - to note any received
 - 6.2.1 S/4832/18/CONDC – Firs Farm, St Peter's Street – Submission of details required by condition 5 (Biodiversity Enhancement plan) and 12 (Energy assessment and SAP calculations) of planning permission S/4832/18/OL – Condition discharged in full.
 - 6.3 Tree works applications – to consider any received
 - 6.3.1 22/0825/TTCA – 104 Ermine Street – to note response made between meetings
The Clerk used delegated powers to respond between meetings. The Parish Council made no comments.
7. **Finance, procedure & risk assessment**

- 7.1 To receive the finance report and to approve the payment of bills – attached.
- 7.2 To consider any urgent works required because of risk or health and safety and the Clerk’s use of delegated powers
None at the time of writing.
The Clerk used delegated powers to respond to Tree Works application 22/0825/TTCA – The Parish Council made no comment.
- 7.3 To consider play equipment checks reports
- 7.4 To consider the Internal Auditor’s report and appointment of Internal Auditor for FY2023 – attached.
- 7.5 Defibrillator – VETS System to consider whether to continue
The Council to consider if it wishes to continue with the VETS or not. Community Heartbeat Trust asked to be notified within 9 months commencing set up if the Council want another year or not.
- 7.7 Review and renewal of insurance cover
**“Insurance Renewal 01/10/2022 for Caxton Parish Council
Our Ref: 2209692**
The insurance policy for Caxton Parish Council falls due for renewal on 1st October 2022 and is currently insured with Pen Underwriting Limited.

As part of our renewal review, please find attached a Pre Renewal Questionnaire, specific to Caxton Parish Council which we ask that you review and return to communityrenewals@ajg.com at your earliest convenience.

The details contained within this questionnaire will be used to prepare your renewal quotation and should we not receive a response by 8th September 2022 we will base the renewal for Caxton Parish Council on the details currently held. Any changes requested after the renewal invite has been issued may result in a change to the invited renewal premium.

I would also draw your attention to the Duty of Fair Presentation requirements contained within the attached document.”

- 7.7 Option to opt out of the SAAA central external auditor appointment arrangements
“Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

8. To consider any correspondence received

8.1 CAMSAR – request for grant and request to locate a recycling bin in the village

Grant application with supporting documents and letter regarding recycling bin circulated

8.2 Village Hall room hire – to note increase

“Firstly, thank you for hiring the Hall, and we hope it continues to meet your requirements. Now the difficult part. I'm sure you're aware of the increasing costs we're all facing. This is affecting the costs of running the Village Hall, particularly heating. So reluctantly we are having to review our hire charges, and may have to increase these, perhaps in the Autumn. We know these cost pressures will be affecting you too, and the last thing we want is to drive you away by making our costs unaffordable. We would rather work with you to find a level that allows all of us to operate comfortably.

We will make charges as affordable as possible while keeping the Hall financially viable. I hope we can tackle this issue together, and to this end I'd like to invite your thoughts on the situation, and what sort of increase would seem to you to be fair and affordable.

In the meantime we can between us continue our efforts to manage costs. The heating has been modernised recently, and there are controls on the heating system to manage usage. We will seek to maximise use of these, particularly over the winter. You too can help with this by following these guidelines: do not adjust the big white storage heaters - they are for background heating only and won't react quickly enough for immediate heating needs; use the silver heaters to achieve a comfortable level of heating, but only for as long as they're needed - don't overheat the hall, and make sure they're switched off or turned down as soon as possible; make sure all lights are off and windows closed before you leave.”

8.3 Tiny Toes Ballet – request to fix a banner to the Gransden Road public open space car park fence

“I'm writing to request permission from the Caxton Parish Council, to put up a banner advertising my dance school, on the fence of the car park / village hall.

I run both tiny toes ballet Cambridge, and Bourn to Dance, and we hold classes for both schools at Caxton Village Hall (as well as other venues locally).

Bourn to Dance runs ballet, modern and contemporary classes for children aged around 5 up to teenagers and adults. We've held classes at Caxton for several years now, both on Monday and Thursdays from around 4pm till 7pm. These classes are going well but I always need to enrol lots of new children each September.

Tiny toes ballet is an award winning programme for babies and pre-school aged children, and I opened the Cambridgeshire franchise in this business three years ago. We have classes on Friday mornings at Caxton Village Hall, serving Cambourne and the surrounding villages.

These classes are struggling a bit and I would like to have one more try at boosting numbers for the September term - if it doesn't pick up then we will close these classes at half term at the end of October.

I have a large banner for tiny toes ballet which I'd love to put up at Caxton as soon as possible, to give us at least a couple of weeks before the start of term in September. I attach a photo of the banner in place (I just put it up for a few moments to take the photo then took it down again!)

I am getting a similar, but smaller banner made for Bourn to Dance. This will be approximately half the size of the tiny toes banner. I would like, ideally, to put the tiny toes banner up for one week, then swap it for the Bourn to Dance banner, then swap again each week, from now until end September. So for about 4-6 weeks.”

Oonagh Phelan



9. Closure of meeting

CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT
MEETING **Aug-22**

Summary of previous month		£
Balance brought forward		£54,729.35
Adjusts/transfers/inc during period		
LGS SERVICES MAY	ADJUSTMENT	-9.00

Expenditure approved at last/between meetings		
SALARIES	Aug-22	-135.16
OPUS ENERGY	STREETLIGHT ENERGY	-7.94
NETWISE	WEBSITE	-378.00
UNITY TRUST	SERVICE FEE	-18.00
OPUS ENERGY	STREETLIGHT ENERGY	-7.54
ICO	DPA REGISTRATION	-35.00
OPUS ENERGY	STREETLIGHT ENERGY	-7.71

Misc credits		
CCC	VERGES GRANT	331.51

<i>Total Adjustments</i>	<i>-266.84</i>
Balance revised after adjustments	<u><u>£54,462.51</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	32,712.25	32,850.19	-137.94
Cambs & County Bank	21,746.43	21,746.43	0.00
Santander Savings Acc	3.83	3.83	
Total	<u><u>54,462.51</u></u>	<u><u>54,600.45</u></u>	<u><u>-137.94</u></u>

Expenditure for approval		£
SALARIES		289.64
EASTERN TREE SURGERY	TREE WORKS - TATES FIE	546.00
BUCHANS	GRASSCUTTING	566.40
LGS SERVICES	ADMIN SUPPORT JUNE	673.24
LGS SERVICES	ADMIN SUPPORT JULY	655.04
LGS SERVICES	ADMIN SUPPORT AUG	647.40
CANALBS	INTERNAL AUDIT	118.75
<i>Total expenditure</i>		<u><u>3496.47</u></u>
Balance c/f		<u><u>£50,966.04</u></u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting

CAXTON PARISH COUNCIL BUDGET

FY23 NOTES

1	2 APPROVED BUDGET 2023	3 ACTUAL 13/1/2022	4 %	5 DRAFT BUDGET 2024
INCOME				
ADVERTISING	0.00	0.00		
AGENCY SERVICES & GRANTS				
Parish Paths				
Verges Grant	331	331.51	100%	
GENERAL ADMIN				
Interest	0	0.00		
Misc		0.00		
PRECEPT	22984.00	11492.00	50%	
Release from general reserves to support budget				
TOTAL	23315.00	11823.51	51%	0.00

Statement annually in March.
Tax base for the year 298.3

PAYMENTS				
ADVERTISING (Newsletter & Website)	0			
AGENCY SERVICES & GRANTS				
Verges Grasscutting	1118	559.20	50%	
Parish Paths				
GENERAL ADMIN				
Salaries	3000	1307.91	44%	
Admin support	6273	3790.64	60%	
Misc gen admin	2650	1154.72	44%	
Election costs	1000	105.00		
SECTION 137	1000	0.00	0%	
SPECIAL PROJECTS (unallocated)				
Flood Risk	500		0%	
Minor Highways Improvement Scheme 22/23 (20mph limit)			#DIV/0!	
Operation London Bridge Defibrillator	200.00			
Queens Jubilee Memorial Site				
Water fountain restoration	2000.00			
MVAS Brackets	300.00			
VILLAGE & ASSETS MAINTENANCE				
POS grasscutting & landscaping & ditches	1774	571.20	32%	
Assets maintenance, play equipment inspection & M	300	272.00	91%	
Trees	500	455.00		
Street lights	700	39.83	6%	
Village Hall	2000	1.00	0%	
LEGAL FEES				
CONTINGENCY		828.00	#DIV/0!	
TOTAL	23315.00	9084.50	39%	0.00

see reserves
year 1 of 3. contract to be agreed at Jan meeting. FY22 includes one cut relating to FY21
Salary award outstanding
Affiliation fees, insurance, audit, printing, expenses etc.
PC can't earmark S137. Underspend put in general reserves at year end.
Plans need to be put in place to spend this fund. See reserves.
Jubilee Bench & Memorial site from reserves
Year 1 of 3
see reserves.
2 year contract agreed October 2020
contingency used to cover overspend above. Recommend 5% of total payments

Reserves	B/f	Rec	Pay	C/f
Parish Paths fund	187.05			187.05
Cross Keys Fund (earmarked for village project)	705.83			705.83
S106 23 Bourn Road (23/11/2017) Community Space	911.22			911.22
Planting & Trees	450.00		453.74	0.00
Lending library shelving	267.82		0.00	267.82
Flood Risk	3000.00			3500.00
Minor Highways Improvment Scheme 21/22 (Passive Speed Reduction and MVAS Posts)	3500.00			3500.00
Special Projects	2825.50			2825.50
Village Party & Jubilee Party (S145)	1000.00		1550.00	0.00
Memorial Site & Jubilee Bench	1000.00			1000.00
Website Reserve (advertising)	685.00		713.00	0.00
Village Hall	6000.00			6000.00
General fund	27615.54			32187.37
Total	48147.96	0.00	2716.74	51084.79

Water Fountain, memorial site Queen's Jubilee etc
End of COVID & Queens Jubilee
General reserves should be 1-1.5 x annual expenditure. Council to review its policy

RECEIPTS
PAYMENTS

11823.51

11801.24

Notes:

Misc general admin = members and admin expenses, office fee, insurance, affiliation fees, audit fees etc.



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

canalbs
ltd

35 Westfield Road
Manea, Nr. March
Cambs. PE15 0LS
Tel 01354-680319

Independent Internal Audit Service for Parish and Town Councils

30th June 2022

The Chairman
Caxton Parish Council
C/o 30 West Drive
Highfields Caldecote
Cambridge CB23 7NY

Dear Sirs

I have completed my checklist by sourcing information on your website and a telephone conversation with the Clerk to clarify any issues . I have signed the AGAR form and emailed it back to the Clerk. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £47.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile.

Yours faithfully

Jacquie Wilson (Mrs)
Director

CAXTON PARISH COUNCIL

Observations and Recommendations:

THE COUNCIL

Seats 7 Vacancies 1 Election 2022 first round
Inquorate until second round

- The Council have adopted the New Code of Conduct
- All Councillors have signed their Declaration of Acceptance of Office and Register of Interest Forms
- All Councillors have a dedicated Email address

VILLAGE HALL CHARITY

The Council appoints two representatives to the trustee board.

PLAYGROUND

The Annual RoSPA Inspection has been carried out and regular inspections of equipment have been undertaken.

MEMORIAL SITE & FOUNTAIN

- Improvements works have been concluded

GRASS CUTTING CONTRACT

- Currently a three year contract with Buchans.

TREE WORKS

- There has been a professional survey undertaken and tree surgeon has completed remedial work. The Council also has a voluntary tree warden to monitor the village.

VILLAGE HALL

- This is rented from the church at a peppercorn rent and managed by a Committee.

INSURANCE

- Currently have a policy with Came & Co and includes Data Protection cover

FINANCIAL

- Bank Mandate is reviewed annually.
- No Petty Cash Transactions
- VAT Return is sent annually
- Budget Control Statements are presented to the Council quarterly.

Allotments No
Burial Authority No

PRECEPT	£18,984	fixed assets	£91,660
General	£27,615		
Earmarked	£20,532 including S.106	c/f BALANCE	£48,148

Jacquie Wilson (Mrs) Director



Cambridgeshire Search and Rescue

Unit 2, Mount Pleasant Industrial Estate, Pymoor, Ely, CB6 2DY
www.camsar.org | charity 1118622 registered in England & Wales

16th March 2022

Dear Town and Parish Council members,

Please forgive this rather generic letter which I am circulating to many local Councils across Cambridgeshire.

I am writing to you on behalf of Cambridgeshire Search and Rescue (CamSAR) to ascertain your opinions and possible support of a project we have been considering for some time, but one which has come to the forefront due to the crisis in Ukraine.

We understand that many people want to help the Ukrainians by donating clothes and similar items and, as an organisation, CamSAR have already helped to enable lorry loads of acceptable items to be transported from our base in Pymoor to Eastern Europe under the auspices of Ukraine Lifeline <https://www.ukrainelifeline.com/>. This organisation is also accepting monetary donations as you can see from their website.

In a similar vein, we had previously been considering the possibility of getting recycling bins placed in parishes e.g. in Community Centres, Council car parks, under the management of a company called Wilcox. This company already have established recycling bins in areas of the UK, and they provide total support in terms of management of the bins with the exception being that the Charity for whom the items are collected for has to find the initial sites for the bins.

We have been advised that the bins would need to be in place for a minimum of two years to make the collections cost effective. In the short term, any items that have already been collected in local areas can be taken directly to our base in Pymoor by the Councils/parishioners themselves, but following on, once the awful situation in Ukraine has been resolved, those sites that were interested in having a (longer term) bin situated in their parish could do so, with the funding generated going to CamSAR, and our logo going on the bins. The items that can be collected in the bins are clothing, paired shoes, handbags, belts, sheets, towels, pillow cases and duvet covers.

I am sure there will be many questions about this project which either/both the representative from Wilcox (in the future) and CamSAR team members would be happy to answer.

Thank you.

Yours sincerely,

On behalf of Cambridgeshire Search and Rescue

Anne Ninham

Administrative support and fundraiser (signed electronically)

a.ninham@camsar.org.uk



The Queen's Award
for Voluntary Service

The MBE for volunteer groups

@CamSAR999 on Twitter | @cambslowlandsar on Instagram

CamSAR is a member of Lowland Rescue (charity 1150317)

From Hill to High Water® | Professional in All But Pay

CAXTON PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	If successful, we would use the money towards the purchase of a rigid inflatable boat (RIB), as part of our over-arching water project for this year.
2	Who will benefit from the work or activity?	We never know where our services are going to be needed, so the purchase will benefit anyone who needs our team, and their families and friends. We were involved in an incident in the Caxton area in 2020.
3	How much is required to pay for this?	RIB cost is currently £1359; further information is attached.
4	How much would you like the Council to provide?	£300
5	If there is a difference - if so how will you raise the difference?	Through other donations and fund raising activities
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	Cambridgeshire Search and Rescue (CamSAR)
7	Are you a new group in the process of being formed? Yes or No	No
8	If No - when was the group or organisation established?	2006
9	If No - is the group or organisation a Registered Charity? Yes or No	Yes
10	If yes please tell us the registration number	1118622
11	Do you have a bank account? Yes or No	Yes
12	If Yes - please provide the name of the Bank where you have an account	HSBC
13	If Yes - please provide the Account Name	Cambridgeshire Search and Rescue
14	If Yes - please supply a copy of your latest bank statement	Attached
15	Do you have published accounts? Yes or No	Yes
16	If you have - please supply a copy of your latest accounts	Attached
17	Do you have a constitution? Yes or No	Yes
18	If you have - please supply a copy of your constitution	Attached
19	What are the objectives of the group or organisation?	Please see attached document

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application.
We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed..... 

Position Barry Carter, Chair

Date 17/05/2022

Signed..... 

Position Volunteer administrative support and fundraiser

Date 17/05/2022

The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant

Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. (minimum 2 or more unrelated individuals)
3. Grants to regional or national charities **will only be considered** where a specific project will deliver obvious benefits to residents in the Parish area.
4. The amount of any grant award will be at the discretion of the Council
5. All applications will be considered on their merits, but in general grants can be awarded for:
 - o Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - o Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
6. The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.
7. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
8. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply for a grant.
9. The Council may take into account any previous grant made to an organisation or group when considering a new application
10. No grant will be awarded to or for any commercial venture for private gain.
11. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
12. All grants will be conditional upon submission of a Small Grant Application Form.
13. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
14. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
15. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
16. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.

How will a grant application be assessed?

- o Does the Council have the powers to provide a grant for the project outlined?
- o How well does the grant meet the needs of the community in providing positive benefit to residents?
- o How effectively will the group use the grant?
- o Is the cost of the project appropriate?
- o Are the expected outcomes realistic?
- o What level of contributions has been, or will be, raised locally?
- o Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- o How is the organisation or group managed and does it have a constitution?

The grant application form should be returned to the Parish Clerk

FOR COUNCIL USE ONLY

<i>Application Number</i>	
<i>Date Received</i>	
<i>Delete as appropriate</i>	<i>Approved or Declined</i>
<i>Date</i>	
<i>Amount Approved</i>	
<i>Date Funds Issued to Group</i>	
<i>Transaction Reference</i>	