

Members present: Chairman Cllr K Straw
Cllrs Gent (attending for Cllr Waldron), Massey, Pepper, Staddon,
Member of public: 1
In attendance: Clerk, Deputy Clerk



BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

NB: There were three matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

There was a Finance Committee meeting of Broadclyst Parish Council which will be held on Thursday 25th March 2021 virtually via Microsoft Teams at 19:30hrs for the purpose of transacting the following business:

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MINUTES

F21/011 RECORD OF VIRTUAL ATTENDANCE

Present: Members present and the method / platform by which they are attending are recorded on the preceding page.

Apologies: Cllr Jackson (Gent substituted), Rhodes, Waldron (Chamberlain substituted).

F21/012 DISCLOSABLE PECUNIARY INTEREST

Cllr Pepper reiterated he is Chairman of the Sports Pavilions as a Councillor. This is on his ROI.

Standing Orders were suspended:

F21/013 PUBLIC QUESTIONS

A member of public asked how much has been spent in the bowls green maintenance v football pitch. The Finance Chairman gave the budget figures for the last two years. There was a debate around the balance of delivering pitch maintenance through the summer whilst observing the public value of the playing fields. The integrity of part B matters was also raised.

Cllr Chamberlain joined the meeting at 19:49hrs

The meeting reconvened under Standing Orders

F21/014 MINUTES

The Committee received draft Minutes from the Finance and Governance Committee meeting on 28th January 2021 for approval.

Resolution: It was proposed by Cllr Massey seconded by Cllr Pepper to approve draft Minutes. Majority vote to approve

(NB these draft Minutes have been noted by Council, however they have not been approved as a correct record by the Committee)

F21/015 FINANCE

- i. **Payment Schedule:** To receive and resolve to approve the payment schedule to date for March 2021 of £54,332.14, noting and approving in advance (subject to RFO/Finance Chairman agreement) any 2020/21 invoices outstanding that may be received in the next week.

Resolution: It was proposed by Cllr Pepper, seconded by Cllr K Straw, to approve the payment schedule for March 2021 to date; unanimously agreed and resolved.

- ii. **Community grants:**

- a. The Committee received an application for a grant from Broadclyst Toddler group to fund the trial of a toddler group for Westclyst.

Resolution: It was proposed by Cllr K Straw to award a total grant of £1500 this was seconded by Cllr Gent, unanimously agreed and resolved.

- b. The Committee received an application for a start-up grant application for £500 for the creation of the Tithebarn Community Neighbourhood Watch scheme.

Resolution: It was proposed by Cllr Pepper to award a start-up grant of

£500 this was seconded by Cllr Chamberlain, unanimously agreed and resolved.

F21/016 RISK MANAGEMENT REGISTER ANNUAL REVIEW

The Committee carried out the annual review of the Councils risk register, both financial and non-financial.

Findings: It was agreed that the Deputy Clerk familiarises herself with the Finance accounting software and has a working understanding of financial records and reports.

Resolution: It was proposed by Cllr Pepper, seconded by Cllr K Straw, to approve the payment schedule for March 2021 to date; unanimously agreed and resolved.

Cllr K Straw lost connection via Teams and joined via telephone. Cllr Massey took the chair to enable Cllr Straw to reboot and reconnect. Cllr K Straw took full part in all discussions during this process.

F21/017 RELATED PARTIES

- i. The Committee carried out a review of Councillors and Senior Officers to ensure declarations of interest are up to date.

Resolution: It was proposed by Cllr K Straw and seconded Cllr Pepper that the Council can be confident all ROI's are up to date. Unanimously agreed and so it was **resolved**.

- ii. The Committee reviewed procedures that are in place to identify related party transactions and agreed that they reflected Proper practices; this was tested at audit and no issues were found in the Independent Internal Auditors report.

Resolution: It was proposed by Cllr Staddon that the Committee confirms that related party procedures are in place and appropriate as evidenced by the auditor's report. This was seconded by Cllr Pepper, unanimously agreed and so it was **resolved**.

F21/018 FIXED ASSET REGISTER

The Committee reviewed the Council's updated fixed asset register, presented as an accurate record of the Councils fixed assets as at March 2021.

The Internal Auditors report recorded that the fixed asset register had not been kept up to date during the year; the committee considered an appropriate frequency for future reviews. It was noted that the current asset register review timetable falls in line with proper practices in Section 2 of the JPAG¹ Guide: the review of the asset register annually at the end of its financial year enables Council to answer 'yes' to Assurance 3 (1.24) in the AGAR (that it has complied with Proper Practices) and evidencing that its Statement on Internal Control is accurate.

The Council last reviewed its Asset Register for 2019/20 on 02.03.2020. Given the low number of purchases over the de minimus during the Council year, it was felt that the current frequency of review (annually) is adequate.

¹ JPAG Governance and Accountability for Smaller Authorities in England Practitioners Guide

Resolution: It was proposed by Cllr Staddon that the Committee: agrees the presented fixed asset register as accurate for 2020/21, with a fixed asset value of £481,148.13; recommends the fixed asset register to Council for approval as part of its annual accounts; notes the finding of the Auditor; hereafter annually evaluates the appropriateness of the review frequency.

This was seconded by Cllr K Straw, unanimously agreed and so it was **resolved**.

F21/019 STATEMENT ON INTERNAL CONTROL

The Committee agreed the Council's Statement on Internal Control for 2020/21.

Resolution: It was proposed by Cllr Staddon that the Statement on Internal Control for 2020/21 be accepted. This was seconded by Cllr Pepper, unanimously agreed and so it was **resolved**.

Cllr K Straw re-joined the meeting via Teams and took the chair again.

F21/020 DELEGATION SCHEME

The Committee carried out an annual review of the Council's scheme of delegation

Resolution: It was proposed by Cllr Massey, seconded Cllr Pepper to agree there are no changes required after the annual review and that the scheme of delegation is appropriate to Council's needs. Unanimously agreed and resolved.

F21/021 INTERNAL AUDIT

This item was deferred as the report from the Internal Auditor was not available.

F21/022 ACTION TRACKER

The Committee noted that all actions arising from the previous meetings have been completed, with no actions arising from this meeting.

F21/023 CONFIDENTIAL ITEMS

The Chairman proposed, and the Committee agreed, that the meeting moves into Part B (exclusion of press and public; elected Members who do not serve on the Finance Committee were respectfully requested to observe this requirement) as the next three items for discussion contained matters of a sensitive nature and/or contractual detail.

F21/024 PREFERRED SUPPLIERS/CONTRACTORS

The Committee received a summary of Council's preferred suppliers and contractors for 2021/22. It was noted that Mat Curwood is both an employee and contractor; the Committee has already established that there is a robust process in place to identify related party transactions (Minute ref F21/017ii)

Resolution: It was proposed by Cllr Pepper, seconded Cllr Gent to agree the list. This was unanimously agreed and so it was **resolved**.

F21/025 INVESTMENT

The Committee considered a further investment in accordance with Council's investment strategy. **Resolution:** It was proposed by Cllr Chamberlain, seconded Cllr Pepper to invest a further £25,000 (comprising c.£20,000 from 2020/21 year-end and c.£5,000 surplus income) This was unanimously agreed and so it was **resolved**.

F21/026 PLANNED WORKS

- i. The Committee received and approved a progress report on planned works expenditure as per agenda item 21/046 (Proposed Cllr Gent, seconded Cllr Chamberlain, unanimously agreed).
- ii. The committee received recommendation from the Council's groundsperson for renovation to the Broadclyst football pitch.
Resolution: It was proposed by Cllr K Straw and seconded by Cllr Gent to set a budget of £6,000 plus £1,000 contingency for water for the works; this was unanimously agreed, and so it was **resolved**.
- iii. The Committee resolved to approve transfers from approved works that will not be completed by 31.03.2021 to general reserves for completion in 2021/22 (Proposed Cllr Pepper, seconded Cllr Gent, unanimously agreed)..

F21/027 CLOSE OF MEETING

The meeting closed at 20:49hrs

Provisional date of next Finance Committee meeting: Thursday 20th May 2021.

Minutes Approved (Date of virtual approval):

Signed

Print:

Dated:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

BROADCLYST PARISH COUNCIL:

RECORD OF OFFICER DECISIONS DURING COVID-19 DELEGATION PERIOD. MAY/JUNE 2021

Committee	Finance and Governance	Planning	Planning
Date	21.06.2021	During June 2021	15.06.2021
Decision	To purchase new football goals and sockets	Support for LBC and minor applications where they are supported by the emerging Neighbourhood Plan	Updated response to remove objection to the Tithebarn local Centre following further discussion with LPA and applicant and following email circulation of summary of those discussions to all Members
Reason	To ensure football pitch is ready for the 21/22 season	To meet planning consultation deadlines	To avoid unnecessary delay to the delivery of community infrastructure.
Decision by	Clerk. Reported as gross total is over £1,000 (Net £900.17)	Planning Chairman, Vice Chairman, Clerk	Planning Chairman, Vice Chairman, Clerk
Alternative Options considered	None	To call a planning committee meeting	None
Reason for discarding alternative options	N/A	Applications were all minor, uncontentious, and supported by the NP	N/A
Any Interests declared?	None	None	None

Record of Payments made in advance of Council authorisation

Date	04.06.2021	11.06.2021
Decision	To pay BACS 335	To pay BACS 336
Reason	2021/22 Invoices relating to budgeted operational expenditure incurred in early June 2021	2021/22 Invoices relating to budgeted operational expenditure incurred in early June 2021 and the unbudgeted fob entry system (approved in principle by Council 21/054i), amount authorised Chairman/Finance Chairman 15.06.2021
Decision by	RFO in accordance with scheme of delegation and limits in Council's financial regulations.	RFO in accordance with scheme of delegation and limits in Council's financial regulations.
Any Interests declared?	None	None
Date	15.06.2021	29.06.2021
Decision	To pay BACS 337	To pay BACS 338
Reason	2021/22 Invoices relating to budgeted operational expenditure incurred in June 2021	June 2021 staffing
Decision by	RFO in accordance with scheme of delegation and limits in Council's financial regulations.	RFO in accordance with scheme of delegation and limits in Council's financial regulations.
Any Interests declared?	None	None

Report submitted to Finance and Governance Committee meeting on Monday 5th July, 2021.

BROADCLYST PARISH COUNCIL:

RECORD OF OFFICER DECISIONS DURING COVID-19 DELEGATION PERIOD. MAY/JUNE 2021

Committee	Finance and Governance	Staffing	Staffing
Date	01.06.2021	27.05.2021	27.05.2021
Decision	To renew Councils insurance with Hiscox	To arrange mental health training for Clerk and Deputy Clerk	To arrange routine Emergency 1 st Aid at Work training for all staff
Reason	To ensure continuation of insurance cover for Council operation, its staff, and its assets.	To enable officers to have a better understanding of MH in the community	As part of Council's commitment to providing a safe workplace
Decision by	Clerk in consultation with Chairman, Vice Chairman and Finance Chairman, with comparative report prepared with advice from Cllr Jackson, who has 25+ years' experience in commercial insurance contracts	Clerk in conjunction with Chairman and Chair of Staffing Committee.	Clerk in conjunction with Chairman and Chair of Staffing Committee. (NB: training is overdue but has not been possible due to Covid.)
Alternative Options considered	None	Not to have training	None
Reason for discarding alternative options	N/A	It has become apparent that many food bank clients have MH needs, so staff training will help food bank managers to support clients and volunteers	N/A
Any Interests declared?	None	None	None

Record of Payments made in advance of Council authorisation		
Date	18.05.2021	27.05.2021
Decision	To pay BACS 332	To pay BACS 333
Reason	2021/22 Invoices relating to budgeted operational expenditure incurred in early May 2021	2021/22 May 2021 staffing
Decision by	RFO in accordance with scheme of delegation and limits in Council's financial regulations.	RFO in accordance with scheme of delegation and limits in Council's financial regulations.
Any Interests declared?	None	None
Date	27.05.2021	May 2021
Decision	To pay BACS 334	To create new Standing Orders for Helen Cutting (£26 pcm WFH allowance) and Andy Ricketts (£75 pcm Storage rent)
Reason	2021/22 Invoices relating to budgeted operational expenditure incurred in May 2021, including Amazon month spend.	To reduce administration
Decision by	RFO in accordance with scheme of delegation and limits in Council's financial regulations.	RFO after consultation with Finance Chairman via email on using SO's for regular payments.
Any Interests declared?	None	None

Report first submitted to Senior Members at an informal operational review meeting on Monday 7th June, 2021. It will be presented to Council at the first opportunity, once Covid restrictions permit.

CLERKS REPORT JUNE 2021

This report updates Finance and Governance Committee Members on operational matters during June 2021 whilst the Council is unable to meet physically due to Covid restrictions and can no longer meet virtually.

It will form part of the document pack for the Council's next formal meeting.

Updates on May report are recorded in blue

1. DOGS...

- a. The EDDC PSPO to require dogs to be on leads at all times whilst on the Broadclyst recreation ground has been publicised by on-site signage and a front-page article in the Summer broadsheet (for distribution wk/com 7th June), along with a map showing the location of the dog exercise area. Walkers are now using the dog exercise area, with only a few reports of dogs not on leads. An 'engage, educate, encourage, enforce' approach is being used; frequent re-offenders will be reported to EDDC Env. Health with CCTV evidence.

The Council has received correspondence from two members of public regarding the PSPO and querying the decision; these have been answered by Cllr L Straw but have highlighted the issue of other ASB on the recreation ground, including foul language and urinating in hedgerows. There is a National Trust 1965 byelaw as follows:

Obscene Language

22. No person shall on Trust Property use any indecent or obscene language to the annoyance of any person.

As for the urination in hedges, perhaps a poison ivy planting scheme?

- b. There has been a noticeable increase in dog walkers using the dog walking field area, leading to an overflowing dog waste bin at the Elbury lane entrance. EDDC Streetscene has been asked to work with us to relocate two of the recreation ground dog bins to the Elbury-Sandy Lane area to ensure adequate bin provision. This is still ongoing, along with complaints about missed collections. Missed collections have been escalated to the EDDC Service Delivery Team.
- c. There has been an issue with the grass in the dog walking field not being cut in accordance with the contract. This has been raised with the contractor for rectification. This has been resolved and all grass cutting is back on track.

2. BOWLS GREEN

A broken solenoid on sprinkler number 9 is being replaced, with 2 spare solenoids at a price of £8.03 each and one spare sprinkler head at £42.42 also being purchased.

3. PAVILIONS

- a. Usage remains low whilst restrictions on the number of people that can meet indoors remain, however we have had bookings come in for family parties during the summer which we hope will be able to go ahead. [This pattern of use continues; one family party has been held with other bookings re-booked for later in the summer.](#)
- b. Storage: we need to have somewhere to store the ride-on mower. We have identified an area next to the tennis court hut that is currently 'dead land' and would like to look at putting a small (10' x 10') shed there. Whilst a small storage shed is unlikely to require planning consent, we ought do a pre-app with EDDC to ascertain the planning position. The last time we did this was to covert the Clyst room into a works compound; the cost was around £75 (we pay a reduced fee as a public body). [This work is ongoing.](#)

4. PLAY AREA / PUBLIC OPEN SPACE

- a. Tree house ramp/slide vandalism: An estimate has been received of £4,150 plus VAT for the replacement of the ramp/slide. A claim has been submitted to council's insurers, which in turn has resulted in an increase to premiums. [The insurers have carried out a desk-based survey using before and after images; a full settlement has been agreed \(less excess\).](#)
- b. Westclyst open space: The bin provision in the big play area near the Co-Op is insufficient to hold one weeks' worth of rubbish; we have been "topping up" the EDDC weekly bin emptying with two further visits during the week. We discussed this with the Management Company during a site visit, and it has been agreed to install another bin. For ease and speed, they have asked if we can purchase and install, recharging the cost to the M/ment Co. [These](#) are the bins and installation will cost c.£100 (materials and labour), so looking at a total project cost of c£600, all of which will be reimbursed. [The bin has been ordered \(£307.88 plus VAT\) and appears on the June payment schedule.](#)

5. DOING WHAT MATTERS UPDATE (FROM DCC NEIGHBOURHOOD HIGHWAYS OFFICER)

The budgets that Devon County Council have been given by central government have not been as pleasing as we would have hoped but given the current pandemic situation and the strain the government is under is hardly surprising.

We remain committed to delivering works identified and prioritised by each Parish and have worked hard to deliver as many of the top 3 priorities for surface treatment and drainage within each Parish.

- i. **I am pleased to tell you that the following works are being progressed within your Parish for this coming Financial Year (2021/22).**
 - *Station Road Resurfacing – Your surface treatment Priority 2 – Works now Complete*
 - *Westwood Junction – Drainage Investigation Prior to Patching/Resurfacing – Your surface treatment priority 5*
 - *B3181 Withy Bridge – Jetting & Drainage Investigation – Your drainage priority 3*

ii. Additional Work being carried out in 2021/22 not raised by the Parish at DWM Meeting:

- *B3174 - LONDON ROAD (Nr Rockbeare Bridge) – Drainage Works*

iii. Work Already completed in 2020/21:

- *Town Hill Resurfacing – Your Surface Treatment Priority 3*
- *B3181 Gypsy Corner – Jetting & CCTV – Your drainage priority 1 - Full report has been undertaken and is currently being assessment for any improvements required*
- *Station Road – Drainage – Your drainage priority 2 – works have been undertaken.*

iv. Works added to the 2022/23 Programme:

- *B3181 - Cullompton Road – (Section between Budlake & Beare) - Drainage Improvements following CCTV Report*
- *Wards Cross to Rull Cross (Past Hlts Farm) – Patching - Your surface treatment Priority 4*

6. FOOD BANK / SUPPORT

- a. User numbers have settled again, with c.40 adults and 35 children being regularly supported and other households who drop in and out as needed. The Foodiverse app stats record 204 collections to date providing the equivalent of 12598 meals and making an estimated CO² saving of 16,751kg.
- b. Grant funding: the food bank applied to be a project under the Tesco Community Grants Scheme. This has been successful and our project will be put forward to a customer vote in Tesco stores when possible. Tesco say “Unfortunately we cannot confirm a start date for voting until the next stage of the government roadmap has been confirmed, but we will notify you as soon as we can.”
The project with the highest number of votes across your region will receive £1,500 (or the amount that was requested up to this value), the second placed project £1,000 (or the amount that was requested up to this value), and the third placed project £500.
- c. A new initiative called FareShare Delivered scheme was explained in the May report. There has been no further communication about this to date.

This concludes my report.

Angie Hurren
Clerk to the Council
23.06.2021

CLERKS REPORT MAY 2021

This interim report informally updates Members on operational matters during May/early June 2021 whilst the Council is unable to meet physically due to Covid restrictions and can no longer meet virtually.

It will form part of the document pack for the Council's next formal meeting.

1. DOGS...

- a. The EDDC PSPO to require dogs to be on leads at all times whilst on the Broadclyst recreation ground has been publicised by on-site signage and a front-page article in the Summer broadsheet (for distribution wk/com 7th June), along with a map showing the location of the dog exercise area.
- b. There has been a noticeable increase in dog walkers using the dog walking field area, leading to an overflowing dog waste bin at the Elbury lane entrance. EDDC Streetscene has been asked to work with us to relocate two of the recreation ground dog bins to the Elbury-Sandy Lane area to ensure adequate bin provision.
- c. There has been an issue with the grass in the dog walking field not being cut in accordance with the contract. This has been raised with the contractor for rectification.

2. BOWLS GREEN

Our Groundsman has carried out an intensive scarification and aeration of the green before applying a liquid feed. The reduction in the maintenance programme during Covid allowed a deep layer of organic matter (thatch) to build up on top of the surface, preventing water and nutrients filtering down through to the root zone. It will take a fair bit of work to bring it back up to full health, but this was always going to be a danger when reducing its maintenance whilst it was not able to be used. The cold/wet spring has helped from a drought point of view, but has kept ground temperatures below good grass-growing conditions for longer than usual.

3. PAVILIONS

- a. Usage remains low whilst restrictions on the number of people that can meet indoors remain, however we have had bookings come in for family parties during the summer which we hope will be able to go ahead.
- b. The fob entry system has been installed with fobs issued to staff, contractors, and current user groups. Master cards are used to cancel individual fobs should one be mislaid or not returned. Acceptance of the quote for the intruder alarm has been sent to the company, which hopes to install in the next 4 weeks or so.
- c. Of the regular user groups, only Bowls and Youth Club have returned, with the Craft ladies and Toddlers preferring to wait until restrictions are fully lifted. As a Covid-secure venue with robust sanitisation regime, we have picked up some extra temporary hire

from an antenatal group who have run two blocks of 6-week courses, however we are unlikely to retain them once their usual venue re-opens as Broadclyst is a little too far out for the city-based group.

- d. Storage: we need to have somewhere to store the ride-on mower. We have identified an area next to the tennis court hut that is currently 'dead land' and would like to look at putting a small (10' x 10') shed there. Whilst a small storage shed is unlikely to require planning consent, we ought do a pre-app with EDDC to ascertain the planning position. The last time we did this was to covert the Clyst room into a works compound; the cost was around £75 (we pay a reduced fee as a public body).

Please could I have feedback on this unbudgeted expense.

4. PLAY AREA / PUBLIC OPEN SPACE

- a. Tree house ramp/slide vandalism: An estimate has been received of £4,150 plus VAT for the replacement of the ramp/slide. A claim has been submitted to council's insurers, which in turn has resulted in an increase to premiums.
- b. Police have advised we cannot claim for the cost of officer time to process vandalism reports or council staff time to make safe the damage through restorative justice. There is an argument for seeking reimbursement for these costs (£280.25) through a private claim on the families involved, but this needs to be weighed-up against the likelihood of spending yet more officer time / public money without any guarantee of success.
- c. Westclyst open space: The bin provision in the big play area near the Co-Op is insufficient to hold one weeks' worth of rubbish; we have been "topping up" the EDDC weekly bin emptying with two further visits during the week. We discussed this with the Management Company during a site visit, and it has been agreed to install another bin. For ease and speed, they have asked if we can purchase and install, recharging the cost to the M/ment Co. [These](#) are the bins and installation will cost c.£100 (materials and labour), so looking at a total project cost of c£600, all of which will be reimbursed.

Please could I have feedback on this unbudgeted but recoverable expense.

- d. Wildflower verges around the parish have been sown and are starting to grow through. We have been given some grass seed by DCC to re-sow the verge at Westwood where spoil from ditching works was placed and we have also provided wildflower seeds to mix in with the grass. Residents will do this themselves with Andy's support. Various options for the newly-created verge were discussed with the community earlier this spring, including "some shrubs, a bench, a patch as a herb garden? Fruit trees? Westwood campsite?" and the consensus was for grass and wildflowers.

5. FOOD BANK / SUPPORT

- a. User numbers have settled again, with c.40 adults and 35 children being regularly supported and other households who drop in and out as needed. The Foodiverse app stats record 204 collections to date providing the equivalent of 12598 meals and making an estimated CO² saving of 16,751kg.

- b. Grant funding: the food bank referred qualifying families to the DCC Local Support Scheme Early Help fund. This has resulted in families being awarded a total of £3,750 for food vouchers, utilities, and white goods.
- c. End of grant monitoring report for the £1,341.69 April 2021 “top-up” Community Food Programme Winter Support Fund has been submitted.
- d. **For discussion and informal feedback:**

A new initiative called FareShare Delivered scheme is due to be launched soon. One of our main worries is the lack of surety of any quantity of food, which I hope this scheme will address. I have emailed Karl for his advice if we should buy in to the scheme and he agrees we should trial it. He has also suggested we talk to Clyst Caring to see if the two organisations can partner to provide food for the elderly. The initial application form has been completed; we will hear next from Bristol to create our ‘food profile’ which will determine the type(s) of food we are eligible to receive. The following is copy/paste explanation about how the scheme works; it is likely we will collect from marsh Barton on a Wednesday rather than Honiton.

FareShare Delivered:

The waste food collections from supermarkets are part of the FareShare Go scheme, so FareShare Delivered will not affect the waste from supermarkets at all as it comes from a different waste stream, but we do expect the waste from supermarkets to reduce over the next 5-10 years as they have signed up to various government agreements. The food is sourced from the wholesale level of supply chain and can include dairy, meat, fish, fruit, veg, bakery.

Providers will be signed up individually and go through a food profile where you can choose the foods you want to receive from a list. The list will be limited by the kind of provider you are – for example raw meat cannot be given to those who provide food parcels for health and safety reasons, but it can be given to groups who provide food they cook.

The food will come in crates handpicked, packed, and labelled for each provider. There will be a collection window for each provider on delivery day. One person in each project must have a food hygiene level 2 certificate.

The charge is £20 per 50kg of food, and you can buy in multiples of 50kg. Typically, if you buy 50kg every week at a cost of £1,000 you will receive £10,000 worth of food over the year.

Providers will be invoiced monthly, but you can pay monthly or quarterly. The first 2 weeks are free, and you can cancel at any point, you do not have to buy in for any length of time.

If there is a surplus in the warehouse, orders will be topped up free, and that happens on a regular basis. It will include seasonal fruit and veg and sometimes random things.

Deputy Clerks Report

MAY 2021

1. WILDFLOWERS AT WESTWOOD

Wildflower seeds have been ordered for the re-built grass verge at Westwood. DCC provided the grass seed to re-seed the new verge and the residents of Westwood wanted wildflowers like the beautiful displays around Broadclyst. The seeds are going to be sown very soon and will keep our fingers crossed for a late summer bloom this year, with the wildflowers coming up every year to come.

4. MAINTENANCE AROUND THE VILLAGE

The Community notice board situated in the Victory Hall carpark was unfortunately vandalized. This was reported to Council Officers on the Saturday morning 8th May 2021. Three members of staff were called out to clean up the mess and make the noticeboard safe. The notice board door has been sent off to a local fitter for the glass to be replaced with safety glass.

Also reported around the same time from a member of the public, reports of the dog poo bag's that are provided by the council, were being pulled out of the dispenser and thrown around the playing fields. Members of the public picked up all the bags and returned them to the council, thank you! This has been caught on CCTV and is being dealt with via the Police.

4. TENNIS COURT MEETING

TENNIS COURT MEETING TUESDAY 25.05.2021

The deputy clerk had a meeting with Kim Eschbaecher Participation Development Partner for Lawn Tennis Association (LTA) to discuss the tennis courts. The LTA is the National Governing Body for tennis in Great Britain, Channel Islands, and the Isle of Man. Their vision is "tennis opened up; we're working towards a future where tennis is truly a sport for all"

Kim discussed gate access systems for Broadclyst tennis courts.

Funding would be applied for to install a new gate to allow access for the tennis courts (c.£6k per gate) through a remote booking system. Broadclyst Parish Council would be responsible for ensuring power supply to the gate prior to installation. This will be managed through a website which is set up to manage the bookings, payments, and access codes for the players. Funding would be dependent on the current tennis court surface being upgraded to a playing standard. There is NO funding for re-surfacing.

The gates aim to create financially sustainable community tennis facilities by providing a positive online customer journey which in turn increases court utilisation and participation.

WHAT IS GATE ACCESS TECHNOLOGY?

Gate Access Technology allows venues to control access to their courts remotely, enabling them to open their courts to new and wider audiences than was previously possible, take payment for court bookings, and secure their facilities. Gate Access systems facilitate an economic way of taking bookings and payments, without the need for on-site staff. A Gate Access System can even control your floodlights, removing the need for players to buy tokens or use meters.

ClubSpark is the venue management platform to help venues. It is offered free as part of the LTA venue registration c. £60 per court, c. £120 per year. This enables the website to be tailored to the requirements needed, including managing coaching and complete membership management.

Rally¹ is an aggregator that collects all booking and coaching info via partner ClubSpark pages and displays it for participants in one easy view page. Rally allows the public to search for venues and provides the booking options.

Cost:

Annual support fee £600 per year paid upfront

LTA² registered venue charge per court, per year (Min of 5 years) £60 x 2 = £120

**Electrical feed for the electronic gate
floodlights for the courts**

Contributing towards the sinking fund for the replacement of the court improvements at the end of the court's natural life. This amount is at least £600 per year to a maximum of £1,800 per year

Grant funding for gate access is dependent on improvements to the courts surface for which there is no funding.

Recommendation:

- To liaise with the Broadclyst tennis club and discuss what their future aspirations are and if we can work together to improve the usage of the Broadclyst tennis courts and help promote the tennis club through social media/Broadsheet.
- To seek further information from LTA
- To seek quote for any resurfacing work that needs doing to bring the courts to a playing standard.

This concludes my report to Council. Natasha Curwood,
Broadclyst Parish Deputy Clerk 26.05.2021

¹ <https://www.lta.org.uk/globalassets/venue/ready-to-rally-brochure---parks.pdf>

² <https://www.lta.org.uk/workforce-venues/tennis-venue-support/venue-registration/>

PAYMENTS SCHEDULE - May 2021
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
BACS 331	Distributors	Food bank vol mileage	£218.60
"	Thirsty Work	Office water	£22.00
"	Chic Flower Design	Grounds maint and hedge cutting (2 inv) (formerly Plandscape)	£190.60
"	Mr A Ricketts	Garage storage rent	£75.00
"	N Curwood	Reimbursement/mileage April 2021	£42.30
"	J. Edbrooke	Reimbursement/mileage/WFH April 2021	£43.99
"	A Hurren	Reimbursement/mileage April 2021	£71.10
"	A Ricketts	Reimbursement/mileage April 2021	£80.01
"	H Cutting	WFH April 2021	£26.00
"	idverde	Jan-Mar 21 (Q4 2021 accrual in accounts)	£2,173.50
"	SLCC	Conference attendance (Leadership, June 2021)	£180.00
BACS 332	Trade UK	Materials	£78.52
	Windsor Turf	Football pitch (B'clyst)	£90.00
	SW Hygiene	Feminine Hygiene servies (2 inv)	£872.86
	binit	May 2021 waste disposal contract	£151.16
	Exe Estuary Pest control	Food bank pest prevention (April 21)	£40.00
BACS 333	Staffing	May 2021 staff salaries, HMRC and Pension	£14,103.58
BACS 334	Trade UK	Tools	£8.99
	Stratton Creber	Office utilities (gas 02.02.21-07.05.2021))	£209.22
	Chic Flower Design	Grounds maint May 2021 (formerly Plandscape)	£148.84
	Amazon	May 1st-27th inclusive	£231.84
		BACS TOTAL FOR MONTH	£19,058.11

DEBIT CARD

May-21	Amazon reconciliation	Food bank , PPE, and maintenance items	itemised below
07.05.2021	Marches Bottling	Hand sanitiser (bulk)	£269.86
16/05/2021	Amazon	Wet wipes	£19.99
19/05/2021	Amazon	Baby wipes	£21.40
19/05/2021	Amazon	Size 6 nappies	£31.09
19/05/2021	Amazon	Size 6 nappy pants	£32.61
24.05.2021	Goren Farm	Wildflower seeds Westwood	£101.00
24.05.2021	Bright Seeds	Wildflower seeds Westwood	£108.40
24.05.2021	Roman Glass	Replacement glass for community noticeboard	£72.00
25.05.2021	Sainsburys	Food bank shopping	£27.48
		CARD TOTAL FOR MONTH	£683.83

DIRECT DEBITS

Monthly/Bi-monthly

DD	Lloyds Bank	Bank Charges 10 March to 9 April 2021 (collection 01.05.21)	£8.70
DD	O2	Telephone (Administrator)	£21.48
DD	BT Business	Office Phone and Broadband	£40.44
DD	O2	Telephone (Officers)	£52.58
DD	Ford Lease Hire	Ford Lease May 2021	£386.06
DD	British Gas	Gas at Pavilions (2 April-1 May 2021)	£27.68
DD	British Gas	Electricity at Sports Pavilions 9 April - 8 May 2021	£62.98
DD	Lloyds Bank	Bank Charges 10 April to 9 May 2021 (collection 29.05.21)	£7.00

Quarterly/Bi-annual

DD	National Trust	Allotment Rent (bi-annually April + November)	£0.00
Annually			
DD	EMAP Publishing	LGC subscription (auto-renews in March)	£0.00
DD	ICO	Data Protection Registration (Annual - November)	£0.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual) Paid 01.12.2020	£0.00
		DIRECT DEBITS TOTAL FOR MONTH	£598.22

TOTAL EXPENDITURE in May 2021 £20,340.16

03/07/2021

Broadclyst Parish Council

17:35

Balance Sheet as at 30.04.2021

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
8,633	VAT Control A/c	9,850	
968	Lloyds Bank BPC	5,262	
325,968	Lloyds Bank BPC Reserves	465,102	
335,569		480,215	
335,569	Total Assets	480,215	
Current Liabilities			
3,311	Accruals	0	
3,311		0	
332,258	Total Assets Less Current Liabilities	480,215	
Represented By			
156,859	General Reserves	304,816	
175,400	Earmarked Reserves	175,400	
332,258		480,215	

The above statement represents fairly the financial position of the authority as at 30.04.2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

03/07/2021

Broadclyst Parish Council

17:33

Balance Sheet as at 31.05.2021

31st March 2021

31st March 2022

		Current Assets	
8,633	VAT Control A/c	2,330	
968	Lloyds Bank BPC	1,282	
325,968	Lloyds Bank BPC Reserves	454,461	
<u>335,569</u>			458,073
<u>335,569</u>	Total Assets		<u>458,073</u>
		Current Liabilities	
3,311	Accruals	0	
<u>3,311</u>			0
<u>332,258</u>	Total Assets Less Current Liabilities		<u>458,073</u>
		Represented By	
156,859	General Reserves		282,674
175,400	Earmarked Reserves		175,400
<u>332,258</u>			<u>458,073</u>

The above statement represents fairly the financial position of the authority as at 31.05.2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

03/07/2021

Broadclyst Parish Council

17:35

Balance Sheet as at 30.06.2021

31st March 2021

31st March 2022

	Current Assets		
8,633	VAT Control A/c	3,937	
968	Lloyds Bank BPC	9,308	
325,968	Lloyds Bank BPC Reserves	426,831	
<u>335,569</u>		<u>440,076</u>	
335,569	Total Assets	440,076	
	Current Liabilities		
3,311	Accruals	0	
<u>3,311</u>		<u>0</u>	
332,258	Total Assets Less Current Liabilities	440,076	
	Represented By		
156,859	General Reserves	264,677	
175,400	Earmarked Reserves	175,400	
<u>332,258</u>		<u>440,076</u>	

The above statement represents fairly the financial position of the authority as at 30.06.2021 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Lloyds Bank BPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank BPC	30/04/2021	3	5,337.49
			<u>5,337.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/04/2021 BACS 330 Mr Andrew Ricketts		75.00	
			<u>75.00</u>
			5,262.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,262.49
		Balance per Cash Book is :-	5,262.49
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Lloyds Bank BPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank BPC	31/05/2021	3	1,282.39
			<u>1,282.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,282.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,282.39
		Balance per Cash Book is :-	1,282.39
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Lloyds Bank BPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank BPC	30/06/2021	3	9,307.88
			<u>9,307.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,307.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,307.88
		Balance per Cash Book is :-	9,307.88
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/04/2021
for Cashbook 2 - Lloyds Bank BPC Reserves

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank reserves	30/04/2021	1	465,102.42
			<u>465,102.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			465,102.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			465,102.42
		Balance per Cash Book is :-	465,102.42
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 2 - Lloyds Bank BPC Reserves

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank reserves	31/05/2021	1	454,460.58
			<u>454,460.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			454,460.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			454,460.58
		Balance per Cash Book is :-	454,460.58
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - Lloyds Bank BPC Reserves

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank reserves	30/06/2021	1	426,831.41
			<u>426,831.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			426,831.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			426,831.41
		Balance per Cash Book is :-	426,831.41
		Difference is :-	0.00

Summary Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	Income	400,269	193,952	388,840	194,888		49.9%
		less Transfer to EMR	0	0				
		Movement to/(from) Gen Reserve	400,269	193,952				
110	Administration	Income	63	6	50	44		12.0%
		Expenditure	151,202	40,342	172,150	131,808	131,808	23.4%
		Net Income over Expenditure	(151,139)	(40,336)	(172,100)	(131,764)		
		plus Transfer from EMR	500	0				
		Movement to/(from) Gen Reserve	(150,639)	(40,336)				
120	Grants/projects	Expenditure	12,960	(1,500)	15,000	16,500	16,500	(10.0%)
		plus Transfer from EMR	0	0				
		Movement to/(from) Gen Reserve	(12,960)	1,500				
130	Accommodation	Expenditure	15,084	3,445	16,800	13,355	13,355	20.5%
150	Public Relations	Income	0	0	1,700	1,700		0.0%
		Expenditure	8,479	0	28,000	28,000	28,000	0.0%
		Net Income over Expenditure	(8,479)	0	(26,300)	(26,300)		
		plus Transfer from EMR	0	0				
		Movement to/(from) Gen Reserve	(8,479)	0				
160	Maintenance	Income	3,306	2,500	3,300	800		75.8%
		Expenditure	60,009	1,063	93,020	91,957	91,957	1.1%
		Net Income over Expenditure	(56,703)	1,437	(89,720)	(91,157)		
		plus Transfer from EMR	1,750	0				
		Movement to/(from) Gen Reserve	(54,953)	1,437				
170	Public Toilets	Income	0	0	1,450	1,450		0.0%
		Expenditure	8,194	2,843	11,650	8,807	8,807	24.4%
		Net Income over Expenditure	(8,194)	(2,843)	(10,200)	(7,357)		
		plus Transfer from EMR	0	0				
		Movement to/(from) Gen Reserve	(8,194)	(2,843)				
180	Clyst Room	Expenditure	202	202	720	518	518	28.1%
		plus Transfer from EMR	0	0				
		Movement to/(from) Gen Reserve	(202)	(202)				
190	Sports Pavilion	Income	1,269	0	3,000	3,000		0.0%
		Expenditure	17,355	1,231	29,750	28,519	28,519	4.1%
		Net Income over Expenditure	(16,087)	(1,231)	(26,750)	(25,519)		
		plus Transfer from EMR	-4,580	0				
		Movement to/(from) Gen Reserve	(20,667)	(1,231)				
200	Play Area	Expenditure	1,451	0	6,250	6,250	6,250	0.0%
		plus Transfer from EMR	0	0				

Summary Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	(1,451)	0					
210	Bowls Green							
	Income	0	0	2,500	2,500			0.0%
	Expenditure	5,892	0	5,000	5,000		5,000	0.0%
	Net Income over Expenditure	(5,892)	0	(2,500)	(2,500)			
	plus Transfer from EMR	-458	0					
	Movement to/(from) Gen Reserve	(6,350)	0					
230	Neighbourhood Planning							
	Expenditure	26,285	1,920	15,000	13,080		13,080	12.8%
	plus Transfer from EMR	4,080	0					
	Movement to/(from) Gen Reserve	(22,205)	(1,920)					
	Movement to/(from) Gen Reserve	0	0					
	Movement to/(from) Gen Reserve	0	0					
250	Westclyst Sports Pitch							
	Income	300	0	0	0			0.0%
	Expenditure	13,108	0	0	0		0	0.0%
	Movement to/(from) Gen Reserve	(12,808)	0					
260	Contingency							
	Expenditure	2,100	0	0	0		0	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(2,100)	0					
265	Covid-19							
	Income	9,091	1,597	0	(1,597)			0.0%
	Expenditure	19,763	551	7,500	6,949		6,949	7.3%
	Net Income over Expenditure	(10,672)	1,046	(7,500)	(8,546)			
	plus Transfer from EMR	912	0					
	Movement to/(from) Gen Reserve	(9,760)	1,046					
	Grand Totals:- Income	414,297	198,054	400,840	202,786			49.4%
	Expenditure	342,083	50,097	400,840	350,743	0	350,743	12.5%
	Net Income over Expenditure	72,214	147,957	0	(147,957)			
	plus Transfer from EMR	2,204	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	74,418	147,957					

Summary Income & Expenditure by Budget Heading 31/05/2021

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	400,269	193,956	388,840	194,884			49.9%
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>400,269</u>	<u>193,956</u>					
110	Administration	63	12	50	38			24.0%
	Expenditure	151,202	51,036	172,150	121,114		121,114	29.6%
	Net Income over Expenditure	<u>(151,139)</u>	<u>(51,024)</u>	<u>(172,100)</u>	<u>(121,076)</u>			
	plus Transfer from EMR	500	0					
	Movement to/(from) Gen Reserve	<u>(150,639)</u>	<u>(51,024)</u>					
120	Grants/projects	12,960	(1,500)	15,000	16,500		16,500	(10.0%)
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(12,960)</u>	<u>1,500</u>					
130	Accommodation	15,084	3,734	16,800	13,066		13,066	22.2%
150	Public Relations	0	0	1,700	1,700			0.0%
	Expenditure	8,479	0	28,000	28,000		28,000	0.0%
	Net Income over Expenditure	<u>(8,479)</u>	<u>0</u>	<u>(26,300)</u>	<u>(26,300)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(8,479)</u>	<u>0</u>					
160	Maintenance	3,306	2,500	3,300	800			75.8%
	Expenditure	60,009	5,932	93,020	87,088		87,088	6.4%
	Net Income over Expenditure	<u>(56,703)</u>	<u>(3,432)</u>	<u>(89,720)</u>	<u>(86,288)</u>			
	plus Transfer from EMR	1,750	0					
	Movement to/(from) Gen Reserve	<u>(54,953)</u>	<u>(3,432)</u>					
170	Public Toilets	0	0	1,450	1,450			0.0%
	Expenditure	8,194	3,387	11,650	8,263		8,263	29.1%
	Net Income over Expenditure	<u>(8,194)</u>	<u>(3,387)</u>	<u>(10,200)</u>	<u>(6,813)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(8,194)</u>	<u>(3,387)</u>					
180	Clyst Room	202	202	720	518		518	28.1%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(202)</u>	<u>(202)</u>					
190	Sports Pavilion	1,269	0	3,000	3,000			0.0%
	Expenditure	17,355	3,116	29,750	26,634		26,634	10.5%
	Net Income over Expenditure	<u>(16,087)</u>	<u>(3,116)</u>	<u>(26,750)</u>	<u>(23,634)</u>			
	plus Transfer from EMR	-4,580	0					
	Movement to/(from) Gen Reserve	<u>(20,667)</u>	<u>(3,116)</u>					
200	Play Area	1,451	0	6,250	6,250		6,250	0.0%
	plus Transfer from EMR	0	0					

Summary Income & Expenditure by Budget Heading 31/05/2021

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	(1,451)	0					
210	Bowls Green							
	Income	0	0	2,500	2,500			0.0%
	Expenditure	5,892	60	5,000	4,940		4,940	1.2%
	Net Income over Expenditure	(5,892)	(60)	(2,500)	(2,440)			
	plus Transfer from EMR	-458	0					
	Movement to/(from) Gen Reserve	(6,350)	(60)					
230	Neighbourhood Planning							
	Expenditure	26,285	3,934	15,000	11,066		11,066	26.2%
	plus Transfer from EMR	4,080	0					
	Movement to/(from) Gen Reserve	(22,205)	(3,934)					
	Movement to/(from) Gen Reserve	0	0					
	Movement to/(from) Gen Reserve	0	0					
250	Westclyst Sports Pitch							
	Income	300	0	0	0			0.0%
	Expenditure	13,108	0	0	0		0	0.0%
	Movement to/(from) Gen Reserve	(12,808)	0					
260	Contingency							
	Expenditure	2,100	0	0	0		0	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(2,100)	0					
265	Covid-19							
	Income	9,091	1,602	0	(1,602)			0.0%
	Expenditure	19,763	2,353	7,500	5,147		5,147	31.4%
	Net Income over Expenditure	(10,672)	(751)	(7,500)	(6,749)			
	plus Transfer from EMR	912	0					
	Movement to/(from) Gen Reserve	(9,760)	(751)					
	Grand Totals:- Income	414,297	198,069	400,840	202,771			49.4%
	Expenditure	342,083	72,254	400,840	328,586	0	328,586	18.0%
	Net Income over Expenditure	72,214	125,815	0	(125,815)			
	plus Transfer from EMR	2,204	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	74,418	125,815					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	391,899	193,620	387,240	193,620			50.0%	
1080 Bank Interest Received	104	11	100	89			11.0%	
1085 Investment Interest received	988	228	900	672			25.4%	
1100 Grants and Donations RCVD	200	0	0	0			0.0%	
1230 Neighbourhood Plan Income	3,581	0	0	0			0.0%	
1300 Miscellaneous Income	3,498	3,850	100	(3,750)			3850.4%	
1310 Handyman income	0	0	500	500			0.0%	
Income :- Income	400,269	197,710	388,840	191,130			50.8%	0
Net Income	400,269	197,710	388,840	191,130				
110 Administration								
1320 Telephone rebate	63	18	50	32			36.0%	
Administration :- Income	63	18	50	32			36.0%	0
4000 Staffing & E/ee contrib	76,660	18,912	78,000	59,088	59,088	24.2%		
4005 E'er contributions 20-21	35,798	9,510	44,000	34,490	34,490	21.6%		
4050 Officer's Expenses	2,142	368	2,500	2,132	2,132	14.7%		
4070 Telephone - mobile	640	176	700	524	524	25.2%		
4080 Banking	85	23	150	127	127	15.1%		
4085 Investments	0	25,000	0	(25,000)	(25,000)	0.0%		
4090 Payroll	440	155	550	395	395	28.2%		
4100 Stationery	1,702	68	2,000	1,932	1,932	3.4%		
4110 I.T.	1,941	1,537	8,500	6,963	6,963	18.1%		
4111 IT replacement	0	0	2,000	2,000	2,000	0.0%		
4115 Finance RBS	1,706	385	1,300	915	915	29.6%		
4120 Hall Hire	0	0	1,200	1,200	1,200	0.0%		
4130 Subscriptions	5,386	2,291	1,500	(791)	(791)	152.7%		
4135 Legal Costs	2,000	2,000	3,500	1,500	1,500	57.1%		
4140 Audit Costs	2,000	500	2,000	1,500	1,500	25.0%		
4150 Youth Worker	10,000	0	10,500	10,500	10,500	0.0%		
4160 Youth Club	113	0	2,000	2,000	2,000	0.0%		
4180 Training - statutory	182	920	1,000	80	80	92.0%		
4185 Training - CPD	5,931	902	6,500	5,598	5,598	13.9%		
4190 Insurance	3,854	3,218	4,250	1,032	1,032	75.7%		
4420 Utilities	623	0	0	0	0	0.0%		
Administration :- Indirect Expenditure	151,202	65,965	172,150	106,185	0	106,185	38.3%	0
Net Income over Expenditure	(151,139)	(65,947)	(172,100)	(106,153)				
6000 plus Transfer from EMR	500	0						
Movement to/(from) Gen Reserve	(150,639)	(65,947)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Grants/projects</u>								
4280 Youth footie	1,000	0	0	0		0	0.0%	
4470 Community Grants	11,960	(1,500)	15,000	16,500		16,500	(10.0%)	
Grants/projects :- Indirect Expenditure	12,960	(1,500)	15,000	16,500	0	16,500	(10.0%)	0
Net Expenditure	(12,960)	1,500	(15,000)	(16,500)				
<u>130 Accomodation</u>								
4075 Telephone - landlines	1,151	273	2,200	1,927		1,927	12.4%	
4170 Office Rent	10,162	2,046	9,000	6,954		6,954	22.7%	
4171 Office moving costs	0	63	0	(63)		(63)	0.0%	
4175 Office running costs	1,076	810	1,500	691		691	54.0%	
4420 Utilities	0	211	1,100	889		889	19.2%	
4460 Rates	2,695	2,695	3,000	305		305	89.8%	
Accomodation :- Indirect Expenditure	15,084	6,097	16,800	10,703	0	10,703	36.3%	0
Net Expenditure	(15,084)	(6,097)	(16,800)	(10,703)				
<u>150 Public Relations</u>								
1500 Advertising Income	0	0	1,500	1,500			0.0%	
1510 Fun Day Income	0	0	200	200			0.0%	
Public Relations :- Income	0	0	1,700	1,700			0.0%	0
4155 Community Connector	0	0	10,500	10,500		10,500	0.0%	
4156 Community Commecor op exp	0	0	2,500	2,500		2,500	0.0%	
4220 Broadsheet	5,139	1,023	6,000	4,977		4,977	17.1%	
4230 Public Consultation	708	0	5,000	5,000		5,000	0.0%	
4240 Crime/Traffic	358	0	500	500		500	0.0%	
4260 Fun Day	2,200	0	3,000	3,000		3,000	0.0%	
4270 Art, Culture and Entertainment	74	0	500	500		500	0.0%	
Public Relations :- Indirect Expenditure	8,479	1,023	28,000	26,977	0	26,977	3.7%	0
Net Income over Expenditure	(8,479)	(1,023)	(26,300)	(25,277)				
<u>160 Maintenance</u>								
1600 P3 Grant	1,500	2,500	1,000	(1,500)			250.0%	
1610 Grass Cutting Safety Grant	1,456	0	1,500	1,500			0.0%	
1620 Allotments Income	350	0	600	600			0.0%	
1625 Westclyst Allotments	0	0	200	200			0.0%	
Maintenance :- Income	3,306	2,500	3,300	800			75.8%	0
4000 Staffing & E/ee contrib	19,591	6,291	27,000	20,709		20,709	23.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4290 Helipad/defib costs	945	0	1,100	1,100		1,100	0.0%	
4310 Highways Grass Cut DCC	8,995	0	7,350	7,350		7,350	0.0%	
4320 Handyman budget	1,943	411	2,000	1,589		1,589	20.5%	
4321 Equipment service/repair	373	0	1,000	1,000		1,000	0.0%	
4325 Parish Vehicle lease	4,367	965	3,900	2,935		2,935	24.7%	
4326 Parish vehicle op budget	2,053	386	2,500	2,114		2,114	15.4%	
4330 Lengthman (contracted)	6,769	0	5,000	5,000		5,000	0.0%	
4340 Parish Clock: Service	0	0	300	300		300	0.0%	
4345 Allotments Exp (Westclyst)	0	0	250	250		250	0.0%	
4350 Allotments Exp (Broadclyst)	600	0	2,700	2,700		2,700	0.0%	
4360 P3 Footpaths	2,216	0	1,000	1,000		1,000	0.0%	
4370 Dog Bins	5,219	0	5,670	5,670		5,670	0.0%	
4380 Refuse Disposal	676	286	500	214		214	57.2%	
4390 Car Park maintenance	0	0	12,000	12,000		12,000	0.0%	
4410 Buildings Maint (contingency)	0	0	5,000	5,000		5,000	0.0%	
4445 Capital Expenditure	0	0	8,000	8,000		8,000	0.0%	
4490 Bus Shelters	0	0	500	500		500	0.0%	
4535 Westclyst Sports Pitch	0	0	4,000	4,000		4,000	0.0%	
4540 POS. grass cutting	6,263	283	3,250	2,967		2,967	8.7%	
Maintenance :- Indirect Expenditure	60,009	8,622	93,020	84,398	0	84,398	9.3%	0
Net Income over Expenditure	(56,703)	(6,122)	(89,720)	(83,598)				
6000 plus Transfer from EMR	1,750	0						
Movement to/(from) Gen Reserve	(54,953)	(6,122)						
170 Public Toilets								
1490 Toilets rates rebate	0	4,840	0	(4,840)			0.0%	
1700 Toilet Rates Grant	0	0	1,450	1,450			0.0%	
Public Toilets :- Income	0	4,840	1,450	(3,390)			333.8%	0
4000 Staffing & E/ee contrib	4,221	0	0	0		0	0.0%	
4015 Toilets caretaker (self-emp)	0	750	5,000	4,250		4,250	15.0%	
4420 Utilities	670	459	1,600	1,141		1,141	28.7%	
4440 Maintenance/Repairs	222	60	1,500	1,440		1,440	4.0%	
4450 Products	450	0	550	550		550	0.0%	
4460 Rates	2,420	2,420	2,550	130		130	94.9%	
4520 Service Costs	210	437	450	13		13	97.1%	
Public Toilets :- Indirect Expenditure	8,194	4,126	11,650	7,524	0	7,524	35.4%	0
Net Income over Expenditure	(8,194)	715	(10,200)	(10,915)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Clyst Room</u>								
4440 Maintenance/Repairs	0	0	500	500		500	0.0%	
4460 Rates	202	202	220	18		18	91.9%	
Clyst Room :- Indirect Expenditure	202	202	720	518	0	518	28.1%	0
Net Expenditure	(202)	(202)	(720)	(518)				
<u>190 Sports Pavilion</u>								
1900 Sports Pavilion Bookings	1,269	150	3,000	2,850			5.0%	
Sports Pavilion :- Income	1,269	150	3,000	2,850			5.0%	0
4000 Staffing & E/ee contrib	8,736	2,184	9,000	6,816		6,816	24.3%	
4420 Utilities	2,955	413	4,250	3,837		3,837	9.7%	
4440 Maintenance/Repairs	4,520	1,493	5,000	3,507		3,507	29.9%	
4450 Products	254	0	500	500		500	0.0%	
4510 Pavilions (running maint)	2,865	0	1,500	1,500		1,500	0.0%	
4515 Andrews boiler	0	0	5,000	5,000		5,000	0.0%	
4520 Service Costs	896	291	2,000	1,709		1,709	14.5%	
4530 Football Pitch	1,375	884	2,000	1,116		1,116	44.2%	
4531 Football pitch court claim	(4,245)	0	0	0		0	0.0%	
4550 Tennis Courts maint	0	0	500	500		500	0.0%	
Sports Pavilion :- Indirect Expenditure	17,355	5,265	29,750	24,485	0	24,485	17.7%	0
Net Income over Expenditure	(16,087)	(5,115)	(26,750)	(21,635)				
6000 plus Transfer from EMR	(4,580)	0						
Movement to/(from) Gen Reserve	(20,667)	(5,115)						
<u>200 Play Area</u>								
4440 Maintenance/Repairs	1,021	0	2,000	2,000		2,000	0.0%	
4560 Play Inspection	281	0	1,000	1,000		1,000	0.0%	
4570 Play Service	103	13	750	738		738	1.7%	
4575 Play equipment (contingency)	0	0	2,000	2,000		2,000	0.0%	
4680 BMX	47	0	500	500		500	0.0%	
Play Area :- Indirect Expenditure	1,451	13	6,250	6,238	0	6,238	0.2%	0
Net Expenditure	(1,451)	(13)	(6,250)	(6,238)				
<u>210 Bowls Green</u>								
1910 Bowls Club Income	0	0	2,500	2,500			0.0%	
Bowls Green :- Income	0	0	2,500	2,500			0.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Bowls budget	5,161	144	5,000	4,856		4,856	2.9%	
4610 Bowls Water Meter	1,190	0	0	0		0	0.0%	
4611 Footbl Pitch water Court claim	(703)	0	0	0		0	0.0%	
4620 Seeds/Fertilizers	245	0	0	0		0	0.0%	
Bowls Green :- Indirect Expenditure	5,892	144	5,000	4,856	0	4,856	2.9%	0
Net Income over Expenditure	(5,892)	(144)	(2,500)	(2,356)				
6000 plus Transfer from EMR	(458)	0						
Movement to/(from) Gen Reserve	(6,350)	(144)						
<u>230 Neighbourhood Planning</u>								
4000 Staffing & E/ee contrib	21,424	5,468	14,000	8,532		8,532	39.1%	
4750 Neighbourhood Planning	4,080	97	0	(97)		(97)	0.0%	
4810 Climate emergency work	781	191	1,000	809		809	19.1%	
Neighbourhood Planning :- Indirect Expenditure	26,285	5,756	15,000	9,244	0	9,244	38.4%	0
Net Expenditure	(26,285)	(5,756)	(15,000)	(9,244)				
6000 plus Transfer from EMR	4,080	0						
Movement to/(from) Gen Reserve	(22,205)	(5,756)						
<u>250 Westclyst Sports Pitch</u>								
1905 Westclyst Sports Pitch Inc	300	0	0	0			0.0%	
Westclyst Sports Pitch :- Income	300	0	0	0				0
4535 Westclyst Sports Pitch	13,108	0	0	0		0	0.0%	
Westclyst Sports Pitch :- Indirect Expenditure	13,108	0	0	0	0	0		0
Net Income over Expenditure	(12,808)	0	0	0				
<u>260 Contingency</u>								
4105 IT (Contingency)	1,496	0	0	0		0	0.0%	
4440 Maintenance/Repairs	604	0	0	0		0	0.0%	
Contingency :- Indirect Expenditure	2,100	0	0	0	0	0		0
Net Expenditure	(2,100)	0	0	0				
<u>265 Covid-19</u>								
1145 Covi food bank donations	3,063	265	0	(265)			0.0%	
1150 Covid-19 reimb	152	0	0	0			0.0%	
1155 Covid-19 grants	5,876	1,342	0	(1,342)			0.0%	
Covid-19 :- Income	9,091	1,607	0	(1,607)				0

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4820	Covid-19 resident shopping	123	0	0	0		0	0.0%	
4821	Covid-19 food bank shopping	5,586	2,188	4,000	1,812		1,812	54.7%	
4822	Covid-19 Food bank rent and op	11,395	642	2,500	1,858		1,858	25.7%	
4825	Covid-19 PPE/general exp	2,659	464	1,000	536		536	46.4%	
	Covid-19 :- Indirect Expenditure	19,763	3,294	7,500	4,206	0	4,206	43.9%	0
	Net Income over Expenditure	(10,672)	(1,687)	(7,500)	(5,813)				
6000	plus Transfer from EMR	912	0						
	Movement to/(from) Gen Reserve	(9,760)	(1,687)						
	Grand Totals:- Income	414,297	206,825	400,840	194,015			51.6%	
	Expenditure	342,083	99,006	400,840	301,834	0	301,834	24.7%	
	Net Income over Expenditure	72,214	107,818	0	(107,818)				
	plus Transfer from EMR	2,204	0						
	Movement to/(from) Gen Reserve	74,418	107,818						

Application for Broadclyst Parish Council Community Fund 2020 / 2021



Broadclyst Parish Council
GROWING OUR COMMUNITY

Large Grants Application Form

NB: this form is for grants between £501 and £2,000; for awards under this amount please use the Small Grants Form.

To avoid delays in processing your application, please take time to read the guidance notes before submitting your form and make sure to attach all additional information that we have requested.

Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred.

SECTION A: ABOUT YOUR ORGANISATION

Your contact details

Name of organisation: Broadclyst Rainbows (Girlguiding)

Main contact name and address: Holly Lomax, Broadclyst Rainbows
C/O Honeysuckle Cottage, Town End, Broadclyst, EX5 3HW

Main contact e-mail address: [REDACTED] or
broadclystrainbows@gmail.com

Contact number (in case of any queries): [REDACTED]

NB: personal data will be redacted before this form is published in any way.

Payment details

Grants are paid by BACS. Please give your club/group BACS details below (we cannot make payment into a personal or business account)

Grants are paid by BACS. Please give your club/group BACS details below (we cannot make payment into a personal or business account)

[REDACTED]

[REDACTED]

[REDACTED]

Name as it appears on bank statement: [REDACTED]

Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.

SECTION B: ABOUT YOUR PROJECT

What is your project? What are you applying for the funding for?

We are Broadclyst Rainbows – the youngest division of Girlguiding. We opened the unit in September 2017 and meet on Fridays, term time only and meet at Clyst Vale School for girls aged between 5-7. We have three leaders which run the unit and all live in Broadclyst and Pinhoe. We occasionally bring in other leaders or parents or organisations to give us talk teaching us new things ensuring that we are able to run our meetings safely. All leaders are DBS checked, first aid trained and qualified to run the unit. We can have up to 18 girls and at the time we had to put a temporary hiatus in place because of COVID the unit was running at full strength with most of the girls attending Broadclyst Primary School. We follow the Guiding Programme for Rainbows and involve the girls in planning our wide and varied programme and work towards badges which the girls love! We make sure within our planning meetings that we have a mixture of indoor and outdoor activities and from time to time offer the girls trips away from the meeting place (for example, Clip and Climb, The Bear Trail or the pantomime or joining in activities with our other units in the district. We try our hardest to provide the girls the best activities we can and have lots of fun. We encourage the families of the girls to complete the rainbow interest badges at home. Once we have a new rainbow enquiry we contact the parents of the girls and add them to the waiting list. When they come of age we then invite the girls to come for a couple of taster sessions. Once the girls have decided they would like to join our unit we ask the girls to purchase their uniform and take their promise with us. The girls then embark on a journey of upto two years with us where if they would like can then go on to become a brownie – hopefully with the Broadclyst Brownies which meet at the Pavilions in Broadclyst.

Running the unit takes time and effort. Each of the leaders do this voluntarily with no financial remuneration. We do it because we genuinely love it! I started out my guiding journey at 10 years old and went on to become a leader. I took some time out whilst I had my first child but currently have 16 years active service as an adult leader. Lucy our other leader was a rainbow, a brownie, a guide then a leader and has never had a break from it! Leanne started as a parent helper when her eldest was a rainbow with us and has stayed with us since. We often talk about our leadership team and all the wonderful things we can achieve when working together and being able to provide this 'service' to the village is a pleasure.

If the girls start with us at their 5th birthdays, we watch them on an incredible journey from starting reception at school to when they leave us at 7 and have developed into young, strong minded ladies. We have to constantly change the things which we do in order to engage the girls. Sometimes we can have a unit of younger and shy girls who love to craft and at other times we have a very active set of girls who we have to do lots of active things with. It's amazing to watch the girls flourish over these years.

Our wonderful local village unit is always popular. I've been lucky enough to take my own daughter through Rainbows and at the start of Lockdown we had our other leader Leanne's daughter as a rainbow (having already taken her eldest daughter through) We were running at full capacity until COVID started. We always have girls on the waiting list and I would like to restart the unit and push our advertising so that we are once again at maximum capacity.

When COVID started last year our fabulous and popular little rainbows group took a temporary hiatus. This was a combination of government lockdown measures, guiding policies and our home lives. Over the last few months other units have been meeting

virtually. Our leaders decided to the age of the girls this was something we weren't prepared to offer. As the restrictions are starting to ease and the guidance from the government and guiding is starting to change we are now making plans to resume the unit from September (hopefully!).

In February this year Girlguiding took the annual census from our account. Regardless of how I feel about it this was standard policy! This is around £37 per child and likewise for each leader registered at the unit. Fortunately, we had monies left in our account to cover this cost. Despite not running the unit at the time, the census came in at around £666 (I've included this year's invoice). This has pretty much cleared our account now which leaves us in a tricky position.

Normally to collect this census money we would hold back an entire terms subs to cover the cost. Parents pay £30 a term (x3 a year). This means that we have less than £60 per girl per year to cover costs, unit meeting venue hire and everything else we need.

We have always talked of running a fun, exciting and varied unit and the money which were lucky enough to have in our account was there as a result of fundraising which I had done over the last couple of years (Waitrose funding and one of our Rainbows for her leavers Gold Award did a raffle which raised a significant amount of money)

When we restart in September we start back at almost zero. Frustratingly this means the things we could do with purchasing to hit the ground running we aren't able to do. It also makes budgeting difficult going forward. We do not have money to pay Clyst Vale up front and now find ourselves unable to purchase programme resources, badges, certificates, Christmas gifts, birthday awards and such like. We also have to bear in mind that the census will come round again in February 2022 and so any subs which we take in for the September term will already need to be squirreled away for this.

Unfortunately when we ended it was so abrupt. We were at maximum unit capacity. We had around 6 girls who were due to be moving up to Brownies. Over the year we have had girls reach their 7th birthday and will be moving up. We then need to look at the girls of age on our waiting list and invite them to come and start with us. The leaders and I feel really strongly about having a celebratory party. We want to be able to invite the old girls back and present them with their 'pots of gold' and leavers certificates. We want to invite back the girls who were unable to finish and have reached 7 over the last year and make a big deal of the time they had with us and finally we want to hit the ground running. We want to welcome the girls back to us and advertise ourselves so that we can grow back into the strong popular unit which we had a year ago.

Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?

Why? Well that's easy. The leaders all want to give something back to our fabulous village. We all acknowledge that for the village to offer all of these wide and varied groups then people have to be willing to invest time and effort to make them work.

It is wanted because it gives the girls an opportunity to meet socially in an environment which is not academic. There are no wrongs and rights. The girls can come and spend time engaging in activities where their commitment and trying to best is all they need to achieve. We hope to give them an opportunity to spend time with like minded children where they are able to flourish, engage and enjoy what we offer them. The number of girls we have and those on the waiting list hopefully show that we offer a very popular group within the village.

I know it is needed because of the amount of girls that we have a the unit and the waiting list. We then act as a feeder unit for when the girls (hopefully) go on to brownies.

It benefits local girls aged 5-7 and the three of us leaders!

We make a huge difference! I see that as I walk down school lane to collect my two children and see many girls calling 'Bee' at me!!

Proposed timing of the project/ spending the money

Start: August 2021

End: February 2022

SECTION C: FINANCE. Details of Costs and Funding Sources

What is the total cost of your project and how have you arrived at that cost? (Please include quotes where applicable)

Clyst Vale Rent (per term inc admin fees) c£141 X 2 (Autumn Term 2021 & Spring Term 2022) = £282

Guiding Census February 2022 for the 3 x Leaders & 15 Girls (I have calculated numbers on the waiting list and this is the amount of girls I anticipate in the unit when census is due) c£37 P/P = £666

Baker Ross Order = c£40

Hire of Broadclyst Leisure Centre to reopen unit, invite leavers back and promote unit to encourage our membership back to full capacity = c£100 (Should the funding be approved, we would welcome any members of the parish council to come to an evening and watch us at work!).

How much money are you applying for from the Large Grants Community Fund?

£1088

What other funding has been identified? (Please list all additional funding)

£None currently but please see notes below

Is there a shortfall?

N

Is Yes, how much? £N/A

Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free). The girls each pay (currently) £30 subs per term. We will be increasing this to £35 per term and are considering a joining fee in the region of £10/£15. We have submitted our Gift Aid application. During the time the unit has been running (since 2017, less the COVID year) we have always held this in reserve as an emergency rainy day fund. We have now applied for that although at this time we do not know how much we will receive. When each girl starts with us we get the parents to complete the gift aid applications. We are hoping this could be in the region of £200. I have seen that Arnold Clark are offering community based funding and I am considering an application there although I notice that this is more of a lucky dip than a guaranteed source. They offer funding ranges of £100, £250, £500 and £1000. As a unit we could consider 'bag packing' at one of the large local supermarkets when COVID permits. This would entail the girls meeting the leaders on a shift basis during a whole day and helping customers pack this shopping in the hope of receiving a donation in return. This could bring in the region of £100. When the Matford Car Boot opens the leaders and I can consider going to help marshall the day. This could bring in the region of £50 for the unit. When the Broadclyst Fun Day restarts we would look to have a stall for the day to encourage our membership and get our names known. We would look to have some pocket money tombolas, 'guess the names' and human fruit machines etc. When the VIP Group was running the scarecrow hunt, the girls made a scarecrow 'rainbow' which sat on my fence (with a campfire and toasting marshmallows). The VIP Group donated some monies to our unit, for which we were very grateful.	
If there is a shortfall in funding the project, please tell us how this will be met: None	
SECTION D: MONITORING, EVALUATION, AND EFFECTIVENESS	

Please supply details of how you will monitor progress of your project / activity and how you will evaluate its effectiveness

Each of the figures given above are tangible spends which will need to occur over August 2021 – February 2022. This can be supported through the census invoice for 2021 (with a view to what the census will be in 2022). I also include the unit venue hire costs for one term but this will be the same across the two terms which I am asking funding for. I would happily provide the receipts for the baker ross order once completed.

It's effectiveness will be shown in the amount of girls I have at the unit! The more enjoyment, the more girls! They then go on to Brownies (in the village) and then guides (in the village!).

SECTION E: SUPPORTING INFORMATION

For Large Grants of over £501, applicants are required to submit:

- a. A written statement of how the grant is to be used (Section B of this application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (Section C included on the application form);
- e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
- f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- i. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

SECTION F: DECLARATION

By submitting this funding application, I confirm:

- that I am authorised by the group to apply for grant funding;
- that this application complies with Council's grant funding criteria;
- that the group agrees to provide a report after 6 months of any award being made as a condition of funding;
- that the group will include Broadclyst Parish Council in its publicity;
- the application is accompanied by all supporting documentation listed in Section D;
- that there is a plan in place for evaluating the project's effectiveness;
- that any unspent monies shall be returned to Council;
- should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.

Send this completed form with any accompanying documents (e.g. quotes) to:

**Broadclyst Parish Council
Angie Hurren**

office@broadclyst.org
clerk@broadclyst.org

01392 360269

You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.

If you have any queries or require any help completing this form, please contact us in the first instance

Signed: H Lomax

Print: Holly Lomax (Electronically)

Date: 12.05.2021

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

Please use this space for anything else you would like to tell us in relation to your project or this application (continue on a separate sheet if necessary).

For Broadclyst Parish Council Use Only

Application assessed by Officers on (date):

Recommendation to Council:

Application Approved / Refused by Broadclyst Parish Council.

Amount of grant awarded:

Reason if different to amount applied for:

Date of Decision:

Signed on behalf of Broadclyst Parish Council:

Chairman:

Clerk:

Cheque date of issue and ref:

Follow-up report received and date of:

Additional notes: