



SOUTH WOODHAM FERRERS  
TOWN COUNCIL

# POLICY AND RESOURCES COMMITTEE

## AGENDA

For a Meeting to be held at 8.00p.m. on  
Tuesday 13<sup>th</sup> April 2021

Via zoom

Membership:

**Councillor Massey (Chairman)**  
**Councillor O'Brien (Vice-Chairman)**

Councillor Eley  
Councillor Miller

Councillor Roberts  
Councillor Birch

Councillor Crosbie  
Councillor Bentley

***Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item of business on the agenda. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.***

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83936423845?pwd=VVRFL2dOaUw0YzVLM0tidVJ0N3U0QT09>**

**Meeting ID: 839 3642 3845**

**Passcode: 850267**

**Karen Hawkes BSc (Hons)**  
**South Woodham Ferrers Town Clerk**  
**7<sup>th</sup> April 2021**

- 1. Apologies for absence**  
To RECEIVE and ACCEPT any apologies for absence.
- 2. Dispensation considerations**  
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 3. Declarations of Interest**  
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
- 4. Code of Conduct**  
Members are reminded of the Code of Conduct and their behaviour towards fellow Councillors and officers, any member which continuously breaches this will be removed from the meeting.
- 5. Confirmation of Minutes**  
To APPROVE the minutes of the meeting held on 9<sup>th</sup> February 2021 as a true record of the meeting, to be signed at a later date.
- 6. Public Questions**  
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.
- 7. Budgetary Positions**
  - 7.1** To receive the budgetary positions as at 28<sup>th</sup> February 2021 for this Committee and Champions Manor Hall.
- 8. Financial Matters**
  - 8.1** To receive and note the Council's bank balances as at 28<sup>th</sup> February 2021:
    - Current Account £ 280,821.99
    - Reserve Account £ 239,776.74
  - 8.2** To note details of financial transactions for January and February, circulated prior to the meeting
- 9. Budget request from Leisure**  
To receive business plan prepared by Councillor Humphrey / Crosbie and Thompson, detailing summer event. Budget request from Policy and Resources of £4,500 to fund the event.

**10. Earmarked Reserves**

To review earmarked reserves as attached to the agenda,

**11. Councillor email address and Office 365**

Following the Policy and Resources meeting on 9<sup>th</sup> February prices have been obtained for Councillor email addresses. These can be provided by Ahead4, as the email address is a .gov.uk there are restrictions

<b>Service</b>	<b>Per user</b>	<b>20 Councillors Per month</b>	<b>20 Councillors per year</b>
Email	£4.50 + VAT	£90.00	£1,080.00
Barracuda Spam	£0.83 + VAT	£16.60	£ 199.20
Total	£5.33 + VAT	£106.60	£1,279.20
Office 365 no email	£9.50 + VAT	£190.00	£2,280.00
Office 365 and email	£11.30 + VAT	£226.00	£2,712.00

Please note within the 2021-22 budget there is no budget to provide this service. Currently the Town Council earmark £10,320.00 for Members Allowance this amount is paid to elected members, if Committee wishes to proceed with the above the Town Clerk would recommend that this is funded from the Members Allowance for all Councillors whether elected or co-opted and the remainder then paid to Councillors in the form of their allowance.

**12. Grant Award Policy**

To review the current Grant Award Policy and application as attached to the agenda and consider any amendments. Please note the grant allocation has increased from £7,500 to £17,000 for the 2021-22 financial year.

**13. Local Authority Remote Meetings – Call for evidence**

Call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings.

This is an open call for evidence. Please note whilst comments can be submitted on behalf of the Town Council, members are also encouraged to submit their own comments.

<https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence/>

**14. Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:**

**a. Essex Association of Local Councils** – not being held at this time

**b. Larger Local Councils Forum** – not being held at this time

**c. Chelmsford Association of Local Councils** – No meetings held

**15. Report to Council**

To agree items for report to the next Council meeting

**16. Media Contact**

To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.

**17. Next Meeting**

The next meeting of the Policy and Resources Committee will be on 15<sup>th</sup> June 2021.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

April Policy and Resource Meeting

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Champions Manor Hall</b>							
1001 Main Hall Hire	(403)	2,069	31,000	28,931			
1002 Multi Purpose Room Hire	(292)	4,771	41,000	36,229			
1003 Conference Room Hire	0	411	10,000	9,589			
1004 Meeting Room Hire	0	0	8,000	8,000			
1009 CCC Grant Income	3,143	42,136	0	(42,136)			
1050 Rent from ESO Depot	0	1,100	1,100	0			
1055 Rent from Office Use	0	17,600	17,600	0			
<b>Champions Manor Hall :- Income</b>	<b>2,449</b>	<b>68,087</b>	<b>108,700</b>	<b>40,613</b>			<b>0</b>
4000 Electricity	642	4,677	7,000	2,323		2,323	
4005 Gas	0	775	1,600	825		825	
4010 Water	0	471	700	229		229	
4015 Sewerage	0	0	350	350		350	
4020 Rates	0	0	10,000	10,000		10,000	
4025 Cleaning	0	8,508	15,000	6,492		6,492	
4030 Maintenance	962	10,234	18,000	7,766	47	7,718	
4035 Major Repair Fund	0	0	5,000	5,000		5,000	
4040 Administration	0	0	1,000	1,000		1,000	
4050 PRS Licence	0	437	1,000	563		563	
4051 Hall refund and expenses	0	194	0	(194)		(194)	
4110 Photocopier	11	340	500	160		160	
4115 Postage	0	49	150	101		101	
4120 Telephone	19	725	635	(90)		(90)	
4125 Sanitary Contract	0	198	0	(198)		(198)	
4130 Security	0	8	550	542		542	
4150 Fire Maintenance	0	328	0	(328)		(328)	
4275 Insurance	0	1,212	1,476	264		264	
4325 Litter Control	0	203	0	(203)		(203)	
4800 Contingencies	134	179	2,000	1,821		1,821	
4900 Covid-19	168	7,552	0	(7,552)		(7,552)	
<b>Champions Manor Hall :- Indirect Expenditure</b>	<b>1,936</b>	<b>36,091</b>	<b>64,961</b>	<b>28,870</b>	<b>47</b>	<b>28,823</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>512</b>	<b>31,996</b>	<b>43,739</b>	<b>11,743</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

April Policy and Resource Meeting

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>110 Office Costs</b>							
1008 Misc Income	0	2,634	0	(2,634)			
1450 Miscellaneous Income	0	10	0	(10)			
<b>Office Costs :- Income</b>	<b>0</b>	<b>2,645</b>	<b>0</b>	<b>(2,645)</b>			<b>0</b>
4000 Electricity	0	2,413	2,000	(413)		(413)	
4001 Rent for Office	0	17,600	17,600	0		0	
4005 Gas	0	436	550	114		114	
4010 Water	0	345	200	(145)		(145)	
4015 Sewerage	0	0	100	100		100	
4020 Rates	0	0	5,200	5,200		5,200	
4025 Cleaning	0	4,785	7,500	2,715		2,715	
4030 Maintenance	0	4,699	9,750	5,051	27	5,024	
4050 PRS Licence	0	157	500	343		343	
4100 Equipment	0	369	500	131		131	
4105 Office Supplies	0	256	500	244		244	
4110 Photocopier	25	836	1,500	664		664	
4115 Postage	50	81	900	819		819	
4116 Card Processing	64	915	900	(15)		(15)	
4120 Telephone	45	940	1,350	410		410	
4125 Sanitary Contract	0	111	200	89		89	
4130 Security	0	4	400	396		396	
4135 Mobiles	45	281	300	19		19	
4145 IT Work/Support	59	634	2,000	1,366		1,366	
4150 Fire Maintenance	0	152	0	(152)		(152)	
4900 Covid-19	0	1,052	0	(1,052)		(1,052)	
<b>Office Costs :- Indirect Expenditure</b>	<b>288</b>	<b>36,070</b>	<b>51,950</b>	<b>15,880</b>	<b>27</b>	<b>15,853</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(288)</b>	<b>(33,426)</b>	<b>(51,950)</b>	<b>(18,524)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

April Policy and Resource Meeting

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>120 Policy &amp; Resources General</u></b>							
1076 Precept	0	338,705	338,705	0			40,458
1090 Interest Received	29	537	1,500	963			
1095 Leases & Wayleave	(275)	(175)	550	725			
1400 CIL Money Received	0	518	0	(518)			518
1500 Furlough Credit	0	12,404	0	(12,404)			
Policy & Resources General :- Income	<b>(246)</b>	<b>351,989</b>	<b>340,755</b>	<b>(11,234)</b>			<b>40,976</b>
4030 Maintenance	0	283	0	(283)		(283)	
4200 Salaries	9,936	124,096	150,000	25,904		25,904	
4205 Employer's NI	0	24,019	39,000	14,981		14,981	
4210 Superannuation	0	24,536	40,000	15,464		15,464	
4230 Payroll Contract	180	1,195	1,000	(195)		(195)	
4235 Petty Cash	0	0	50	50		50	
4240 Staff Uniform & Travel	0	681	1,000	319		319	
4245 Training	185	443	5,000	4,557		4,557	
4246 Training - Councillors	0	0	2,000	2,000		2,000	
4250 Recruitment	0	172	450	278		278	
4255 Subscriptions	402	2,033	2,000	(33)		(33)	
4260 Publications	0	30	200	170		170	
4265 Marketing	0	100	500	400		400	
4270 Audit	0	1,860	2,500	640		640	
4275 Insurance	0	2,757	3,000	243		243	
4280 Civic Budget	0	385	1,200	815		815	
4285 Member's Expenses	0	54	300	246		246	
4290 Member's Basic Allowance	0	7,134	10,320	3,186		3,186	
4295 Loan Repayment	0	22,153	22,324	171		171	
4300 IT Contract & Equipment	218	5,454	6,000	546		546	
4305 Elections	0	0	850	850		850	
4310 Earmarked Grants	0	0	2,250	2,250		2,250	
4315 Grants	200	2,215	5,500	3,285	2,650	635	
4316 Project Fund	0	0	30,000	30,000		30,000	
4325 Litter Control	0	1,100	1,100	0		0	
4326 Defibrillator	10,860	10,860	0	(10,860)		(10,860)	
4800 Contingencies	665	665	1,500	835		835	
4801 Professional Fees	748	748	2,000	1,253		1,253	
4900 Covid-19	0	216	0	(216)		(216)	
9001 Neighbourhood Plan	0	6,201	0	(6,201)		(6,201)	
Policy & Resources General :- Indirect Expenditure	<b>23,394</b>	<b>239,388</b>	<b>330,044</b>	<b>90,656</b>	<b>2,650</b>	<b>88,006</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,640)</b>	<b>112,601</b>	<b>10,711</b>	<b>(101,890)</b>			
6001 less Transfer to EMR	0	40,976					
<b>Movement to/(from) Gen Reserve</b>	<b>(23,640)</b>	<b>71,625</b>					

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

April Policy and Resource Meeting

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	2,202	422,721	449,455	26,734			
Expenditure	25,618	311,549	446,955	135,406	2,724	132,682	
<b>Net Income over Expenditure</b>	<b>(23,416)</b>	<b>111,171</b>	<b>2,500</b>	<b>(108,671)</b>			
less Transfer to EMR	0	40,976					
<b>Movement to/(from) Gen Reserve</b>	<b>(23,416)</b>	<b>70,195</b>					



Date: 07/04/2021

Time 10:34

Receipts for Month 10 01-Jan-21

Receipt Ref	Name of Payer	£ Amount Received
13.01.21	CCC - Local Restriction Grant	2,992.87
14012021	CCC Business Support Grant	9,000.00
255	UK Power Networks	100.05
19012021	HMRC - VAT	7,835.88
20012021	HMRC Furlough Grant CCC	1,923.59
25012021	CCC Chhristmas Lights	3,000.00
	Sales Recpts Page 595 HMRC	755.50
26012021	Furlough Grant	1,923.59

Payments for Month 10 01-Jan-21

	Payee Name	Reference	£ Total Amnt	£ Creditors
09/12/2020	ESSEX MEMORIALS LTD	302349cq.	117.60	Inscription G of R
04/01/2021	CF CORPORATE FINANCE LTD	04012021DD	212.40	Rental Photocopiers 2021
04/01/2021	Essex Wildlife Trust Ltd.	040121DD	40.00	Essex Wildlife Trust Membership
04/01/2021	PAYMENTSSENSE LTD	04012021dd	18.00	Card Payment Collection Fee
04/01/2021	AHEAD4 LTD	040121dd	169.00	IT Contract
11/01/2021	Information Commissioner's Off	11012021DD	35.00	Info. Com. Office Licence Fee
11/01/2021	CASHBACS INTERNATIONAL LTD	11012021dd	12.00	BACS Fee
14/01/2021	Document Office Technology Ser	14012021dd	55.36	Photocopier
14/01/2021	FIRST DATA	15012021DD	29.98	Card Processing Fee
20/01/2021	O2	20012021DD	36.00	Mobile Phone Contracts
20/01/2021	BRITISH GAS	20012021dd	19.69	Trinity Sq. Electricity
22/01/2021	Total Gas & Power	22012021dd	767.24	Electricity CMH
25/01/2021	Salaries/Councillor Allowances	BACS	9,978.24	Salaries/Councillor Allowances
25/01/2021	BARCLAYCARD COMMERCIAL	25012021DD	1,888.06	Purchase Ledger Payment
26/01/2021	CHELMSFORD SAFETY SUPPLIES	302371	108.82	Dr Marten Boots ESO
26/01/2021	DAISY COMMUNICATIONS	302372	75.67	Landline Phones
26/01/2021	GENERAL BUSINESS HOLDINGS LTD	302374	21.54	Sanitary Units Collection
26/01/2021	GLASDON UK LTD	302375	170.18	Mobile Bin Wheels
26/01/2021	GREEN RECYCLING LTD	302376	264.43	Trade Waste
26/01/2021	JAMES TODD AND CO	302378	325.26	Job retention scheme Jan 2021 Fee
26/01/2021	Jokers Comedy Ltd.	302379	95.00	Production Christmas Cards
26/01/2021	J W DAVIS ENTERPRISES LTD	302380	3,820.00	Maintenace Fee Outside Spaces
26/01/2021	Lighting & Illunination Tech	302381	17,200.00	Christmas Lights
26/01/2021	PETAN ASSOCIATES	302382	1,116.00	Bowling Green Treatment
26/01/2021	HMRC	302377CQ.	3,445.01	HMRC
26/01/2021	Essex Pension Fund	302373	3,432.53	Essex Pension Fund
26/01/2021	UNITY TRUST BANK	26012021DD	10.94	BACS Bank Fee
29/01/2021	PAYMENTSSENSE LTD	29012021DD	18.00	Card Processing Fee

Date: 07/04/2021  
Time 10:35

**Receipts Month 11 February**

Receipt Ref	Name of Payer	£ Amount Received
020221BACS	Sales Recpts Page 606	337.98
050221BACS	Sales Recpts Page 602	12.00
050221BACS	Sales Recpts Page 605	175.50
242	Sales Recpts Page 591	949.00
090221BACS	Sales Recpts Page 604	41.64
243	Sales Recpts Page 592	247.50
120221BACS	Asda Christmas Light Donation	2,100.00
120221BACS	Sales Recpts Page 603	774.76
260221Bacs	CCC Business Grant	3,143.00

Date: 07/04/2021  
Time 10:35

**Payments for Month 11 February**

Date	Payee Name	Reference	£ Amount	Transaction Detail
26/01/2021	Lighting & Illumination Tech E	302381b	0.80	Christmas Lights &
01/02/2021	AHEAD4 LTD	01022021DD	169.00	IT Contract
02/02/2021	BRITISH GAS	988429055	20.34	Town Centre Electricity
02/02/2021	Total Gas & Power	23022021DD	770.86	Electricity C.M.H.
02/02/2021	UNITY TRUST BANK	10022021dd	9.12	Bank Charge - BACS
02/02/2021	BARCLAYCARD COMMERCIAL	2502201dd	201.95	Purchase Ledger Payment
10/02/2021	CASHBACS INTERNATIONAL	10022021DD	12.00	Payroll Fee
10/02/2021	Document Office Technology Ser	12022021DD	43.21	Photocopier Usage
12/02/2021	FIRST DATA	12022021dd	29.98	Card Processing Fee
18/02/2021	AHEAD4 LTD	302383	1,049.24	IT
18/02/2021	DAISY COMMUNICATIONS	302384	77.81	Telephone System & Calls
18/02/2021	DISPOSABLE CATERING	302385	135.91	Refuge Sacks
18/02/2021	ROWLAND BROTHER' TRADE	302386	201.74	INV-2325/10338/GoR
18/02/2021	Focus Print & Publishing Limit	302387	120.00	Advertising
18/02/2021	GLASDON UK LTD	302388	1,120.70	Spaceliner Bin
18/02/2021	J W DAVIS ENTERPRISES LTD	302390	1,910.00	Open Space Contract
18/02/2021	MOTION PICTURE LICENSING	302391	184.48	Motion Picture Licensing
18/02/2021	SLCC ENTERPRISES LTD	302392	90.00	SLCC Online Conference
18/02/2021	SLCC ENTERPRISES LTD	302393	36.00	SLCC Course
18/02/2021	SWF Health & Social (Care Group	302395 CQ.	200.00	SWF Health & Social Care
19/02/2021	Expenses - Postage	302397	50.16	Expenses - Postage
19/02/2021	Dogs Trust	302396 CQ.	134.14	Dogs Trust Colletion
19/02/2021	O2	19022021dd	53.50	Mobile Phone Contract
21/02/2021	GREEN RECYCLING LTD	302389	213.02	Trade Waste
25/02/2021	Salaries/Councillor Allowances	25022021DD	9,935.89	Salaries/Councillor Allowances
26/02/2021	PAYMENTSSENSE LTD	26022021dd	18.00	Card Processing

## **South Woodham Ferrers Summer Fun Day with SWFU and SWFTC**

**Objective** : We propose that the Town Council join forces with the South Woodham Ferrers United Football Club, to enhance their already existing popular awards day, by adding a complimentary festival feel event in the evening.

**Timings** : 10am – 4.30pm is the Football Club’s presentation event. The Music event will run from 5pm – 10pm.

This is a free event open to ALL residents. With the absence of SWFEST and given the difficult year faced by all our residents during COVID, we wish to give something back and provide some fun.

### **The Football Club**

The football Club will provide the following :

- Heras Fencing
- Marquees (One large 25x9 meters to house a bar), and 3-4 smaller marquees for things like cakes, teas + coffees etc.)
- Toilets (8 – usually they have 4 which is enough, but are increasing to 8)
- 2 x 3kw generators to cover stands/stage/sound systems
- 14 yard skip for rubbish

TEN already approved.

This event usually attracts a footfall of approx. 1,000 consisting of adults and children.

### **The Town Council**

Budget request from Policy and Resources for £4,500 to provide the following for the evening event –

- Stage, lighting and PA (£2,000)
- Band/Singers
- Flood light/event light hire for pack-down and residents exiting the event for safety
- St John’s ambulance for the evening event
- Security
- contributory costs (IE more toilets needed due to larger volume of people, larger skip needed due to more rubbish produced)
- Insurance

We would also like to approach the cadets to help marshal the event.

## **INCOME**

We aim to approach local companies to sponsor the event. They would have their logo appear on all marketing materials such as posters and programmes, as well as having their banner/advert appear prominently on the fence at the event.

## **FOOD AND DRINK**

Usually the Football club provide a bar and burger stand – If the council were to join with the club for this event in the way proposed above, this would require a bar and food to be provided by an outside body, rather than relying on volunteers for a 12 hour shift.

Councillor Crosbie in his capacity as a licenced publican has agreed to provide a bar and staff, with all profit being returned to the event after staff and costs are covered.

Food – we, if the event is approved by P+R in terms of the required budget, will open up conversation with Food vendors and tender this out to ONE LARGE food provider who will work with us to provide an appropriately priced menu. We anticipate a minimum of £500 for this tender, based on the clubs previous profits and other events that charge similar pitch fees.

We propose at this stage any income raised be split by the town council and the football club. The Football club can cover some of their costs/spend as they wish, and the council can either take money back into it's Budgets or be donated to the Mayor at the time of the event's chosen charity. (this is merely a recommendation – but in terms of split profit with the football club, this would need to be adhered to as it would be a joint venture)

Earmark Resrves

Account	Balance	
320 EMR Bowling Green Replacement	47,827	
330 EMR Training	3,500	invoices not received delayed due to covid
335 EMR Major Repair Fund CMH	12,908	required for larger projects, future air conditioning replacement
340 EMR Leisure Projects	5,242	historic / possible summer event funding
345 EMR Fenn Projects	171	write off historic amount
350 EMR Marsh Farm Allotments	608	agreement with Allotment association to be used when required
355 EMR Millenium Pace	759	railings to be painted any underspend to be transferred to general reserves
360 EMR Bandstand	600	required for routine maintenance
375 EMR Neighbourhood Plan	17,518.84	historic amount , awaiting final accounts dependant on examination
380 EMR Playground Replacement	3,000	earmarked for playground replacement
385 EMR Elections	2,550	will be used for Woodville Ward election
390 EMR Projects Fund	113,000.87	
395 EMR CIL Monies	11,261.45	Awaiting invoices from signage projects from environment committee
	<u>218,943.16</u>	

## Grants Policy

The South Woodham Ferrers Town Council Grant Fund is a small grants scheme funded by South Woodham Ferrers Town Council. Applications are invited from bodies which are within the administrative area covered by South Woodham Ferrers and are broadly representative of their local community or neighbourhood.

The grant can be used to:

- Create, procure or develop new community assets;
- Enhance existing community assets;
- Enhance/purchase equipment for community groups;
- Enhance or develop initiatives that strengthen a community;
- Help the Towns voluntary groups to improve their effectiveness
- Help to ensure the provision of services needed by the town's residents via the voluntary sector.

The Town Council has two grants scheme.

**Small grants:** For applications of up to £200 in value. These are considered by a panel consisting of the Town Clerk and the Town Mayor or, in their absence, the Deputy Town Mayor and may be submitted at any time.

**Large grants:** Applications are considered by the Town Council's Policy and Resources Committee. The dates of these meetings are advertised on the Town Council Meeting Schedule. Completed applications must be received two weeks prior to the meeting where the application will be considered. Applicants are encouraged to attend the meeting to answer any questions the committee may have.

## Who can apply?

Applications are invited from bodies which are active within the administrative area covered by South Woodham Ferrers Town Council and are broadly representative of the local community e.g. local voluntary organisations, community groups and sports/recreational clubs based in the town that operate on a not-for-profit basis are eligible to apply. This includes preschools, youth clubs, community associations, community event groups, senior citizen social clubs, gardening clubs, conservation groups, sports clubs etc. This list is not exhaustive but all groups must be open to the whole community.

The grant fund has been designed to be as flexible and responsive as possible to the needs of the community. Applications will be judged on their merits and on **the evidence of strong community support and need**, so it is vital that you provide this information. Any previous applications received will be considered in the decision-making process.

## What will not be funded?

- Organisations or activities which do not substantially benefit the residents of the town;
- Organisations or activities which are primarily commercial in nature;
- Organisations which have a closed or restricted membership;
- Organisations who are raising money for a third party charity;
- Religious or political activities unless unrestricted community benefit can be demonstrated;
- Loan repayment;
- Retrospective applications where the activity or project has already been carried out;
- Groups that are already receiving financial support directly or indirectly from the Town Council;
- Grants will normally only be made to small scale local projects not national or county appeals. However, this does not preclude local branches of national organisations from applying.

## Qualifying Criteria

- Applications must be able to provide evidence that the project meets a local need and that there is community support for the project;
- The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is to be spent;
- All projects must look to attract match funding and should provide evidence with the application;
- Applicants must inform the Town Council if they are receiving any other financial contribution from a public body (including a local authority) towards the cost of a project;
- If the applicant is VAT registered then the application can only be made for the NET amount.

## Conditions

- Where a grant is offered for a project still in the planning stages, the Town Council may commit funds payable when the project is underway. In this case the offer will apply for a limited period of up to twelve months; the project must commence within twelve months of the offer of financial assistance being made. After this time the offer will have expired;
- Following award of the grant, payment of the funds from the Town Council must be completed within 12 months of the date of the award;
- There is no maximum figure set for grants awarded; however, there is a limit to the Council fund available;
- Applicants will be informed of the outcome of their application after the meeting of the Policy and Resources Committee;

**A report must be submitted to the Town Council after six months from the date of the grant approval providing an update on how the grant has been used. Failure to submit this report could jeopardise any future grant applications from that organisation.**

## Grant Application Information

If you wish to apply for financial assistance from the Town Council please complete the Grants Application Form.

***Please complete all sections of the form.***

**The Town Council will require the following information:**

### **1) For all applications**

- Full details of yourself/Organisation/Club;
- What are the aims/purpose of the Organisation/Club?
- Full details of who is involved and number of members;
- Details of all other Organisations/Clubs/Agencies that are working with you;
- Information on the benefits to South Woodham Ferrers residents;
- Information on how many South Woodham Ferrers residents will benefit;
- The actual amount of money requested from the Council;
- Where the rest of the money requested is to be obtained;
- Details of other organisations, clubs or other agencies approached for help;
- Details of previous applications you have applied for, or received, or any other grants from the Town Council will form part of the report presented to the Committee;



- Any other relevant information.

## **2) For applications over £300**

- A full set of last year's accounts relating to your Club/Organisation – unless you are a newly formed group;
- A budget breakdown for the project;
- Evidence that three estimates have been obtained for projects over £1,000.

**The Grant application form, accounts and other information will be copied and provided in the public domain for the meeting of the Town Council's Policy and Resources Committee. Please ensure that the information provided is clear and legible.**

## Grant Application Form 2020 - 2021

**Please complete the form clearly in black ink and BLOCK CAPITALS. Continue on another sheet of paper if necessary.**

<b>Q1. You or Your Organisation</b>	
Name of You/Organisation and location	
Summary of aims and objectives	
Age groups specifically catered for, if any	
Are you or the organisation a non-profit making body?	
Are you or the organisation a Registered Charity? If so please give registration number	
Are you registered for VAT?	
Number of members	
Number of members resident in South Woodham Ferrers	
Is membership restricted in any way? If so please specify	
Do you charge a membership fee or charge for access to your activities? Please give details	

## Q2. Details of Grant Applied For

Purpose for which the grant is required:

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

Total cost of project	£
Fund request from the Town Council	£
Funds available from your/organisation's own resources	£

Funds granted from other bodies: (evidence must be supplied)	£	Pending/Agreed
Essex County Council	£	Pending/Agreed
Chelmsford City Council	£	Pending/Agreed
Fund Raising Organisations	£	Pending/Agreed
Private Sector	£	Pending/Agreed
Others (please specify)		
Do you receive any other financial contribution from the Town Council? If so, please provide the details		
Please give details of any fund raising event that you are undertaking for this project:		
<b>Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc</b>		

### Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached	Yes/No
Evidence that at least three estimates have been obtained for projects over £1,000	Attached	Yes/No/Not applicable
A copy of your year end audited accounts Please give reasons if not available	Attached	Yes/No/Not applicable
Please supply a budget for the event.	Attached	Yes/No/Not applicable

Name of person making application	
Address for correspondence	
Post code	
Daytime Telephone Number	
Email address	



#### Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

*I confirm, on behalf of .....(insert name of organisation).*

*That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.*

Post held in organisation .....

Title..... First Name: ..... Surname: .....

Organisation address: .....

.....

..... Post Code: .....

Telephone: .....

Signed: ..... Date: .....

#### Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

*I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed

Date

Please return your completed form to:

Town Clerk  
South Woodham Ferrers Town Council,  
Champions Manor Hall Community Centre,  
Hullbridge Road,  
South Woodham Ferrers,  
Essex CM3 5LJ

Email:  
[karen@southwoodhamferrerstc.gov.uk](mailto:karen@southwoodhamferrerstc.gov.uk)

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.