

NOTICE OF MEETING

Finance & General Purposes Committee

7.45pm on Tuesday 24 August 2021 (Virtual meeting)

To Councillors

Mrs Barnard, Ms Dulieu, Finch, Mrs Gill, MacCracken and Strudley (Chair)

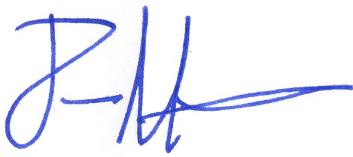
An advisory meeting of the Finance & General Purposes Committee on Tuesday 24 August 2021 at 7.45pm. Recommendations from this meeting will be considered in accordance with the delegations approved by the Council on 5 May 2021.

The meeting will take place on the Zoom platform. Please use the link in the e-mail or use the following details

Meeting ID: 862 4520 4396

Passcode: 465010

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 24 August 2021 (Virtual meeting)

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting. **This meeting will be recorded by the Clerk through the Zoom platform to assist with the production of the minutes of the meeting.**

No.	Item	Page
001.	Apologies for absence	
002.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
003.	Minutes of the previous meeting To approve the minutes of the Finance & General Purposes Committee of 27 July 2021	3
004.	Matters arising from the previous meeting	5
005.	Finance Report to end July 2021 To receive an update on the finances to the end of July 2021	7
006.	Insurance 2021-22 To review the insurance options for 2021-22	16
007.	Amendment to the Staffing Committee arrangements To make temporary alterations to the arrangements of the staffing committee to run to the annual meeting in May 2022.	17
008.	Communications Working Group	18
009.	Grant applications 2022-23 To review arrangements for grant applications	19
009.	Responsible Financial Officers Report To receive a verbal update from the Clerk	
010.	Future agenda items and date of the next meeting The next meeting will be on Tuesday 28 September 2021.	25
011.	Closure of the meeting	

Recommendations from this meeting will be considered in accordance with the delegations approved by the Council on 5 May 2021.

MINUTES OF THE PREVIOUS MEETING

held **virtually** on **Tuesday 27 July 2021** at **7.45pm**

Present: Councillors Ms Dulieu, Finch, Mrs Gill, McCracken and Strudley (Chair),

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard

002. Declarations of interest

No declarations of interest

003. Minutes of the previous meeting

The minutes of the meeting of 27 June 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Gill and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

The Clerk would circulate a flag flying schedule.

005. Financial Report

The Clerk circulated the financial report to the end of June 2021 to members. It was noted that at this stage of the financial year, trends could not be identified.

The Clerk updated members on lettings and rebalancing the bank account levels. The Clerk explained further work that was required to update the expenses figures, Neighbourhood Plan costs and telephone charges.

Members noted the debt update.

The report was noted.

006. medium-term financial plan

The Clerk circulated a paper on the medium-term financial plan to members ahead of the meeting. Members noted the projects included in the draft plan and were asked if there were others to be included. The refurbishment of the office was an item to be added.

It was suggested that a critical path analysis should be included as part of a project plan.

The Clerk advised members that a draft financial plan would be brought to the September meeting.

007. Responsible Financial Officers Report

The Clerk advised members that the caretaker had resigned and that a recruitment process would begin shortly.

A paper on revisions for the make-up of the staffing committee would be brought to the next meeting.

Cllr Mrs Gill updated the committee on the work on the environmental plans recently discussed by the Amenities Committee.

008. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members.. The date of the next meeting was agreed as Tuesday 24 August at 7.45pm.

009. Closure of the meeting

The meeting closed at 8.36pm.

MATTERS ARISING**Flag flying**

The Union Flag is flown year-round from the council flagpole. On the following dates the following flags are flown as an alternative:

March 11	Commonwealth Day	<i>Commonwealth flag</i>
April 23	St Georges Day	<i>St Georges flag</i>
September 3	Merchant Navy Day	<i>Red Ensign</i>
September 15	Battle of Britain Day	<i>RAF Ensign</i>
October 24	United Nations Day	<i>United Nations flag</i>

The government has made it easier for flags to be flown, particularly the Union Flag, as a result the flag can be flown year-round and not only on specific days.

Flag flying can be subject to planning law. The attached guide issued by the Ministry of Housing, Communities and Local Government, updated in July this year, details the flags that can be flown without requiring consent.

Flying flags: a plain English guide (updated 20 July 2021) issued by MHCLG

(a) Flags which do not need consent

The full list of flags that do not require consent are:

- 1) Any country's national flag, civil ensign or civil air ensign
- 2) The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member
- 3) A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
- 4) The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom
- 5) The flag of Saint David
- 6) The flag of Saint Patrick
- 7) The flag of any administrative area within any country outside the United Kingdom
- 8) Any flag of Her Majesty's forces
- 9) The Armed Forces Day flag

The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag, but the Regulations now highlight that you can attach a black mourning ribbon to either the flag or flagpole where the flag cannot be flown at half mast, for example, when flying a flag on a flagpole projecting at an angle from the side of a building.

The use of the word “country” in (1) and (7) of the list above, includes any of the Channel Islands, the Isle of Man and any British Overseas Territory. The flags of St George and St Andrew are recognised as the national flags of England and Scotland, but the flags of St David and St Patrick are listed separately as they do not necessarily fall into the category of a country’s national flag.

(b) Flags which do not require consent provided they comply with certain restrictions

A number of categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags.

Categories of flag that can now be flown:

house flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown

any sports club (but cannot include sponsorship logos)

the Rainbow flag (six horizontal equal stripes of red, orange, yellow, green, blue and violet).

specified award schemes – Eco-Schools, Queen’s Awards for Enterprise and Investors in People
the NHS flag.

certain environmental awards.

FINANCIAL UPDATE TO THE END OF JULY 2021

1.0 Purpose

1.1 This report contains the financial report to the end of July 2021. It contains the usual financial data with the appropriate commentary. The report contains the financial report and balance sheet.

2.0 Key points summary

- Adjustments to reserves made
- Costs to date in line with budget forecasts

3.0 Balance Sheet

3.1 The balance sheet shows the position to 31 July 2021.

3.2 The debtors figure in current assets shows at £0, but £124 in current liabilities. This is as a result of overpayments on account totalling £1,699.50 and actual debtors owing of £1,575.04. This results in the liability of £124.46. A breakdown of the debt is shown in section 5.

3.3 A transfer has been made from the Lloyds 32 Day deposit account to bring this into line with agreed balance levels. The transfer is currently processing and shows as a £10,000 in the Lloyds Fixed Term (Transfer) line. This sum will mature in August and will be transferred to Nationwide.

3.4 The creditors sum of £988 is a result of a refund of water charges for the Brownlow Hall.

4.0 Financial Report

4.1 The following notes relate to items of information on the financial report

Code	Description	explanation
150 4300	Neighbourhood plan costs	The EMR will balance this account at year end
600 4015	Water & sewerage	Revised billing being issued, overpayment refunded.
600 4040	Contract cleaning	Costs are higher due to COVID test centre provision
710 4250	Responsive maintenance	Costs related to removal of old equipment

5.0 Debt update

5.1 The debt profile at 31 July 2021 is:

Historic debt	Outstanding invoices
2018	£240
2019	£398
2020	£301
Total	£939
Current Debt	Outstanding invoices
More than 30 days	£0
Due by 31 August	£636
Total	£636

6.0 Recommendation

Members are asked to note the financial report

31st March 2021

31 March 2022

31st March 2021		31 March 2022
	Current Assets	
6,692	Debtors	0
14,244	VAT Control Account	3,757
2,463	Prepayments	0
28,385	Lloyds Current Account	30,674
80,707	Lloyds Instant Access Deposit	80,712
403,752	Lloyds 32 Day Deposit	393,792
250,502	CCLA Deposit	250,530
0	Lloyds Fixed Term (Transfer)	10,000
50	Caretaker's Float	50
100,067	Nationwide 35 Day Saver	215,179
0	Creditors	988
886,862		985,682
886,862	Total Assets	985,682
	Current Liabilities	
0	Debtors	124
11,469	Accruals	11,469
11,469		11,593
875,393	Total Assets Less Current Liabilities	974,089
	Represented By	
62,278	General Reserves	85,973
759,431	Reserves - CIL	834,431
2,500	Reserves - Elections	2,500
4,350	Reserves - Neighbourhood Plan	4,350
3,000	Reserves - Whitegrove CC	3,000
20,000	Reserves - Brownlow Hall - lea	20,000
23,834	Reserves - Frost Folly upkeep	23,834
875,393		974,089

Detailed Income & Expenditure by Budget Heading 31 July 2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Council Administration						
<u>100 Parish Council Income</u>						
1076 Precept	110,904	221,808	110,904			50.0%
1090 Interest received	185	400	215			46.2%
Parish Council Income :- Income	111,089	222,208	111,119			50.0%
Net Income	111,089	222,208	111,119			
<u>110 Office costs</u>						
4000 Rent	5,875	23,500	17,625		17,625	25.0%
4010 Energy costs	304	1,400	1,096		1,096	21.7%
4025 Telephone & broadband	279	830	551		551	33.6%
4030 Postage	0	20	20		20	0.0%
4035 Stationery	164	650	486		486	25.2%
4036 Office printing	192	800	608		608	24.0%
4040 Contract cleaning	128	768	640		640	16.7%
4042 Window cleaning	40	245	205		205	16.3%
4045 Cleaning materials	0	100	100		100	0.0%
4050 Waste collection	34	184	150		150	18.5%
4060 Insurance	1,284	2,480	1,196		1,196	51.8%
4135 Data Protection	0	300	300		300	0.0%
4250 Responsive maintenance	5	500	495		495	1.0%
4254 Inspections	0	250	250		250	0.0%
4900 Other costs	32	800	768		768	4.0%
4999 COVID-19 cost	228	0	(228)		(228)	0.0%
Office costs :- Indirect Expenditure	8,564	32,827	24,263	0	24,263	26.1%
Net Expenditure	(8,564)	(32,827)	(24,263)			
<u>120 Administration</u>						
4080 Audit fees	475	2,500	2,025		2,025	19.0%
4090 Memberships	0	2,000	2,000		2,000	0.0%
4105 Website	275	750	475		475	36.7%
4110 IT hardware	268	0	(268)		(268)	0.0%
4115 IT software	111	250	139		139	44.4%
4120 Training	200	1,500	1,300		1,300	13.3%
4125 IT licences	451	1,800	1,349		1,349	25.1%
4130 RBS licences	0	1,449	1,449		1,449	0.0%
Administration :- Indirect Expenditure	1,780	10,249	8,469	0	8,469	17.4%
Net Expenditure	(1,780)	(10,249)	(8,469)			

Detailed Income & Expenditure by Budget Heading 31 July 2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>130 Democratic Services</u>						
4380 Chairman's allowance	0	300	300		300	0.0%
4390 Flag & flagpole	138	0	(138)		(138)	0.0%
Democratic Services :- Indirect Expenditure	138	300	162	0	162	46.0%
Net Expenditure	(138)	(300)	(162)			
<u>140 Wages & Salaries</u>						
4350 Salaries	23,368	72,620	49,252		49,252	32.2%
4355 Pension contributions	2,703	9,212	6,509		6,509	29.3%
4360 National Insurance cont.	1,930	5,082	3,152		3,152	38.0%
4365 Expenses	0	200	200		200	0.0%
4370 Payroll operating cost	55	150	95		95	36.7%
Wages & Salaries :- Indirect Expenditure	28,056	87,264	59,208	0	59,208	32.2%
Net Expenditure	(28,056)	(87,264)	(59,208)			
Council Administration :- Income	111,089	222,208	111,119			50.0%
Expenditure	38,538	130,640	92,102	0	92,102	29.5%
Movement to/(from) Gen Reserve	72,551					
Regular commitments						
<u>150 Parish Commitments</u>						
4200 Jealotts Hill Comm Lshare	8,800	8,800	0		0	100.0%
4210 BFC Loan repayment	0	8,191	8,191		8,191	0.0%
4225 Youth provision	0	2,500	2,500		2,500	0.0%
4300 Neighbourhood plan costs	3,025	1,000	(2,025)		(2,025)	302.5%
Parish Commitments :- Indirect Expenditure	11,825	20,491	8,666	0	8,666	57.7%
Net Expenditure	(11,825)	(20,491)	(8,666)			
<u>160 BFC Partnership Expenditure</u>						
4320 RoW management contribution	0	2,290	2,290		2,290	0.0%
4325 Lily Hill Park contribution	0	5,550	5,550		5,550	0.0%
BFC Partnership Expenditure :- Indirect Expenditure	0	7,840	7,840	0	7,840	0.0%
Net Expenditure	0	(7,840)	(7,840)			
<u>180 Grants</u>						
4400 Section 137 grants awarded	14,543	14,543	0		0	100.0%

Detailed Income & Expenditure by Budget Heading 31 July 2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4405 Warfield Memorial Ground	8,000	8,000	0		0	100.0%
4415 Keep Mobile Comm. Transport	1,449	1,449	0		0	100.0%
4420 South Hill Park	500	500	0		0	100.0%
Grants :- Indirect Expenditure	24,492	24,492	0	0	0	100.0%
Net Expenditure	(24,492)	(24,492)	0			
Regular commitments :- Income	0	0	0			0.0%
Expenditure	36,317	52,823	16,506	0	16,506	68.8%
Movement to/(from) Gen Reserve	(36,317)					

Planned expenditure

<u>170</u> Planned Expenditure						
1120 Sales	(200)	500	700			(40.0%)
Planned Expenditure :- Income	(200)	500	700			(40.0%)
4095 The Wren - publication	267	1,450	1,183		1,183	18.4%
4096 The Wren - delivery	609	2,450	1,841		1,841	24.9%
4100 Other communications	122	700	578		578	17.5%
4215 Planning assistance costs	2,205	2,200	(5)		(5)	100.2%
4216 Speed awareness	0	200	200		200	0.0%
4220 Climate change provision	0	3,000	3,000		3,000	0.0%
Planned Expenditure :- Indirect Expenditure	3,203	10,000	6,797	0	6,797	32.0%
Net Income over Expenditure	(3,403)	(9,500)	(6,097)			
Planned expenditure :- Income	(200)	500	700			(40.0%)
Expenditure	3,203	10,000	6,797	0	6,797	32.0%
Movement to/(from) Gen Reserve	(3,403)					

Amenities & Environment

<u>600</u> Brownlow Hall						
1400 Hire - Regular	3,599	18,000	14,401			20.0%
1410 Hire - Casual	0	4,000	4,000			0.0%
1430 The Cottage rent	4,078	11,000	6,923			37.1%
1440 Sub Station rent	0	500	500			0.0%
Brownlow Hall :- Income	7,677	33,500	25,823			22.9%
4000 Rent	7,750	16,500	8,750		8,750	47.0%
4010 Energy costs	2,088	7,000	4,912		4,912	29.8%

Detailed Income & Expenditure by Budget Heading 31 July 2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4015 Water & sewerage	(240)	1,200	1,440		1,440	(20.0%)
4025 Telephone & broadband	123	386	263		263	31.8%
4040 Contract cleaning	1,740	4,200	2,460		2,460	41.4%
4042 Window cleaning	120	744	624		624	16.1%
4045 Cleaning materials	35	500	465		465	7.0%
4050 Waste collection	454	1,200	746		746	37.8%
4060 Insurance	536	875	339		339	61.2%
4250 Responsive maintenance	642	3,500	2,858		2,858	18.4%
4252 Planned maintenance	68	1,500	1,432		1,432	4.6%
4254 Inspections	0	1,050	1,050		1,050	0.0%
4620 Music licences	474	800	326		326	59.2%
4650 Tree & hedge maintenance	0	1,122	1,122		1,122	0.0%
4655 Hanging baskets	342	330	(12)		(12)	103.6%
4670 Caretaker payroll	1,774	5,850	4,076		4,076	30.3%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Brownlow Hall :- Indirect Expenditure	15,908	46,757	30,849	0	30,849	34.0%
Net Income over Expenditure	(8,232)	(13,257)	(5,025)			
610 Whitegrove Community Centre						
1400 Hire - Regular	3,908	21,000	17,093			18.6%
1410 Hire - Casual	250	0	(250)			0.0%
Whitegrove Community Centre :- Income	4,158	21,000	16,843			19.8%
4000 Rent	0	200	200		200	0.0%
4010 Energy costs	0	3,200	3,200		3,200	0.0%
4025 Telephone & broadband	156	500	344		344	31.2%
4040 Contract cleaning	1,475	4,600	3,125		3,125	32.1%
4042 Window cleaning	120	744	624		624	16.1%
4045 Cleaning materials	71	500	429		429	14.3%
4050 Waste collection	465	1,200	735		735	38.7%
4060 Insurance	322	1,224	902		902	26.3%
4250 Responsive maintenance	400	1,850	1,450		1,450	21.6%
4252 Planned maintenance	68	714	646		646	9.6%
4254 Inspections	0	750	750		750	0.0%
4600 Building improvements	0	0	0	13,500	(13,500)	0.0%
4620 Music licences	0	437	437		437	0.0%
4650 Tree & hedge maintenance	0	306	306		306	0.0%
4670 Caretaker payroll	1,774	5,850	4,076		4,076	30.3%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Whitegrove Community Centre :- Indirect Expenditure	4,853	22,075	17,222	13,500	3,722	83.1%
Net Income over Expenditure	(696)	(1,075)	(379)			

Detailed Income & Expenditure by Budget Heading 31 July 2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>700 Memorial Ground Play Area</u>						
4000 Rent	1	1	0		0	100.0%
4250 Responsive maintenance	0	500	500		500	0.0%
4254 Inspections	175	1,226	1,051		1,051	14.3%
Memorial Ground Play Area :- Indirect Expenditure	176	1,727	1,551	0	1,551	10.2%
Net Expenditure	(176)	(1,727)	(1,551)			
<u>710 Brownlow Hall Play Area</u>						
4250 Responsive maintenance	600	0	(600)		(600)	0.0%
4254 Inspections	119	0	(119)		(119)	0.0%
Brownlow Hall Play Area :- Indirect Expenditure	719	0	(719)	0	(719)	
Net Expenditure	(719)	0	719			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	2,481	2,461	(20)			100.8%
1425 Allotment locker charge	12	0	(12)			0.0%
Quelm Allotments :- Income	2,493	2,461	(32)			101.3%
4015 Water & sewerage	0	600	600		600	0.0%
4050 Waste collection	680	460	(220)		(220)	147.8%
4060 Insurance	322	437	115		115	73.6%
4250 Responsive maintenance	0	100	100		100	0.0%
4805 Allotment - delivery costs	533	1,500	967		967	35.6%
4810 Allotment - management costs	60	100	40		40	60.0%
Quelm Allotments :- Indirect Expenditure	1,595	3,197	1,602	0	1,602	49.9%
Net Income over Expenditure	898	(736)	(1,634)			
<u>730 Frost Folly</u>						
4250 Responsive maintenance	10	500	490		490	2.0%
4252 Planned maintenance	0	2,000	2,000		2,000	0.0%
4650 Tree & hedge maintenance	0	300	300		300	0.0%
Frost Folly :- Indirect Expenditure	10	2,800	2,790	0	2,790	0.4%
Net Expenditure	(10)	(2,800)	(2,790)			
<u>790 Events</u>						
4591 Parish calendar income	0	500	500			0.0%
Events :- Income	0	500	500			0.0%

Detailed Income & Expenditure by Budget Heading 31 July 2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4570 Arts Week	200	3,250	3,050		3,050	6.2%
4580 Summer of Fun event	0	4,000	4,000		4,000	0.0%
4585 Christmas tree	0	1,200	1,200		1,200	0.0%
4590 Warfield 125 activity	0	1,200	1,200		1,200	0.0%
4592 Parish calendar costs	0	500	500		500	0.0%
Events :- Indirect Expenditure	<u>200</u>	<u>10,150</u>	<u>9,950</u>	<u>0</u>	<u>9,950</u>	<u>2.0%</u>
Net Income over Expenditure	<u>(200)</u>	<u>(9,650)</u>	<u>(9,450)</u>			
Amenities & Environment :- Income	14,327	57,461	43,134			24.9%
Expenditure	23,462	86,706	63,244	13,500	49,744	42.6%
Movement to/(from) Gen Reserve	<u>(9,135)</u>					
Grand Totals:- Income	125,216	280,169	154,953			44.7%
Expenditure	101,520	280,169	178,649	13,500	165,149	41.1%
Net Income over Expenditure	<u>23,696</u>	<u>0</u>	<u>(23,696)</u>			
Movement to/(from) Gen Reserve	<u>23,696</u>					

INSURANCE

This report will follow

AMENDMENT TO THE STAFFING COMMITTEE ARRANGEMENTS

1.0 Purpose

- 1.1 This paper outlines changes required to the terms of reference to the Staffing Committee to temporarily remove the chairman (at his request) for the municipal year to May 2022.

2.0 Amendments required

- 2.1 The following amendment is required to the scheme of delegation.

Section 8.1

The Staffing committee will be a standalone committee of the council. It can respond to the needs and requirements of the full council and its committees. The committee shall comprise of four members. These shall be the ~~chairman of the council~~, the chairman of the Finance & General Purposes committee and ~~two~~ **three** other members, who should not be committee chairs and at least one, who is not a member of the Finance & General Purposes Committee.

- 2.2 This amendment will be for one year and be reversed at the annual meeting in May 2022. The amendment will require approval at full council to take effect.

3.0 Recommendation

Members recommend the amendment to full council for approval.

COMMUNICATION WORKING GROUP

1.0 Purpose

- 1.1 This paper outlines changes required to the Communication Working Group following Cllr Lauren Gill's decision to standdown as chair. As the working group reports to the Finance & General Purposes Committee, the committee must confirm the appointment of a new chair.

2.0 New chair

- 2.1 Following discussions, the group propose Cllr Claire Wallen as chair.

3.0 Recommendation

The committee confirm the appointment of Cllr Claire Wallen as chair of the Communication Working Group.

GRANT APPLICATIONS FOR 2022-23

1.0 Purpose

1.1 This paper outlines arrangements for grant applications for the financial year 2022-23.

2.0 Arrangements

2.1 The council approved its Grant Awarding Policy in September 2019. This sets out the grant awarding process to be followed and conditions of funding.

2.2 The grant awarding process for 2022-23 will follow the plan employed previously.

1 September 2021	Grant application process begins <ul style="list-style-type: none"> ▪ Previous applicants will be contacted ▪ Applications will be promoted on noticeboards and website and through the digital Wren
31 October 2021	Closing date for applications
30 November 2021	Finance & General Purposes Committee consider applications received (additional time can be made at the meeting of 16 December)
11 January 2022	Finance & General Purposes Committee consider budget and precept recommendations and final grant awards
26 January 2022	Council consider and approve budget and grant awards
Early May 2022	Payment of grant awards

2.3 The Grant Awarding Policy and the Grant Guide for 2022-23 are attached for members information.

3.0 Recommendation

Members note the arrangements for Grant Applications for 2022-23

Grant Awarding Policy

1.0 Introduction to Policy

1.1 A grant is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly or jointly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Promoting the Parish of Warfield in a positive way.

1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the councils opinion, the grant will benefit any part of its area or any of its inhabitants.

1.3 Grant applications will be awarded for payment during the following financial year.

2.0 Grant Application Process

2.1 The grant application process will run through September and October each year. The closing date for applications will be 31 October. Applications and details of the process will be available from council's offices and the website.

2.2 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.3 In addition to the application form, organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose¹
- full details of the project or activity which the grant is for,
- explain how the grant will be of benefit to the local community within the Parish,
- the proportion or number of beneficiaries living in the electoral area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

¹ this will be requested for all new applicants or every third year for previous applicants

- 2.4 The Parish Clerk will receive all completed applications and collate these for consideration at a meeting of the Finance & General Purposes Committee.
- 2.5 The Finance & General Purposes Committee will be notified of all applications received and will review all valid grant applications and make a recommendation to the Council as part of the budget process. Council will make the final decision on which grants to award at the time of its budget setting meeting. All applicants will be contacted following the Council's decision.
- 2.6 Funds available are limited and guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual fund availability.
- 2.7 All grant awards made under this policy will be made in one payment, usually in May of the awarding year.

3.0 Conditions of Funding

- 3.1 The applicant organisation must be either a not-profit or charitable organisation or operate in this spirit in the interests of the local community.
- 3.2 Grants will not be made to individuals.
- 3.3 Grants will not be made retrospectively.
- 3.4 An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 3.5 The administration of and accounting for any grant shall be the responsibility of the recipient.
- 3.6 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £2,000 a report should be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report should be deposited with the Parish Clerk. Applicants will be made aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.
- 3.7 A public acknowledgement of any grant awarded should be made by the recipient.
- 3.8 Only one application for a grant will be considered from each applicant organisation in any one financial year.
- 3.9 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

- 3.10 Each application will be assessed on its own merits.
- 3.11 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 3.12 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.
- 3.13 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 3.14 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Warfield Parish Council allocates money each year to be awarded in grants to organisations for projects or events that will be of benefit to the residents of the Parish. This document is a guide to making your application and explains the process by which grant applications are considered and made.

About Grant funding

Most of the grant funding made by Warfield Parish Council is allowed under Section 137 of the Local Government Act 1972 which empowers the Parish Council to spend some of its money, subject to limits, on purposes that it considers to be "in the interests of, and will bring direct benefit to, their area, or any part of it, or all or some of its inhabitants." Grants under Section 137 are only available to Groups or Organisations, personal applications for support cannot be considered.

Criteria

When considering a grant application, Warfield Parish Council will consider the following:

- Whether the Parish Council has the power to make the grant
- How well the grant will meet the needs of the community by providing positive benefit to the residents of Warfield
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
- Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis

All applications will be considered on their merits, so you must advise us on your application the purpose of the grant. In addition, the Council may support a community event, festival or other special event.

Supporting Information

Please also provide the following information depending on whether you are a first time applicant or a previous applicant.

First time applicant	<ol style="list-style-type: none"> 1. written constitution or details of your organisations aims and purposes 2. Your organisations most recent accounts
Previous applicant	<ol style="list-style-type: none"> 1. Your organisations most recent accounts

If a previous applicant has updated their constitution or organisational aims, you should provide us with an updated version.

Your application will not be considered without this information.

The application process

Applications should be submitted between 1 September and 31 October 2021 for the financial year 2022-23. Applications received after the closing date may not be considered.

Applications will initially be considered by the Finance & General Purposes Committee, before consideration by the full council. A final decision on awarding grants is made at the January meeting of the full council. The final amount of the grant award will be at the discretion of the council. Applicants will be advised of the outcome of their application in February.

If successful, grants will be paid in a single payment in May 2022.

Recognition of the grant from Warfield Parish Council must be made in any publicity.

If you require any further information, please contact the Clerk on 01344 457777. The application form and this guide are also available on the Parish Council website **www.warfieldparishcouncil.gov.uk**

Please return completed applications to: The Parish Clerk, Warfield Parish Council, 7 County Lane, Warfield RG42 3JP or by e-mail to clerk@warfieldparishcouncil.gov.uk

FUTURE AGENDA ITEMS AND DATE OF THE NEXT MEETING

1.0 Future agenda items

In addition to the standard agenda items the following items will be on the coming meeting agendas:

Office accommodation

Co-option process

Medium-term financial plan

Parish Plan

2.0 Next meeting

The date of the next meeting will be on Tuesday 28 September 2021 at 7.45pm.