

HARDWICK PARISH COUNCIL

**I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 27 June 2017 in the School at 7.00 pm**

The Public and Press are cordially invited to be present. The order of business may be varied.

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 below.



Gail Stoehr, Clerk 19/06/17

AGENDA

Open Public Session including reports from the County & District Councillors

- 1. To approve apologies for absence**
- 2. To consider any applications to fill the casual vacancy**
- 3. Declaration of interests**
 - 3.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 3.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
- 4. To approve the minutes of the last meeting**
- 5. Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 5.1 (8.2.4) Small grant applications
 - 5.1.1 Hardwick Play Parks
 - 5.1.2 Hardwick Mothers and Toddlers Group
 - 5.1.3 Hardwick Pre-School
 - 5.3 (11.4) Proposal for community minibus^(DW)
 - 5.4 (12.5) To consider the Internal Auditor's report and Proposal that the Council rejects the report as it currently stands and that the Clerk relays this to both the internal and external auditors^(SR)
 - 5.5 (12.6) To prepare the Annual Governance Statement (Section 1 of the Annual Return)
 - 5.6 (12.7) To approve the Annual Governance Statement by resolution
 - 5.7 (12.8) To consider the Accounting Statements (Section 2 of the Annual Return)
 - 5.8 (12.9) To approve the Accounting Statements by resolution
 - 5.9 (12.10) To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
 - 5.10 (13) To consider whether any items can be delegated to the Clerk and possibly a member to expedite Parish Council business
- 6. To consider any correspondence / communications received**
 - 6.1 Chris Fuller – report on grass cutting and recommendation that the maintenance of the area under the perimeter trees should be increased to monthly
 - 6.2 MAGPAS request for financial support
- 7. To consider any planning applications and decision notices and tree works applications ***
 - 7.1 Planning applications
 - 7.1.1 S/1745/17/FL – Land to rear of 25 St Neots Road – Change of use for the existing buildings to B8. Fitting of timber doors
 - 7.1.2 S/1879/17/FL – 2 Laxton Avenue – Proposed new dwelling on land adj 2 Laxton Close
 - 7.1.3 S/1886/17/FL – 44 Hall Drive – Proposed 3 bedroom bungalow
 - 7.1.4 S/1945/17/FL – Old Victoria Farmhouse, 26 Main Street – New rear extension and work around existing bread oven
 - 7.1.5 S/1946/17/LB – Old Victoria Farmhouse, 26 Main Street – As above, listed building application
 - 7.2 SCDC decision notices – to note
 - 7.3 Tree works applications
- 8. Members reports and items for information only unless otherwise stated**
- 9. Finance, risk assessment and procedural matters**
 - 9.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
 - 9.2 To receive play areas and skate park inspection reports and to consider the RoSPA reports
 - 9.3 To receive the financial report and approve the payment of bills
- 10. Closure of meeting and items for the next agenda**

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

Hardwick Parish Council meets on the fourth Tuesday in each month except December when the meeting is on the third Tuesday. Meetings are held in the School but occasionally, when the School is closed they are held in the Pavilion. Please check the notice board for the venue which is shown on the agenda for each meeting.

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 27 JUNE 2017

1. Apologies for absence – Apologies have been received from Cllr Gill.
2. To consider any applications to fill the casual vacancy – None received at the time of writing.
3. Declaration of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote.
4. To approve the minutes of the last meeting on 23 May 2017 (attached)
5. Matters arising and carried forward from the last or a previous meeting for discussion/decision
 - 5.1 (8.2.4) Small grants applications (attached)
 - 5.1.1 Hardwick Play Parks
 - 5.1.2 Hardwick Mothers and Toddlers Group
 - 5.1.3 Hardwick Pre-School
 - 5.3 (11.4) Proposal for community minibus
Item proposed at the last meeting for discussion at this meeting.

- 5.4 (12.5) To consider the Internal Auditor's report and Proposal that the Council rejects the report as it currently stands and that the Clerk relays this to both the internal and external auditors ^(SR)

Cllr Rose writes:

“Letter from the internal auditor dated 1 May 2017

Overall I did not find this letter useful because I believe that the internal auditor does not get a proper understanding of the facts before making her observations and recommendations. Therefore her recommendations and comments appear either partly or wholly inappropriate, and frankly quite discouraging to hard working unpaid Councillors.

I recommend that Council rejects the report as it currently stands and that the Clerk relays this to both the internal and external auditors.

If we have the power to do so (I assume so) I further recommend the Clerk advises the Council of alternative internal auditors as it does no harm to consider a new internal auditor to have a fresh look at what the Council is doing.

Whether the Council retains the services of the current internal auditor or not my main recommendation is that we ask the internal auditor to provide a draft letter of recommendations before issuing a final letter. By adopting this approach the Council can make sure the auditor is aware of matters that she may not have fully understood. I note that last year the internal auditor had incorrectly stated the chairman had been having unauthorised meetings with third parties. After providing details of the minutes to rebut this I asked that the internal auditor check the facts with me first in future but she has not done so hence a further reason for my recommendation.

Examples

Cllr Rose failed to declare that he is a Trustee of the Village Hall & Social Club. The chairman of the Parish Council is an ex officio Trustee and has been for many years. It was a position I was appointed to on becoming chairman and I don't think I had any choice in the matter. Having been in effect appointed as Trustee by the Council when it appointed me as chairman it seems strange that I would then need to declare an interest. We don't expect Tony to declare an interest in trees or planning when these are on the agenda so why single out this appointment? I would agree that we need to understand what is required on this (I don't believe the last chairman declared an interest either) so that the next chairman can make the appropriate disclosures.

Community Bus

The internal auditor need not be disturbed by this.

The reason for the community bus goes back to proposed planning obligations for a full bus service meeting the needs of residents at the south of the village. Much work had gone into this by the developers who were prepared to spend £250,000 supporting a bus service. The County Council decided not to support this so at a late stage a proposal was made to ask for a community bus instead. Initially the planning proposal was for £25k for a community minibus and £20k for operating costs – which has now been increased by a further £30k. The Council could have turned this offer down but instead appointed Cllr Cracknell to look further into the matter and he has had several meetings with SCDC, the school, HICOM and others to see how such a community minibus project might be run. On the contrary I believe that the Council has acted in a way that should be commended and not criticised. Finally it should be noted that no formal financial commitment has yet been made.

Council gift of land

This is no longer a current issue. The Council was willing to gift the land because of the benefit to the community of a community hall near the south end of the village, but reversed this decision on advice from the Clerk. The Church and the landowners concerned have been advised of the value of the ransom strip and the matter is now with the Church and landowner to consider and not with the Council.

Benches

There was never any question of paying more than £350 per bench. The Clerk was asked to place an order for the three benches on the same basis as for the first bench. It was not expected that Mr Callus would charge the same price for a small simple bench as for the much larger garden style bench with back rest outside the church, and this is the reason his bill was queried. Mr Callus could not have charged the amount suggested by the internal auditor and received payment for it. The Council was unhappy with the amount actually charged but decided on a split vote not to contest the matter further.

Hardwick Happenings magazine

The Editor put forward a reasoned request for financial support of £5,000 which the Council considered carefully and resolved to agree to do so. It later decided to split this over two years.

The move to independence by the magazine has been a great success for the Council and for the magazine. Thanks to the support from the Council the magazine is now thriving as an independent body and its annual advertising income has increased from £1,000 to £4,000 with the financial support now required from the Parish Council on a steep downward path. A far cry from two years ago when there was a loss of £7,000 incurred by the Parish Council when it was in control and when almost £2,000 of debts were written off and when there had been no advertising rate increases for over 7 years. All this without any comment by the internal auditor which seems very strange given that the accounts were showing negative income and costs had rocketed.

The internal auditor makes valid points regarding timings of various events in the independence process. The Hardwick Happenings magazine was at fault for not keeping the Council advised about its progress with a constitution and opening a bank account and in particular for asking advertisers to pay into their new bank account rather than the Parish Council one - particularly when the Parish Council was still paying the printing costs. However there was nothing to be gained by an attempt to have those small amounts paid back to the Council, and no loss to the Council, since the magazine then took on the responsibility of paying the printing costs from the advertising revenue they had collected. The Councillors came to a sensible, pragmatic and ultimately beneficial decision for the village in full knowledge of the facts.”

The Clerk advises, as requested by the Parish Council, the internal audit report has been evidenced in the minutes and Council’s documents.

To reject the report could lead to increased external audit costs and a qualified audit report.

The Internal Auditor must be independent of the Council and she should not make recommendations. The Council and Councillors should not have any input into her report for to do so would compromise her independence.

The Code of Conduct is clear that members who hold a trusteeship (regardless of how appointed) must declare an interest in council meetings and include that trusteeship in their register of members interests.

If the Council accepts the internal audit report then it should minute how it will attend to the points that have been raised.

5.6 (12.6) To prepare the Annual Governance Statement (Section 1 of the Annual Return)

Cllr Rose writes:

“In my opinion answers to all sections would be yes except possibly item 3 for which we perhaps need to mention the payment of the Church insurance.”

5.7 (12.7) To approve the Annual Governance Statement by resolution

5.8 (12.8) To consider the Accounting Statements (Section 2 of the Annual Return)

Cllr Rose writes:

“I have a couple of relatively minor queries but nothing worth holding up approval of Section 2 as any adjustments could in my opinion be dealt with in the 2017/18 year.” And “why the two outstanding invoices for 2014/15 season (one for Hardwick Harriers and one for Hardwick FC) have not been paid and what is now being done to prevent a repetition. For example I note that Hardwick Harriers have not paid their pitch fees for 2015/16. What has been done to get this invoice paid? Furthermore the 2016/17 seasons for Hardwick Harriers and Hardwick FC are now over. Those invoices were not paid at the end of March 2017 – are they paid now? There is an invoice for 2016/17 for Hardwick CC Is this for the 2016 season or the 2017 season? It’s just that calling it 2016/17 might confuse the Cricket Club but I assume anyway that 2016/17 refers to the Parish Council year in which case we are talking about 2016 season and so this should also have been paid by now.”

The Clerk advises that the Clubs get invoiced at year end. payments received from the Harriers and Hardwick FC should have been shown for FY14/15 and not FY15/16 as shown. The accounts have been hand annotated to show this. The Clubs have been chased for payment.

5.9 (12.9) To approve the Accounting Statements by resolution

5.10 (12.10) To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

5.11 (13) To consider whether any items can be delegated to the Clerk and possibly a member to expedite Parish Council business

Proposed at the last meeting.

The Council needs to consider what aspects of its business it wishes to speed up. Is it the delay from one meeting to the next while the Council considers what it wants to achieve, seeks quotes then puts orders in place? Or something else.

S 101 (1) of the LGA 1972 enables the Council to delegate any of its functions only to an officer of the Council or another Authority.

It may delegate to the Clerk as an officer together with a member eg the Chairman.

As an example the Council could delegate the maintenance of the pavilion, and play area and asset maintenance to the Clerk. If the Council appoints a member to be responsible for the benches bins etc in the same way as it does checking the play area then the Clerk could attend to these between meetings to speed up business.

LTN on

Other for info only

(10.1) Norman Gillan consulting – response on proposed communications mast

In response to the Parish Council’s enquiry about their plans for access to the site, Norman Gillan consulting has replied as follows:

“The actual structure proposed is very small scale and would be delivered in a standard vehicle i.e. on the existing track...no special arrangements would need to be made and there would be no requirements to utilise Parish Council land.

Maintenance is periodic and usually done on foot i.e. a standard 4 wheel drive vehicle to site and so again there should be no issue with regard to the Parish Council land.”

6. Correspondence

6.1 Chris Fuller – report on grass cutting and recommendation that the maintenance of the area under the perimeter trees should be increased to monthly

“A couple of things to report.

The grass was cut today but this was left for two weeks. I spoke to the grass contractors about it and said that it should be cut every week as it had been fertilised. He then cut it again, but it will take a few cuts to get back to the right height.

I also queried the area that I thought would be cut more regularly which is under the trees that were tidied up last year. He said his contract is only to trim this area once a year. The whole purpose of cutting the tree growth back was to clear the area so that it would return to grass with regular cutting. This will not happen with a single cut a year. This needs to be trimmed or brush cut every month as a minimum. Can we get this in the program?

Finally I have contacted Rod Thompson about treating the rec with herbicide. This should happen in the next couple of weeks.”

6.2 MAGPAS request for financial support

The council must ensure that the direct benefit accruing to its area or residents is commensurate with any expenditure incurred. Councils must therefore exercise care over amounts of proposed expenditure under section 137. The Council needs to consider how the Magpas application has demonstrated direct benefit to Hardwick.

7.1 Planning applications

NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

7.1.1 S/1745/17/FL – Land to rear of 25 St Neots Road – Change of use for the existing buildings to B8. Fitting of timber doors

7.1.2 S/1879/17/FL – 2 Laxton Avenue – Proposed new dwelling on land adj 2 Laxton Close

7.1.3 S/1886/17/FL – 44 Hall Drive – Proposed 3 bedroom bungalow

7.1.4 S/1945/17/FL – Old Victoria Farmhouse, 26 Main Street – New rear extension and work around existing bread oven

7.1.5 S/1946/17/LB – Old Victoria Farmhouse, 26 Main Street – As above, listed building application

7.2 SCDC decision notices

7.2.1 S/3461/16/FL – Victoria Farm, Cambridge Road – Retention of a temporary modular building for use as a farm office for up to two years – Permission granted.

7.2.2 S/3442/16/FL – Hobsons Farm, Kings Road – Proposed alterations to an agricultural building and change of use of part of a paddock to a car park necessary to use the building as a farm office under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Permission granted.

7.2.3 S/0291/17/LD – 50 Hall Drive – Lawful development certificate for proposed two storey rear extension and single storey side extension, conversion of garage to residential – Permission granted.

7.2.4 S/1030/17/FL – 109 Bramley Way – Two storey side extension and single storey porch replacement – Permission refused.

7.2.5 S/0915/17/FL – 61 St Neots Road – Extension – Permission granted.

7.2.6 S/1042/17/FL – 11 Pershore Road – Proposed side two storey extension with internal renovations – Withdrawn.

7.2.7 S/0979/17/FL – 52 Main Street – Proposed timber frame double garage – Permission granted.

7.2.8 S/1039/17/FL – 125 Limes Road – Extend the entrance hall, extend the kitchen/dining area. Remove wall between sitting room and kitchen/dining room. Reposition the gate in the garden wall from the drive, insert a door in the garage in the north east elevation – Permission granted.

7.3 Tree works applications

Tree works applications may now be viewed on the SCDC Planning Portal. NB Some tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current tree works application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

None at the time of writing.

8. Members' reports and items for information only unless otherwise stated

9. Finance and risk assessment and procedural matters

9.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers

Three quotes were received from Coulsons; in brief:

1) to replace all the fascias with like for like which would require pushing up the roof tiles and rebidding and the possibility of water running down the face of the new fascia boarding and also incur maintenance costs every 2-3 Years at £6325.00 plus VAT

To over-clad the existing fascias with UPVC at £3727.00 plus VAT

To repair the rotten end sections of the existing fascias and treat all the fascias at £3991.00 plus VAT.

The Chairman and Clerk accepted Coulson's quote of £3727.00 plus VAT to over clad the existing fascias plus clean out all the gutters and repair the broken section at £630 plus VAT, as the existing fascias were sound enough to be over clad and the fascias won't require any further maintenance for approx 10 years.

As required by the CDM Regulations 2014 The Clerk and Chairman appointed Coulsons as both the Principal Contractor and Principal Designer at no cost to the Council.

The HSSC Manager has asked "about the Soffits as they were in the same state as the Facias. I assumed one wouldn't be done without the other."

The Clerk has spoken to Coulsons who have said that in their opinion the soffits are sound and the only issue they can see is that they don't match the colour of new cladding. This could be overcome by staining them.

9.2 To receive play areas and skate park inspection reports and to consider the RoSPA reports - attached

9.3 To receive the financial report and approve the payment of bills – attached

10. Closure of Meeting and items for the next agenda

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	REPLACEMENT OF THE DECKING AREA AT HARDWICK PRE-SCHOOL
2	Who will benefit from the work or activity?	CHILDREN ATTENDING HARDWICK PRE-SCHOOL + THE STAFF.
3	How much is required to pay for this?	APPROX £2500
4	How much would you like the Council to provide?	£250
5	If there is a difference - if so how will you raise the difference?	COMMUNITY CHEST APPLICATION, FUNDRAISING
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	HARDWICK PRE-SCHOOL
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?	1983
9	If No - is the group or organisation a Registered Charity? Yes or No	YES
10	If yes please tell us the registration number	1059361
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	SANTANDER
13	If Yes - please provide the Account Name	HARDWICK PRE-SCHOOL
14	If Yes - please supply a copy of your latest bank statement	ONLINE BANK DETAILS ATTACHED
15	Do you have published accounts? Yes or No	YES
16	If you have - please supply a copy of your latest accounts	ATTACHED (PLEASE NOTE FUNDS IN ACCOUNT ARE BEING HELD FOR POTENTIAL STAFF REDUNDANCIES)
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?	<ul style="list-style-type: none"> • TO ENHANCE THE DEVELOPMENT + EDUCATION OF PRE-SCHOOL AGE CHILDREN IN A PARENT / CARER INVOLVED, COMMUNITY - BASED PRE-SCHOOL • TO PROVIDE CHILDREN WITH A SAFE, SECURE + STIMULATING ENVIRONMENT • TO ENSURE EQUALITY OF OPPORTUNITY FOR ALL CHILDREN + THEIR FAMILIES.

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 Steven

Position TRUSTEE

Date 12/6/17

Signed MRS R. L.

Position CHAIR

Date 16/6/17

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

Hardwick Pre-School

Accounts

September 2015 to August 2016

<u>Income</u>	£
Early Years Funding	56102.63
Fees	31446.00
Fundraising	4119.96
Starter packs	408.00
Milk	1112.62
Uniform	262.50
Gift/Donation	385.06
Deposit a/c interest	62.01
Misc. inc party; trip	683.68
Total Income	94582.46

<u>Expenditure</u>	£
Wages inc Tax & National Insurance	74700.94
Fundraising	1544.25
Inventory Toys/Equipment	3151.98
Activity Expenses	897.75
Property Expenses	983.62
Office Expenses	2466.68
Milk/Refreshments	1188.12
Cleaning	683.36
Uniform	954.66
Misc. inc christmas party	2110.24
Training	645.00
Total expenditure	89326.60

Total income	94582.46
Less expenditure	89326.60
Profit	5255.86

Balances as at 31/8/15

Current account	16285.32
Deposit account Staff	7986.15
Deposit account Property	4634.75
	28906.22
Add income	94582.46
	123488.68
Less expenditure	89326.60
	34162.08

Balances as at 31/8/15

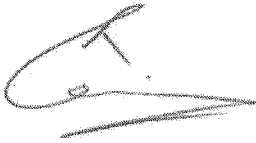
Current account	5724.35 *
Deposit account Staff	22820.99
Deposit account Property	5616.74
	34162.08

*Current account Balance as at 31/8/15 £11038.54 - £5307.71 (CCC Autumn term EYF) - £6.48 (CBS DDR)

23rd March 2017

Hardwick Pre-School

I confirm that I have approved and audited Hardwick Pre-School's accounts for the financial year 1st September 2015 to the 31st August 2016.

A handwritten signature in black ink, appearing to be 'R Canning', with a stylized, sweeping underline.

R Canning, FCCA

55 Appledown Drive

Bury St Edmunds

Suffolk

IP32 7HG

Pre-school Learning Alliance
Model Pre-school Constitution 2011



1.0 Name

- 1.1 The name of the pre-school is HARDWICK PRE-SCHOOL and is referred to in this Constitution as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.

2.0 Aims

- 2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:
- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
 - (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
 - (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

3.0 Powers

- 3.1 To further its aims the Pre-school has the following powers:
- (a) to provide accommodation and equipment;
 - (b) to raise money to pay for the Pre-school's activities;
 - (c) to make such payments as shall be necessary;
 - (d) to fix and collect the fees payable in respect of children attending groups run by the Pre-school;
 - (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;
 - (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
 - (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;
 - (h) to hire or acquire assets of any kind;

- (i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;
- (j) to sell, lease or otherwise dispose of all or any part of the Pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;
- (k) to set aside funds for special purposes or as reserves against future expenditure;
- (l) to maintain and pay for membership of the Pre-school Learning Alliance;
- (m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;
- (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Pre-school provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;
- (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

4.0 Membership

4.1 Membership of the Pre-school is divided into two kinds:

- (a) **Family Membership**
Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of the Pre-school. Each family holding Family Membership will count as one Member of the Pre-school and will be entitled to one vote at any General Meetings of Members of the Pre-school.
- (b) **Affiliate Membership**
Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school. Affiliate Members may join at any time with the agreement of the Committee, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of the Members of the Pre-school.

4.2 Membership of the Pre-school will cease if the Member concerned:

- (a) gives written notice of resignation to the Pre-school;
- (b) dies or in the case of an organisation ceases to exist;
- (c) fails to pay their membership subscription (if any), or in the case of Family Members fails to pay their Pre-school fees, within two months from the date on which it is due, in which case the Member will cease to be a Member with effect from the date on which the period of two months expires;

- (d) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;
- (e) is removed from membership by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings the Pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Member, the Committee will give the member written notice of the misconduct or failure alleged to have occurred. The Member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to terminate their membership.
- (f) is an Affiliate Member whose membership is not renewed within 12 months of the date the subscription (if any) pertaining to their membership was set and received by the Committee.

4.3 Membership of the Pre-school is not transferable.

4.4 Individual membership status may change if the Member's circumstances change during the year from a Family Member to an Affiliate Member.

5.0 The Committee

5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Pre-school.

5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers"); and
- (b) not less than 2 nor more than 9 other elected Members; and
- (c) If the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.

5.3 Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the Pre-school Learning Alliance.

5.4 Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.

- 5.5 (a) The Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.
- (b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.

- (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.

5.6 All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.

5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.

5.8 All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:

- a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;
- b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;
- c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and
- d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.

5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.

5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.

5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.

5.12 The term of office of any Committee member will automatically cease:

- (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause 5;
- (b) if they are disqualified under the Charities Acts from acting as a charity trustee;
- (c) if they are incapable whether mentally or physically of managing his or her own affairs;
- (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);

- (e) if they are removed from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.

6.0 Proceedings of the Committee

- 6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.
- 6.2 Every issue considered at Committee meetings may be determined by a simple majority of the votes cast at the meeting. A written resolution signed by all members of the Committee is as valid as a resolution passed in a meeting.
- 6.3 A Committee member must absent himself or herself from any discussions of the Committee in which it is possible that a conflict of interest may arise between his or her duty to act solely in the interest of the Pre-school and any personal interest (including but not limited to any personal financial interest) which the Committee member may have in the matter under consideration and take no part in any vote on the matter.

7.0 General Meetings

- 7.1 The Pre-school shall in each calendar year hold a general meeting as its Annual General Meeting, in addition to any other general meetings in that year and shall specify the meeting as such in the notice calling it. The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.
- 7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:
 - (a) receive the accounts of the Pre-school for the previous financial year;
 - (b) receive an annual report from the Committee;
 - (c) elect the new members of the Committee;
 - (d) transact any other business properly put to the meeting.
- 7.3 An Extraordinary General Meeting may be called at any time at the request of the Committee or not less than one quarter of the Members:
 - (a) The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and any Extraordinary General Meeting, with a list of items to be discussed, to all Members at least two weeks before the date of the meeting.
 - (b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

- 7.4 The quorum for a General Meeting shall be 10% of the Members or 5 Members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee. If at the adjourned meeting a quorum is again not present 1 hour after the time appointed for the meeting then the Members present shall constitute a quorum.
- 7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.
- 7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour.
- 7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11; or which would authorise any financial benefit to be received by trustees or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission. (In this paragraph a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.)
- 7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.

8.0 Property

- 8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as holding trustees of the property on behalf of the Pre-school. These holding trustees may be members of the Committee, Members of the Pre-school, Member of staff or any other persons which the Committee may appoint. A holding trustee need not be a Member of the Pre-school. The holding trustees are not charity trustees and appointment as a holding trustee will not of itself make a holding trustee either a Committee Member or Member of the Pre-school. Where holding trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.
- 8.2 Holding trustees will hold office until:
- (a) death; or
 - (b) retirement with the consent of the remaining holding trustees; or
 - (c) removal by a resolution of the Committee; or
 - (d) removal by operation of the law
- but no retirement or removal shall be effective unless there will be at least two remaining holding trustees.
- 8.3 In the absence of fraud or wilful default the holding trustees are entitled to be indemnified out of the Pre-school's assets against any risks or expenses incurred by them in the exercise of their duty as holding trustees for the Pre-school.
- 8.4 The Committee may convene a meeting with the holding trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the holding trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the holding trustees for the Pre-school and its management.

9.0 Finance and Accounts

9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:

- (a) annual reports;
- (b) annual returns; and
- (c) annual statements of account.

9.2 The accounting records shall, in particular, contain:

- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
- (b) a record of the assets held and any monies owed by the Pre-school.

9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee.

9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.

9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.

9.6 Cheques and orders for payment of money from these accounts shall normally be signed by two designated persons, one of whom shall be an Officer. Where the Pre-school is not subject to any conditions of a grant which requires two signatories, the Committee may decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.

9.7 The Committee may resolve to set aside income as a reserve against future expenditure but only in accordance with a written reserves policy.

10.0 Minutes

10.1 The Committee will keep minutes of all proceedings at all meetings of the Pre-school and of the Committee. The minutes shall record:

- a) the names of everyone present at the meeting;
- b) the decisions made at the meetings;
- c) where appropriate, the reasons for and any actions arising from the decisions; and
- d) any other material details regarding the meeting.

11.0 Dissolution

11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

- 11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.
- 11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum
- 11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:
- (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or
 - (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.

12.0 Indemnity

- 12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.

Pre-school Learning Alliance Membership Number

22498

This constitution was approved by the members of (pre-school name):

HARDWICK PRE-SCHOOL

at a General meeting held on

Tuesday 13th September 2011

Signed (Chair)

Jandra Byatt

Signed (Secretary)

R. Monaghan

Pre-school Learning Alliance
The Fitzpatrick Building
188 York Way
London N7 9AD
Tel: 020 7697 2595
Fax: 020 7700 0319
Email: info@pre-school.org.uk

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	To purchase craft activities, replace broken, old, dirty toys + buy new toys to try to increase our numbers each week.
2	Who will benefit from the work or activity?	Children aged 0-4 in the village and their parents / carers.
3	How much is required to pay for this?	£250
4	How much would you like the Council to provide?	£250
5	If there is a difference - if so how will you raise the difference?	N/A
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	HARDWICK MOTHERS & TODDLERS
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?	NOT SURE (SEVERAL YEARS AGO)
9	If No - is the group or organisation a Registered Charity? Yes or No	NO
10	If yes please tell us the registration number	/
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	SANTANDER
13	If Yes - please provide the Account Name	HARDWICK MOTHERS & TODDLERS
14	If Yes - please supply a copy of your latest bank statement	ATTACHED
15	Do you have published accounts? Yes or No	NO
16	If you have - please supply a copy of your latest accounts	/
17	Do you have a constitution? Yes or No	NO
18	If you have - please supply a copy of your constitution	/
19	What are the objectives of the group or organisation?	WE AIM TO PROVIDE A SAFE FRIENDLY ENVIRONMENT FOR CHILDREN AGED 0-4 TO PLAY + INTERACT + THEIR PARENTS / CARERS MEET OTHERS IN THE VILLAGE.

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 Shoren

Position TREASURER

Date 12/6/17

Signed nebid

Position COMMITTEE MEMBER

Date 16/6/17

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

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	Family Disco event in June: DJ, advertising, food suppliers costs Fun Run in September: advertising, medals, water
2	Who will benefit from the work or activity?	The community of Hardwick
3	How much is required to pay for this?	£250
4	How much would you like the Council to provide?	£250
5	If there is a difference - if so how will you raise the difference?	
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	Hardwick Play Parks Group
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?	October 2015
9	If No - is the group or organisation a Registered Charity? Yes or No	No
10	If yes please tell us the registration number	
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	Metro Bank
13	If Yes - please provide the Account Name	Hardwick Play Parks Group
14	If Yes - please supply a copy of your latest bank statement	
15	Do you have published accounts? Yes or No	No
16	If you have - please supply a copy of your latest accounts	
17	Do you have a constitution? Yes or No	Yes
18	If you have - please supply a copy of your constitution	
19	What are the objectives of the group or organisation?	To redevelop the Egremont Road play park

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.....Chair

Date.....15 May 17

Signed.....

Position.....Secretary

Date.....15 May 2017

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

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-17

Summary of previous month

Balance brought forward	£143,642.28
Adjusts/transfs/inc during period	

Expenditure approved at last meeting/between meetings

HARDWICK HAPPENINGS	ADVERTISING	-2,400.00
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Misc credits

NS&I	INTEREST	22.25
HMRC	VAT	11658.06

Total Adjustments

Balance revised after adjustments	<u>9280.31</u>
	<u>£152,922.59</u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	32,602.23	36790.71	-4,188.48
Business Account	546.44	546.44	
Cambridge Counties Bank	91,773.92	91,773.92	
Bonds	28,000.00	28,000.00	
Total	152,922.59	157,111.07	-4,188.48

Expenditure for approval

£

CAMBS CRICKET LTD	FERTILIZER APPLICATION	150.00	
SHERRIFF AMENITY	FERTILIZER SUPPLY	456.00	
HERTS AND CAMBS GROUND MAINT.	GRASSCUTTING	1128.00	
	SALARY	90.36	
	SALARY	104.00	
HMRC	PAYE/NIC	229.80	
LGS SERVICES	ADMIN SUPPORT	1309.00	
NEST	PENSION	175.79	DD

Total expenditure

Balance c/f	<u>3642.95</u>
	<u>£149,279.64</u>

Notes:

Late invoices will be brought to the meeting