

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **18th March 2019** in the Civic Hall, Brackley Town Hall, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

13th March 2019



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

576/18 Apologies for absence

577/18 Declarations of interest

Members are asked to declare any disclosable pecuniary interests in item on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

578/18 Public participation

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question

579/18 Approval of minutes

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 18th February 2018.

580/18 Members reports

581/18 Finance reports

To receive for approval:

- 1) List of Accounts 12 in the sum of £108,014.43
- 2) Appoint a Councillor for March payments audit

582/18 Recommendations from the Communications Working Party

The minutes of the last meeting of the Communications Working Party on 6th March 2019 are attached.

The minutes contain the following **RECOMMENDATION** to this committee

- 1) To accept the quotation received from D2D amounting to £535.00 per addition for the distribution of Town Talk for a period of two years commencing March 2019.

583/18 Recommendations from the Grants Panel Working Party

The minutes of the meeting of the Grants Panel Working Party on 12th March 2019 are attached.

The minutes contain the following **RECOMMENDATION** to the committee

- 1) To agree that Grants are allocated, as shown on the attached summary sheet to a total of £7764.00

584/18 SNC - Grant Funding

Brackley Rugby Club application – request for Brackley Town Council Support.
Homestart – Brackley Town Council feedback to SNC

585/18 HLF Grant completion

Councillors are asked to consider retaining the services of the retired Town Clerk, on a consultancy basis, for the completion of the grant process with the Heritage Lottery Fund.

586/18 Matters for discussion or information

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee held on Monday 18th February 2019 in the Civic Hall, Town Hall, Brackley.

Present: Chair Cllr Cartmell
Cllrs Baker, Bagot-Webb, P Wiltshire, Stimpson and Tiller

Also Present: Cllrs Barrie, Kew, Sharps, E Wiltshire

Officers: Deputy Clerk (A Moses)

508/18 Apologies for absence

Apologies were received and accepted from Cllrs Butler, Morrell, Ross and Waldron.

509/18 Declarations of interest

None.

510/18 Public participation

None.

511/18 Approval of minutes

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 21st January 2018.

512/18 Members reports - None

513/18 Finance reports

On the proposition of Cllr Stimpson, it was **RESOLVED** to:

Receive and approve the list of Accounts 11 in the sum of £62,108.72

The following was noted

- 1) Month 10 Reconciliation
- 2) Review of Direct Debit Mandates

Cllr Bagot-Webb was appointed to carry out the February payments audit

514/18 Recommendations from the Venues Working Party

On the proposition of Cllr Stimpson, it was **RESOLVED** to:

Receive the minutes of the Venues Working Party on 7th February 2019 and approve the following recommendations:

- 1) To agree the proposed additional charges as outlined in the minutes.
- 2) To agree the proposed renaming of the working party to Venues & Events Working Party.
- 3) To agree the proposed Enchanted Cinema event, as outlined in the minutes.

515/18 Recommendations from the Communications Working Party

On the proposition of Cllr Tiller, it was **RESOLVED** to:

Receive the minutes of the Communications Working Party on 25th September 2018 and approve the following recommendation:

- 1) To agree that adequate staff resource is allocated for social media.

On the proposition of Cllr Stimpson, it was **RESOLVED** to:

Receive the minutes of Communications Working Party on 12th February 2019 and approve the following recommendation:

- 1) To agree to the proposed "pop over" element to the Council website at a cost of £50.00 + VAT
- 2) To agree to the quotation received from Ox Uni Print for the design and publication of Town Talk amounting to £655.00 per edition, effective from April 2019.

516/18 Recommendations from the Cemetery & Allotment Working Party

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

Receive the minutes of the Cemetery & Allotment Working Party on 21st January 2019 and approve the following recommendation:

- 1) To agree the proposed charges increase for 2019/20.

517/18 Grant Funding

On the proposition of Cllr Simpson, it was **RESOLVED** to:

Extend by one year the agreed grant funding for the Carnival, SNVB, CAB until the next elections.

518/18 Proposed banking changes

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

Approve the following amendments to the Council's banking arrangements and mandate:

- 1) Remove retiring Town Clerk as of the 28th February 2019
- 2) Confirm addition of Accounts Assistant to the online banking system
- 3) Add new Deputy Town Clerk to the online banking system

519/18 HLF Grant completion

Members request that more information is provided to be able to make this decision, the retiring Town Clerk is asked to provide an estimate of time required to complete this task. This will be brought back to the next Finance meeting.

520/18 Review of Brackley Town Council charges

On the proposition of Cllr Bagot-Webb, it was **RESOLVED** to:

Approve the charges for all Brackley Town Council venues and facilities with effect from 1st April 2019.

521/18 Non Denominational burials

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

Brackley Town Council offers an inclusive cemetery, and the charge of £2000.00 be made for a double size plot and the management and maintenance of the plot.

522/18 Matters for discussion or information

Meeting Closed: 21.10

Dated:

Signed:

DRAFT

**Authorise Payments - 2019
Month No 11**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Centre	Analysis Description
18/12/2018	02651	718	✓	Rainbow Print Media	£ 200.00	-	£ 200.00	4510/501 - Civic Costs	Carol Service Booklets
15/01/2019	9072393445	719a	✓	Wave	£ 21.58	-	£ 21.58	4216/401 - Water	Cemetery - Water
14/01/2019	10394	720a	✓	Rory Willoughby	£ 5.00	-	£ 5.00	4315/151 - Misc Expenditure	Expenses - R. Willoughby
23/01/2019	182958	721	✓	Cotswold Security Systems	£ 115.00	£ 23.00	£ 138.00	4250/271 - Maintenance & Repair	9 Market Place - Annual Maintenance Security System 01/08/18-31/07/19
24/01/2019	104133511/3	722 (719)	✓	David Ogilvie Engineering	£ 809.50	£ 161.90	£ 971.40	4315/151 - Misc Expenditure	WW2 Seat with bolt down kit
31/01/2019	000101006	723 (720)	✓	Dell Computers	£ 2,708.78	£ 541.76	£ 3,250.54	4060/151 - Office Equip	4 x Desk computers & Monitors - payment from 20 High Street Budget
01/02/2019	305466605	724	✓	Dimensions Displays	£ 350.00	£ 70.00	£ 420.00	4060/151 - Office Equip	2 x Multiple Poster A4 Display Units - 20 High Street
17/01/2019		725	✓	SNC	£ 4,271.34	-	£ 4,271.34	4210/251 - Rates	Rates for TH 10/09/18 - 01/04/19
11/02/2019		726	✓	Rory Willoughby	£ 37.71	-	£ 37.71	4315/151 - Misc Expenditure	Expenses - R. Willoughby
11/02/2019		727	✓	Chris Hinson	£ 64.15	-	£ 64.15	4221/201 - Unit 2	Roller Blind Unit 2
11/02/2019		728	✓	Linda Carter	£ 24.00	£ 4.80	£ 28.80	4270/251 - Town Hall Equipment	3 x Mirrors - TH Office
13/02/2019		729	✓	Allison Mosses	£ 19.95	-	£ 19.95	4255/281 - Internal Decoration	Small Sakk - Lettercatcher 20 High Street
Online Payments									
15/01/2019	IN0002415	730	✓	Tudor Environmental	£ 7.97	£ 1.59	£ 9.56	4221/201 - Unit 2	Unit 1/2 - Fire Exit Sign
09/01/2019	IN0002414	731	✓	Tudor Environmental	£ 116.42	£ 23.28	£ 139.70	4350/351 - Open Space Equip & Repair	Saw Head / Pruning Saw / Telescopic Handle
21/01/2019	72229	732	✓	Cemetery Developmnt Services	£ 1,100.00	£ 220.00	£ 1,320.00	4435/401 - Cemetery Improvements	Cemetery - Marking out for pathway and Road
22/01/2019	S512317	733	✓	Northants Refrigeration	£ 2,600.00	£ 520.00	£ 3,120.00	4250/281 - Maintenance & Repair	Supply & Install Mitsubishi Heating & Cooling Systems
23/01/2019	58291	734	✓	D & R Solutions	£ 150.00	£ 30.00	£ 180.00	4315/251 - Misc Exp.	Town Hall - Clearing of Cluster Files in Loft
17/01/2019	004/19/0248025	735	✓	Peac Finance	£ 299.00	£ 59.80	£ 358.80	4080/151 - Stationary	Photocopier Rental
22/01/2019	190129	736	✓	NIC	£ 75.00	£ 15.00	£ 90.00	4265/261 - Cleaning OFS/office	Window Cleaning - OFS & Office £65.00 offs £15.00 office
23/01/2019	6P00464599	737	✓	British Telecom	£ 34.90	£ 6.98	£ 41.88	4100/251 - Telephones	Switch on & Removal of Christmas Lights
23/01/2019	S151014	738	✓	Bleachre Illumination	£ 2,536.50	£ 507.30	£ 3,043.80	4345/301 - Christmas Lights	TH - Broadband
08/01/2019	S060104	739	✓	Bleachre Illumination	£ 2,100.00	£ 420.00	£ 2,520.00	4945/301 - Christmas Lights	Credit against 50662 - we installed our own tree
29/01/2019	366590	740	✓	George Browns	£ 24.47	£ 4.89	£ 29.36	4250/201 -	Annual Buffer
21/01/2019	8042	741	✓	M-Trac	£ 165.00	£ 33.00	£ 198.00	4200/201 - Vehicle Costs	Annual inspection and supply report - Bowzer Vehicle
21/01/2019	8047	742	✓	M-Trac	£ 230.00	£ 46.00	£ 276.00	4200/201 - Vehicle Costs	Materials & Welding recommendations from report - Bowzer Vehicle
30/01/2019	966716	743	✓	George Browns	£ 50.66	£ 10.13	£ 60.79	4221/201 - Unit 2	Helmet Set
31/12/2018	66597672	744	✓	George Browns	£ 41.25	£ 8.25	£ 49.50	4265/261 - Cleaning	OFs - Sanitary Bins
30/01/2019	M197-2019	745	✓	Humphris Funerals	£ 387.63	£ 77.52	£ 465.15	4315/251 - Misc Exp.	Inscription on Mayoral Plaques in Town Hall
30/01/2019	198-2019	746	✓	Humphris Funerals	£ 812.00	£ 162.40	£ 974.40	4315/251 - Misc Exp.	Re-positioning 3 x mayoral plaques in Town Hall
31/01/2019	136319	747	✓	Hydramex Ltd	£ 712.09	£ 142.42	£ 854.51	4200/201 - Vehicle Costs	Vehicle Cost/Maintenance & Repairs
30/01/2019	1022058	748	✓	Brackley MOT & Service Centre	£ 183.82	£ 36.76	£ 220.58	4200/201 - Vehicle Costs	Service - Ford Transit Connect VXL13 VAV
31/01/2019	366789	749	✓	George Browns	£ 1.15	£ 0.23	£ 1.38	4221/201 - Unit 2	Flat Spring & Circlep
11/02/2019	11449	750	✓	Mionshade Business Consultants	£ 380.74	£ 76.15	£ 456.89	4060/151 - Office Equipment	Clrk Hosting Fee - January
31/01/2019	127935	751	✓	SLCC	£ 299.00	£ 40.00	£ 339.00	4105/151 - Conference & Training	Practitioners Conference Fee
05/02/2019	8912	752	✓	Healthmatic	£ 494.17	£ 98.83	£ 593.00	4265/261 - Cleaning OFS	OFs - Cleaning Services - Public Toilets - Jan-Feb
28/02/2019	3333993	753	✓	DVLA	£ 250.00	-	£ 250.00	4200/201 - Vehicle Costs	Vehicle Tax - VXL13 VAV
01/02/2019	1887	754	✓	Fuel Gemie	£ 222.94	£ 44.57	£ 267.51	4225/201 - Fuel	New Email account - Jason Kew
07/02/2019	24261	755	✓	Zcommune	£ 25.00	£ 5.00	£ 30.00	4120/151 - Website	Repairs to Rollershutters - 20 High Street
06/02/2019	367051	756	✓	Royal Industrial Doors	£ 875.00	£ 175.00	£ 1,050.00	4255/281 - Internal Decoration	Shredder Blade - checked with groundstaff 2 x shredder blades have been purchased
08/02/2019	367052	757	✓	George Browns	£ 32.92	£ 6.58	£ 39.50	4221/201 - Unit 2	Call out Fee - OFS
08/02/2019	1598	758	✓	George Browns	£ 32.92	£ 6.58	£ 39.50	4260/201 - Vehicle Costs	Town Hall - Broadband & Alarm Lines
01/02/2019	8725408	759	✓	Avon Services Heating & Plumbing	£ 60.00	£ 12.00	£ 72.00	4260/261 -	Landscap Architecture - Central Park Radstone Fields- Recharge Barretts/Wimpey
08/02/2019	5772	760	✓	Alternative Communications	£ 64.62	£ 12.92	£ 77.54	4100/251 - Telephones	Dog Waste Collection
13/02/2019	50726	762	✓	Quantek Design	£ 2,625.00	£ 525.00	£ 3,150.00	4055/351 - Architect/Legal fees	Town Hall - Electricity - 01/01/19 - 31/01/19
06/02/2019	185028849/19	763	✓	Milton Keynes Garden Machinery	£ 2,332.75	£ 466.55	£ 2,799.30	4385/351 - Litter/Dog Waste	Inspection & Cert - Harness Town Hall
06/02/2019	OP/0077801	764	✓	Total Gas & Power	£ 382.44	£ 76.49	£ 458.94	4214/251 - Electric	Parking February
10/02/2019	Qo15M3	765	✓	MSA Safety Company	£ 275.00	£ 55.00	£ 330.00	4085/151 - Insurance/Health & Safety	Unit 2 - Electricity 21/12/18 - 21/01/19
09/02/2019	H16C96C03	766	✓	Robert D Bowerman	£ 62.42	£ 12.48	£ 74.90	4218/151 - Rent	HLF - Town Hall Delivery Phase
06/02/2019	INV0430	767	✓	E-on	£ 43.62	£ 8.72	£ 52.34	4214/201 - Electric	9 Market Place - Phone & Broadband
10/02/2019	Qo15M3	768	✓	Ingham Pinnock Associates	£ 2,000.00	£ 400.00	£ 2,400.00	4055/251 - Architect/Legal fees	OP2 - Rent
11/01/2019	4011614	769	✓	British Telecom	£ 73.80	£ 14.76	£ 88.56	4100/271 - Telephones	Salary/Tax & NI/Pension
25/02/2019		770	✓	SNC	£ 60.94	£ 12.19	£ 73.13	1360/351 - Rent	Salary
25/02/2019		771	✓	Salaries	£ 17,180.86	£ 3,437.18	£ 20,618.04	4000-101 - Salary	Tax & NI
25/02/2019		772	✓	Tax & NI	£ 5,247.22	£ 1,049.44	£ 6,296.66	4010/201 - PAYE/INS	Pension
28/01/2019	150-0019625-000	DDFEB01	✓	Pension	£ 7,156.86	£ 1,431.37	£ 8,588.23	4015/101 - Pension	Card Machine - Interim Rental Payment
31/01/2019	22613216	DDFEB02	✓	Direct Debits	£ 14.57	£ 2.91	£ 17.48	4125/151 - Card Machine	Mobile Phones - 6 x staff
02/02/2019	184506096/19	DDFEB03	✓	Clower International Merchant Serv	£ 168.48	£ 33.70	£ 202.18	4100/151 - Telephones	Gas TH - 31/12/18 - 29/01/19
			✓	O2	£ 391.69	£ 78.34	£ 470.03	4212/251 - TH Gas	
			✓	Total Gas & Power					

**Authorise Payments - 2019
Month No 12**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
19/02/2019		775	Alison Moses	£ 13.14	£ -	£ 13.14	HLF - Return of Coffee Machine from The Loft
19/02/2019		776	Alison Moses	£ 20.14	£ -	£ 20.14	Postage for Agenda's
19/02/2019	0067	777	Alison Moses	£ 45.00	£ 7.40	£ 52.40	12 x Black Mourning Rosettes
16/02/2019		778	Enchanted Cinema	£ 1,395.00	£ -	£ 1,395.00	Outdoor Cinema in Park
26/02/2019		779	Northamptonshire Heritage Forum	£ 35.00	£ -	£ 35.00	HLF - Membership of Forum 1/4/19 - 31/3/20
19/02/2019		780	Alison Moses	£ 79.85	£ -	£ 79.85	Bin & Coat Racks - 20 High Street
19/02/2019		781	School Renovation Company	£ 16,550.58	£ 3,310.12	£ 19,860.70	Refurbishment of 20 High Street - 2nd & final payment
27/02/2019	INV496	782	Winchester House Trading	£ 475.00	£ -	£ 475.00	Hire of Winchester House - Wedding Ceremony 14/09/19
27/02/2019		783	Neopost	£ 100.00	£ -	£ 100.00	Franking Machine - Top Up
28/02/2019		784	The flower Pot	£ 30.00	£ -	£ 30.00	Flowers - Linda Carter Retirement
05/03/2019		785	Matthew Banner	£ 16.20	£ -	£ 16.20	Expenses
05/03/2019		786	Brian Sharp	£ 62.55	£ -	£ 62.55	Expenses
05/03/2018		787	Steph Campbell	£ 123.80	£ -	£ 123.80	Expenses & Office Supplies
06/03/2018		788	Howard Jessett	£ 1,125.00	£ -	£ 1,125.00	One month rent - 20 High Street
11/03/2018		789	Megan & Mark Francis	£ 30.00	£ -	£ 30.00	Admin Fee for change of ceremony venue
11/03/2018		790	Brian Sharp	£ 67.95	£ -	£ 67.95	Keys & Fobs - 20 High Street
11/03/2018		791	Rory Willoughby	£ 19.20	£ -	£ 19.20	Expenses
11/03/2019		792	Cherwell & South Northants	£ 132.00	£ -	£ 132.00	advertisement consent for 20 High Street
15/03/2019		793	Sturge	£ 161.98	£ 32.40	£ 194.38	Chains & Connectors for blind repairs
07/03/2019	1319	794	Iron Forged Designs	£ 1,000.00	£ 200.00	£ 1,200.00	Poppy Sculpture Deposit - Egerton Public Art
10/12/2018	1295	795	Iron Forged Designs	£ 1,400.00	£ 280.00	£ 1,680.00	TH - Georgian fireplace & Coat Rail for Mayors Robes
13/03/2019		796	Mark Morrell	£ 51.70	£ -	£ 51.70	Travel & Donations
Online payments							
19/02/2019	197699	797	Hazchem	£ 37.02	£ 7.40	£ 44.42	200 Compactor Sacks
04/03/2019	4012025	798	SNC	£ 638.63	£ -	£ 638.63	Commercial Waste Collection - Quarterly Invoice
14/02/2019	10225	799	Weldon Stone	£ 500.00	£ 100.00	£ 600.00	Survey of walls - Brackley Park
14/02/2019	A5815	800	Auditing Solutions Ltd	£ 430.00	£ 86.00	£ 516.00	Internal Audit 2018/19
13/02/2019	250066	801	Bee Tee Alarms	£ 54.25	£ 10.85	£ 65.10	OFS - Surface mounted door alarm
14/02/2019	21800	802	Borras	£ 9,008.23	£ 1,801.65	£ 10,809.88	HLF - Borras
18/02/2019	250183	803	Bee Tee Alarms	£ 1,330.00	£ 266.00	£ 1,596.00	Installation of intruder Alarm & Annual Maintenance Fee - 20 High Street
18/02/2019	2019012403	804	Neopost	£ 58.00	£ 11.60	£ 69.60	Franking Machine Maintenance -27/03/19 - 26/06/19
13/02/2019	3530 AGK816	805	Travis Perkins	£ 296.00	£ 59.20	£ 355.20	Paving Slabs for Cemetery
26/02/2019	1022291	806	Brackley MOT & Service Centre	£ 87.68	£ 9.54	£ 97.22	MOT - VX13 VAV
22/02/2019	127183	807	RT Machinery	£ 470.38	£ 94.08	£ 564.46	Telescopic Pole / Battery
25/02/2019	1	808	Wade Management	£ 93.50	£ -	£ 93.50	Supply of 1 x Security Guard 23/02/19 - Event Town Hall 7pm -12.30am
26/02/2019	1893	809	2Commune	£ 50.00	£ 10.00	£ 60.00	Website Pop over - for Op London Bridge
11/03/2019	SM19988	810	Rialtas Business Solutions	£ 509.00	£ 101.80	£ 610.80	Omega Support & Maintenance Contract
26/02/2019	367670	811	George Brown	£ 21.40	£ 4.28	£ 25.68	Carburettor Parts Kit
26/02/2019	198569	812	Hazchem	£ 19.13	£ 3.83	£ 22.96	Health & Safety Law Poster
28/02/2019	137211	813	Hydramex	£ 16.25	£ 3.25	£ 19.50	Oil for Chainsaw
01/03/2019		814	David Upstone	£ 1,445.52	£ -	£ 1,445.52	Gas/Water/Elec & Cleaning costs 29/3/18 - 01/03/19
27/02/2019	4011802	815	SNC	£ 18,157.83	£ 3,631.57	£ 21,789.40	Landscare Recharge - Grass Cutting Oct-Dec 2018
01/03/2019	8979	816	Healthmatic	£ 494.17	£ 98.83	£ 593.00	Cleaning Toilets OFS - 27/02/19 - 26/03/19
28/02/2019	M006K	817	BT	£ 171.53	£ 34.31	£ 205.84	Town Hall - Broadband
04/03/2019	416308405	818	Denmans Electrical	£ 6.69	£ 1.34	£ 8.03	Fused Spurs for TH door openers
01/03/2019	INV0436	819	Ingham Pinnock	£ 2,000.00	£ 400.00	£ 2,400.00	HLF - Town Hall Delivery Phase
25/03/2019		820	Howard Jessett	£ 3,375.00	£ -	£ 3,375.00	1st quarter - Rent 20 High Street
01/03/2019	3377339	821	Fuel Genie	£ 200.29	£ 40.07	£ 240.36	Fuel - February

**Authorise Payments - 2019
Month No 12**

28/02/2019	138103	822	RVS Group	£	236.57	£	47.31	£	283.88	Photocopier Rental
28/02/2019		823	Hummingbirds	£	40.00	£	-	£	40.00	Cake assortment - Linda Retirement
28/02/2019	8812039	824	Alternative Communications	£	64.25	£	12.85	£	77.10	Town Hall - Broadband & Alarm Lines
11/03/2019	11543	825	Microshade	£	397.74	£	79.55	£	477.29	Citrix Hosting Fee - January
25/03/2019		826	Howard Jessett	£	651.42	£	-	£	651.42	50% share annual Insurance - 20 High Street
10/03/2019	2	827	Wade Management	£	119.00	£	-	£	119.00	Supply of 1 x Security Guard 09/03/19 - Event Town Hall 7pm - 2.00am
03/03/2019	H16E523349	828	E-on	£	24.44	£	1.22	£	25.66	Electric - Unit 2 - 03/02/19 - 03/3/19
10/03/2019		829	Robert D Bowerman	£	62.42	£	-	£	62.42	3 x Parking Fee - March
05/03/2019	26520	830	Rialtas Business Solutions	£	143.19	£	28.64	£	171.83	Bookings Software support for 10 users
05/03/2019	50730	831	Milton Keynes Garden Machinery	£	1,332.00	£	266.40	£	1,598.40	Dog Waste Collection
12/03/2019	187675328/19	832	Total Gas & Power	£	722.80	£	144.56	£	867.36	Gas - OFS 31/08/18 - 05/03/19
07/03/2019	186838822/19	833	Total Gas & Power	£	371.11	£	69.42	£	440.53	Electric - Town Hall - 01/02/19 - 28/02/19
13/03/2019		834	Northamptonshire ACRE	£	35.00	£	-	£	35.00	Annual Subscription
Salary/Tax & NI/Pension										
25/03/2019		835	Salaries	£	16,857.43	£	-	£	16,857.43	Salary
25/03/2019		836	Tax & NI	£	5,401.59	£	-	£	5,401.59	Tax & NI
25/03/2019		837	Pension	£	6,059.07	£	-	£	6,059.07	Pension
Direct Debits										
13/02/2019	0000354570	DDFEB08	SGW Payroll	£	64.00	£	12.80	£	76.80	Payroll Costs - Month 11
04/03/2018	186405390/19	DDMAR02	Total Gas & Power	£	669.44	£	133.88	£	803.32	OFS - Gas 30/11/18 - 28/02/19
06/03/2018		DDMAR03	Penninsula	£	185.38	£	-	£	185.38	HR Consultants
04/03/2018	186325320/19	DDMAR04	Total Gas & Power	£	558.37	£	111.67	£	670.04	Town Hall - Gas - 29/01/19 - 28/02/19
07/03/2019	0000356358	DDMAR05	SGW Payroll	£	84.00	£	16.80	£	100.80	Payroll Costs - Month 12
				£	96,483.81	£	11,530.62	£	108,014.43	

Brackley Town Council

Minutes from the Communications Working Party Held on Wednesday 6th March 2019

Present: Cllrs P Wiltshire (Chair), Bagot-Webb and Cartmell
Also present: Stephanie Campbell (Comms Support Officer)

1. **Apologies:** Cllrs Morrell, Sharps and Tiller

2. **Distribution of Town Talk**

Three quotations received for the distribution of Town Talk were reviewed and discussed as follows:

- a. Town Talk Distribution Group - £700.00 (solo distribution)
- b. D2D - £535.00 (solo distribution)
- c. Life in Brackley - £450.00 (distribution with other material)

After discussion it was agreed to **RECOMMEND** to the Finance & Policy Committee to accept the quotation received from D2D amounting to £535.00 for the distribution of Town Talk for a period of two years commencing March 2019.

3. **Date, time and place of next meeting:**

12.00 noon on Tuesday 26th March 2019 at 20 High Street.

Brackley Town Council

Grants Panel Working Party

**Tuesday 12th March 10.00 am
Cartwright Room - 20 High Street**

Minutes

Present : Cllrs C Cartmell, D Thompson, P Wiltshire , B Tiller

Officer : Accounts Assistant (A Gee)

1. **Appointment of Chair** - Cllr D Thompson
2. **Apologies** - none received
3. **Declarations of Interest** - received from the following

C Cartmell - BEA & Member Brackley Rugby Club
D Thompson - BEA
4. **To consider Grant Applications received** - see attached
5. **To Confirm Larger Grants** - this was discussed and members agreed that the 3 larger grant applications would be agreed at the current level for this year

It was **RESOLVED** to **RECOMMEND** to the Finance & Policy Committee that:

Grants are allocated, as shown on the attached summary sheet, to a total of £7764.00

Members requested that in the letter to organisations we remind them that as well as applying to BTC they can also apply to SNC for grants

6. **Any other Business** - none
7. **Next meeting** - as required

Grant Application Summary Sheet - March 2019

Organisation	Amount Requested	Amount received last year	Comment	Amount Granted	Power
Brackley Street Watch	£210.00	Not applied	Purchase of 7 x Livered Winter Coats	£100.00	§137
Brackley & District History Society	£290.00	Not applied	Purchase of support poles for display boards on which activities of the society can be displayed and information disseminated	None - only benefits members	
Brackley Players	£750.00	Not applied	Storage for equipment, lights and props	£750.00	LGA 1972 §145
Brackley Rugby Club	£1,000.00	Not applied	Refurbish secondary space and install suspended ceiling	£1,000.00	
Brackley European Association	£700.00	£650.00	Costs in Entertaining Civic Officials from Monabaur Sept'19	£700.00	LGA 1972 §144
Brackley & District Allotment & Garden Holders Association Ltd	£4,882.93	Not applied	Wasteland cultivation, creation of wildflower habitat, beekeeping facility and specific improvements to the parking and access road areas	None - doesn't meet criteria	
Royal British Legion	£252.00	Not applied	Welfare & advice for all serving and Ex military personnel in NN13 area	£252.00	§137

Confirm Larger Grants

minute number 517/18 - extended by 1 year to date of local election -

Organisation	Amount Requested	Amount received last year	Comment	Amount Granted	Power
Volunteer Centre (SNVB)	£1,250.00	£1,250.00	Brackley Office Costs & Volunteer Car Scheme - agreed for 2 years April 2018 - see attached - agenda item 388/17 Finance & Policy Letter from SNVB attached stating agreed funding for 2019 to be £2250.00 - minute 341/18 agreed to provide £1000.00 additional funding for 2018/19 and 2019/20 also	£2,250.00	LG&RA 1997 §26
Brackley Community Carnival	£1,000.00	£1,000.00	Security, toilets, refuse bins and venue hire for 2019 event - agreed for 2 years April 2018 - see attached - agenda item 388/17 Finance & Policy	£1,000.00	LGA 1972 §145
Citizens Advice North Oxfordshire & South Northants	£1,712.00	£1,712.00	Costs of providing drop-in service in Brackley - agreed for 2 years April 2018 - see attached - agenda item 388/17 Finance & Policy	£1,712.00	LG&RA 1997 §26

SOUTH NORTHAMPTONSHIRE COUNCIL



Community Grants Application Form (Mainstream Grants)

Version for use from May 2018 - Please check the website to ensure you are using the current version

South Northamptonshire Council offers grants for a variety of projects, activities and services that are delivered within the district. This form covers the four mainstream community grant funds. Separate application forms are downloadable for bespoke grant schemes.

N.B. before completing this application form, please read the Community Grants Guidance Document, which is downloadable from the SNC website.

Please note; to apply for the New Homes Bonus Local Community Grant, we ask that you consult with the Parish Authority to seek its views on your proposal, and submit its written response with this application.

Please read the guidance document (section 2) to determine which funding stream is most appropriate for your proposed project.

If you require any clarification or help, please email grants@southnorthants.gov.uk or call Sarah Burns, Community Funding Officer, on 01327 322131.

Grant Funding Stream(s) applied for	Tick
Community Development Revenue Grant (up to 35% of eligible revenue costs only)	
Community Development Capital Grant (up to 35% of eligible capital costs only)	
New Homes Bonus Voluntary Sector Grant (up to 35% of eligible revenue and/or capital costs) – must benefit more than 1 parish in the district	
New Homes Bonus Local Community Grant (up to 100% of eligible revenue and/or capital costs)	X

1. About your organisation

1a Main or registered office details

Name of organisation	Brackley Rugby Union Football Club
Address	Nightingale Close, Brackley, Northants.
Post code	NN13 6NX
Telephone	01280 700685
Email	info@brackleyrufc.com
Web address	http://www.brackleyrufc.com/

1b Contact details for correspondence to be sent to

Name	Mr Mike Carter
Position	Director
Address	2 Brewin Close
Postcode	NN13 6NX
Telephone	07870488995
Email	commercial@brackleyrufc.com

1c Please describe the aims, objectives and purpose of your organisation

Brackley Rugby Football Club is a voluntary managed sports club, which provides sporting activities for players from Brackley and across South Northamptonshire.

1d When was your organisation set up? Please enclose a copy of your organisation's constitution. (Not applicable to Parish/Town Councils.)

Date, month and year: the club was formed in 1976 and the Constitution was adopted in June 1982. The club moved to the current clubhouse in 1999

1e What type of organisation are you?

Registered Charity

Social Enterprise

Community Group/Club

Parish/Town Council

Other – please specify

Limited company

Registration Number (if applicable)

6895526

1f Organisation's Bank account details (*Please note this must be in the name of the organisation applying for the funding and not a third party.*)

Name of Bank: Lloyds Bank

Account Name: Brackley Rugby Union Football Club Ltd.

Account Number: 16519760

Sort Code: 30-11-08

1g Have you received any previous grant funding from South Northants Council or other grant making body in the last 5 years? Please tick the relevant box. If yes please give details of the amount, the funder name and the purpose of the funding

No	
Yes	Yes
Purpose	Sand banding of sports pitch and reactive maintenance of disabled lift.

2. About your project

2a What is the purpose or title of the project or service that you require the funding for?

This funding is to provide the club with a much-needed refurbishment of the toilet facilities within the building and new flooring on the first floor. Since 1999, no improvements have been made to the area and in order to maintain private hirers of the facility, the club needs to ensure that the toilets and flooring do not detract away from the visitors' experience.

2b Please provide the location of the proposed project:

Location	Nightingale Close, Brackley, Northants
Postcode	NN13 6PN

2c What are the proposed start and end dates of your project or service (i.e. when will you commence the project and when do you expect your project to be completed?) Please state the month and year.

Start: May 2019

End: August 2019

2d Please give a summary of the proposed project or service which you require funding for in no more than 150 words including:

- **The nature of the assets/services/facilities that are currently available.**
- **Summary of the proposed project asset/s or service/s and how any current provision would be enhanced.**

The funding is to allow for a refurbishment of the toilet facilities and first floor flooring within the clubhouse. This has come about from hirers and visitors' feedback who attend the club and noted the tired condition of the toilet area.

This is not through the lack of cleaning, more the levels of investments made into other local clubs and that of people's increasing expectations when visiting establishments have raised these comments.

As a small rugby club, we understand that the Clubhouse is the greatest asset we have in order to make the club sustainable. We need to compete in an open market for not only attracting new rugby players, but hirers/bookings to make the rugby club an even greater success.

The proposed project is to give the toilets a complete overhaul and make the environment cleaner, more environmentally friendly and to enhance the customers experience whilst visiting the rugby club.



2e Please describe how your organisation and the proposed project asset/s/service/s would support the Council's strategic priorities. (Please refer to the SNC Business Plan objectives listed in the guidance document).

Strategic Priority	Describe how these would be supported as a direct result of the project
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Provide and support health and wellbeing	As a rugby club, our aspirations are to fully support health and wellbeing within the community. This is in respect of a broad spectrum of community members from the young to the old and male and female.
Enhance leisure facilities	<p>Our club house not only plays host to structured rugby as accredited by the RFU, but we hire the hall for a host of other activities ranging from ante natal, yoga, first aid classes and other private hiring.</p> <p>The toilets play a critical role in ensuring retention of our hirers and would certainly enhance the leisure facilities.</p> <p>The replacement of the flooring would also be beneficial for the likes of the yoga classes as well as the overall impression of the space.</p>
Provide support to the voluntary sector	<p>The success of the rugby club is through the charitable donations of time from all those who volunteer, from the Committee Members (Directors), to the rugby coaches, players and administration personnel.</p> <p>One of our main hirers is also a young charitable organisation, who volunteer their time for 'Do it for Defibs'. Please see https://www.facebook.com/groups/1078345945638073/ for more details on 'Do it for Defibs'.</p>
Reduce our carbon footprint and protect the natural environment	As part of the refurbishment work, we are looking to introduce new LED panels to save on energy consumption. The flooring for the main hall is from 100% recycled material.

2f Please describe the beneficiaries of your proposed project/service and the current problems they face.

Beneficiary Type	Number of beneficiaries	Current problems faced
Brackley Rugby Club	300+	The aged and tired facility is in need of a significant makeover.
Visitors/Private Hires		

	1000+ per annum	More people will see the investment in the facility to gain new users, aid retention and see the facility well for the next 20years.
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2g Please describe any underpinning justifications for your proposal and include details of how you have consulted with users and the local community.

Given the type of use the toilets have, the target markets we attempt to attract and the need to be a sustainable community club, we believe that this is a suitable and underpinning justification as to why the club would be a worthy beneficiary of the funding. Especially in consideration as to the added value the club provides and serves the local community.

2h Are you aware of any other organisations operating locally that provide a similar service? Yes No

If yes, please give details of these similar services and how you either intend to work in partnership or how this project/service complements other services or fills a gap:

2i Please detail how the project/service will be sustained in the long term.

This project will provide sustainability in the long term, by enabling the club to have WC facilities comparable with other venues in the district. This will allow Brackley RUFC to compete in the open market gaining new hirers in the clubhouse. We will also attract new talent streams of players wanting to play at a club, where they see the committee and teams care, are committed and see a bright future.

If this motivation was to be lost and the clubhouse fell into disrepair, Brackley RUFC, could cease to offer the excellent service it currently attempts to provide.

2j Please detail when the proposed service/project will be accessible to users, for example opening hours, days of week

The clubhouse is available for bookings during the day and evening, Monday to Sunday. Certain days are busy through many rugby teams training and having competitive games, so these are less likely to have any private hire (i.e. Saturday afternoon and Sunday morning).

The Bar can be hired by special arrangement and the clubhouse is only used as a Members only bar.

The aim will be to undertake the work out of rugby club season. Therefore, completion by late August 2019.

2k Please summarise the objectives/outcomes and targets you expect the project/service to achieve.

Objective (i.e. provide greater facilities for children in the area)	Outcome (i.e. provision of a playing field or equipment)	Measurable Target (i.e. increased number of children using the facility / door to door survey)
To provide quality sporting facilities for the community to use.	<ul style="list-style-type: none"> - Make the facilities more appealing to users/guests and environmentally friendly 	<ul style="list-style-type: none"> - Increased number of people attending sporting activities. - Increased hirers and bookings. - Greater income received. - Reduced attrition levels.

3. Capital Projects Relating to Land, Buildings or Facilities

You need to complete section three if you are applying for funding relating to land, buildings, facilities, fixtures or fittings.

3a Please detail the tenure for the project site, if you do not own the site please detail any lease or licence you hold and the extent of the remaining period.

Please note if the project site is not owned by the applicant, funding can only be awarded if a long-term lease/licence is in place (usually for a minimum of 20 years from the date of the application).

Brackley RUFC own the land and the buildings within its demise.

3b Have you received any specialist advice? (e.g. structural engineers report)

No works will be undertaken where a structural engineer report is required. Plumbing and electrical works will be undertaken as part of the project, and will be conducted by professional tradesman.

3c Is the facility presently accessible for people with disabilities? If no, please outline how the work will improve accessibility.

Yes. The club has a disabled lift and an accessible WC on the first floor. There is an accessible parking space to the front aspect.

The other parts of the club are accessible.

3d What is the forecast of the useful life of the asset for which funding is being sought?

It is anticipated that the lifecycle of the refurbishment works should be approx. 15 – 20years.

3e Do you require any of the following approvals?

	Yes/No	Current status (i.e. approved/pending)	Date granted	Reference number
Planning Approval	No			
Listed Building Consent	No			
Building Regulation Approval	No			
Conservation Area Consent	No			

4. Financial Details

Grants awarded by South Northamptonshire Council will fund a maximum of up to 35% of the eligible costs of a project. Applicants are expected to find match funding.

The only exception to this is where an application is being made in respect of the **New Homes Bonus Local Community Grant** where up to 100% of a project may be funded. Where match funding can be obtained for this funding stream, this would further demonstrate a commitment to delivering the project and increase value for money against the grant requested.


Under certain circumstances funding from more than one funding stream may be applied for. You will need to complete the relevant boxes for the separate elements of the project (i.e. capital and/or revenue costs). The percentage awarded will reflect the total of the separate elements and an example is shown in the guidance document as Appendix 1 – ‘Completing the Financial Section’.

4a Please provide a full breakdown of the estimated costs of your proposal. (Please show the net, VAT and gross values.)

4a (1) Revenue Grants

(do not fill in this section if you are only applying for capital costs)

Which funding stream are you applying to (please tick) and complete the relevant box/es:

Community Development Revenue Grant (up to 35%)	
New Homes Bonus Voluntary Sector Grant (must benefit more than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	

REVENUE COSTS (please enter operating costs only) Awards will be made at up to 35% only of the revenue costs or up to 100% for New Homes Bonus Local Community Grants.

Community Development Revenue Grant (up to 35%) (please complete below for this fund and add lines where required)				
Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

New Homes Bonus Voluntary Sector Grant (up to 35%) (please complete below for this fund and add lines where required) Must benefit more than 1 parish.

Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

New Homes Bonus Local Community Grant (up to 100%) (please complete below for this fund and add lines where required)				
Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

4a (2) Capital Grants

(do not fill in this section if you are only applying for revenue costs)

Which funding stream are you applying to (please tick):

Community Development Capital Grant (up to 35%)	
New Homes Bonus Voluntary Sector Grant (must benefit more than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	

CAPITAL COSTS (please enter capital costs only). Awards will be made at up to 35% only of the capital costs or up to 100% for New Homes Bonus Local Community Grants. (Please add rows where required.)

Community Development Capital Grant (up to 35%) (please complete below for this fund and add lines where required)				
Description of Capital Cost (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

New Homes Bonus Voluntary Sector Grant (up to 35%) (please complete below for this fund and add lines where required) Must benefit more than 1 parish				
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

New Homes Bonus Local Community Grant (up to 100%) (please complete below for this fund and add lines where required)				
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
Refurbishment of the Ladies, Gents and Disabled WC (budget)	£10,400	£2,600.00	£13,000.00	£13,000
Replacement of first floor flooring (actual)	£5,551.00	£1,110.20	£6,661.20	£6,661.20
TOTAL	£15,951.00	£3,7102.00	£19,661.20	£19,661.20

VAT INFORMATION:

Are you VAT registered	Yes		No	NO
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Do you intend to recover the VAT element of the cost of the project?	Yes		No	NO
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Please provide your VAT registration number (where applicable)				
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4b Funding Sources

How much grant funding are you seeking from SNC? How will you cover the total costs of the project? Please provide details of any grants or loans received or applied for specifically in relation to this project. Please note that any co-funding or match funding arrangements must be supported by a letter of intent from the provider and appended to your application.

These figures should NOT include VAT if you are VAT registered and are able to claim back from HMRC.

SNC grant (i.e. amount you are requesting in this application) Please note the maximum percentages in tables 4a(1) and 4a(2). <i>If you are VAT registered use only the net amount from tables 4a(1) and 4a(2) to calculate your percentage.</i>	Revenue Costs	£
	Capital Costs	£19,661.20
Total SNC grant requested (Revenue + Capital)	£19,661.20	
Contribution from parish / town council (state whether secured or anticipated)	£ value	0
	Status	
Secured grants £	Amount	£0
	Provider	
Anticipated grants £	Amount	£0
	Provider	
Fund raising required £	Amount	£0
	Method	
Other sources (i.e. own reserves, co funding -please detail provider and amount)	Building quotes for the work have come in at circa £24,000, therefore the work is to be project managed in house. Additional project costs will be incurred by Brackley RUFC.	
Total (Please note that this total should equal the total project costs as shown in the individual Project Costs tables in 4a)	£19,661.20	

5. State Aid Compliance

(Please note, if you are a Parish Council, Parish Meeting or Town Council body you may tick “No” in both of these boxes)

Any grant funding paid to a commercial organisation may constitute State Aid. Please note that to qualify as eligible to apply for an SNC grant you must be a not-for-profit organisation.¹

Before the State Aid tests can be applied it is necessary to determine whether the two aspects are present. Please tick the relevant boxes.

1.	Is the applicant an “undertaking”? An undertaking is defined as any entity, regardless of its legal status, which is engaged in economic	Yes (if you are to include hiring of the facilities)
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¹ Definition of “not-for-profit” : Not-for-profit describes a type of organisation that does not distribute profits to its owners or shareholders. All of the money earned by or donated to a not-for-profit organisation is used in pursuing the organisation’s objectives and keeping it running. Typically, not-for-profit organisations are charities or other types of public service organisations.

	(commercial/competitive) activity and where there is a market in comparable goods or services.	
2.	Is the applicant engaged in economic activity? This is defined as offering goods and/or services in a given market and which could, at least in principle, be carried out by a private operator for remuneration in order to make profits.	No (We are a non-profit distributing organisation. All funds are retained for the provision and benefit of continued sporting services)

If the answer to either of these questions is "Yes", you will need to contact Sarah Burns, Community Funding Officer to discuss further, telephone number 01327 322131 or email sarah.burns@cherwellandsouthnorthants.gov.uk.

If the answer to both of these questions is "No", there will be no State Aid present.

6. Supporting Information

IMPORTANT

South Northamptonshire Council will only process your application if:

- All relevant questions have been answered
- The form has been signed in Section 8 by an authorised signatory.
- All the necessary supporting documents are submitted with your application.

Where applicable, copies of the following documents should accompany this application.

	Please Tick (or state 'N/A' if not applicable)
Constitution of the applicant organisation (<i>not applicable to Parish/Town Councils/Parish Meetings</i>)	Attached
Latest audited accounts and balance sheets (<i>all applicants</i>)	Attached
Proof of ownership of land / buildings or a copy of the lease/licence (<i>capital and building repair applications only</i>)	N/A
Detailed quotes from three separate sources for all capital costs over £1,000 (unless a full justification can be provided) (<i>all applicants</i>)	See highlighted note below.
Written evidence that consultation has been sought from Town/Parish Council (<i>New Homes Bonus Local Community Grant only</i>)	Attached
Project, Business or Development Plan (<i>All applications with project costs over £10,000</i>)	See project specification attached
For purchase of land: i) a location plan i) A site plan showing means of access	N/A

ii) A copy of the District Valuer's report	
For building projects: i) A scale plan or drawings ii) A site plan including location of any buildings* iii) Accessibility statement Details of Valuation *A full specification for building works is not required, but scale drawings should show: i) Areas of each room and total area within external walls ii) Outline specification (brief notes) of materials to be used in the main construction iii) Heating and hot water supply (type of installation and fuel) iv) Drainage and any exceptional site or ground conditions v) Construction of any existing building retained	N/A
Copies of any mandatory consents required in direct relation to your project (i.e. planning permissions, licensing consents, listed building consents, etc)	N/A

Please see the attached quotes from established building contractors, for the entire project. These have come in over the anticipated budget circa £24k and £25k for the WC's alone. Through use of our connections at the rugby club, the material cost is circa £4k for the WC refurbishment and installation will be conducted from internal professional resources. This does require project management and alternative costs, rather than one contractor conducting the entire project.

The application form also states that other relevant information may be required. This may include insurance details (where there is a specific event) and if the organisation is specifically involved in activities with children, young people or vulnerable adults you will be required to supply relevant child protection and safeguarding policies (these should also demonstrate your compliance with DBS requirements). Please include any policy or procedure with your application that you think helps to support it. The Council reserves the right to request additional information as required.

7. Grant Terms and Conditions

If you are successful and you are awarded funding, there will be Terms and Conditions attached to your offer. The standard Terms and Conditions are set out at Appendix 2 of the Guidance Document. Please note that the Council reserves the right to vary them or impose additional Terms and Conditions if they are deemed necessary for a grant offer to be made.

8. Privacy Notice

South Northamptonshire Council (SNC) Community Services Grant Funding Programmes

What are SNC Community Services Grant Funding Programmes?

SNC grant programmes including Community Development Revenue Fund (including Training fund, Talented Performers fund, Listed Building fund and Events fund), Community

Development Capital Fund, New Homes Bonus Voluntary Sector, New Homes Bonus Local Community Grant. The grant programmes are open to not-for-profit organisations only and the full application eligibility criteria is published in the associated Guidance Document.

The programmes are not open to individuals or for profit-making commercial enterprises with the exception of the Talented Performers fund and the Listed Building fund that are open to individuals.

Contact details specific to Community Services Grant Funding

If you have any queries that are specific to SNC grants please contact Sarah Burns, Community Funding Officer, sarah.burns@cherwellandsouthnorthants.gov.uk, 01327 322131

How we use your information collected by the Community Services Grant Team

The Council processes applications and makes decisions for the management of community funding programmes, draws up offer letters and associated terms and conditions and project manages the grant claim process and any project monitoring requirements both during and post-project completion. In line with the Terms and Conditions of offer, the grant recipient should display a sticker or plaque acknowledging that the project has received a grant and the Council reserves the right to enter into publicity and press releases with regards to the project.

Who will have access to my personal data?

Council staff and Council Members involved in the grant application, decision-making and project monitoring processes.

What information is processed?

In order to ratify that a grant applicant has a bank account set up in the organisation's name, at the application stage, for bank or building society accounts we record the account holder's name, the branch address, sort code, account number and signature and the name, address and contact details of the organisation/individual applicant.

Retention period

The Council will retain data for 5 years from the date of receipt of the application and thereafter all personal data to be redacted, leaving the organisation's data only to be retained for a further period of 5 years (up to £1K grant), 21 years (£1K - £20K grant) and 50 years (over £20K grant) to reflect the grant claw back period as set out in the Terms and Conditions of offer. Thereafter once the retention period has expired all documentation shall be securely disposed of by the Council.

Summary of rights

In line with the administration of public funds and for transparency purposes, the Council is required to list the value of the grant, date awarded, grant recipient and project description in the public domain, which will be published on the Council's website.

You have a number of statutory rights that are explained in the "Summary of the data subject's rights" section of our website found under <https://www.southnorthants.gov.uk/privacy-and-cookies> here you will also find the Council's Privacy Policy.

Alternatively you can request this information by email:
informationgovernance@southnorthants.gov.uk

Or by post:

The Information Governance Team

South Northamptonshire Council

The Forum

Moat Lane

Towcester

Northamptonshire

NN12 6AD

9. Declaration

This section can only be completed by an authorised signatory of your organisation.

I/We hereby confirm that I/we have read and understand the grant terms, conditions and the requisite processes as contained within the Guidance Document, and that the information contained within this form is accurate.

By completing and signing this form, I give consent for my information to be processed in accordance with the purposes set out in this document.

Signature.....

Name.....

Date.....

Project Title			
Name			
Role			
Organisation			
Date			
I confirm I have read: (please tick to confirm)	Community Grants Guidance Document		<ul style="list-style-type: none">• Terms & Conditions• Claims Guidance (Grant guidance document Appendices 2 & 3)
Privacy Policy	<i>By completing and signing this form, I give consent for my information to be processed in accordance with the purposes set out in this document.</i>		
Signature (please insert your signature) (authorised approver)	<i>Applicable to applicant organisations that do not have a Board of Trustees</i>		
Trustee Approval	<i>Applicable only to applicant organisations that have a Board of Trustees</i>		

(where applicable)	By signing this document we confirm that all Trustees are fully aware and fully supportive of the proposed project and the application for a Grant and that they have read and agree the terms and conditions as contained in the SNC Grants Guidance Document. For Trustees, 2 signatures by nominated trustees are required and those 2 trustees must have been authorised by the Board of Trustees to sign the application form for and on behalf of all the trustees.
Signature (please insert Trustee signature) (Trustees) Please add lines for all Trustees signatures where more than 2 are required.	

If you cannot complete an electronic form, or if there is anything in the terms & conditions, or in the grant claim procedures that you do not understand please contact:

Sarah Burns, Community Funding Officer, on 01327 322131.

Please return your completed form by email to:

grants@southnorthants.gov.uk



SOUTH NORTHAMPTONSHIRE COUNCIL

Community Grants Application Form (Mainstream Grants)

Version for use from May 2018 - Please check the website to ensure you are using the current version

South Northamptonshire Council offers grants for a variety of projects, activities and services that are delivered within the district. This form covers the four mainstream community grant funds. Separate application forms are downloadable for bespoke grant schemes.

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Please note; to apply for the New Homes Bonus Local Community Grant, we ask that you consult with the Parish Authority to seek its views on your proposal, and submit its written response with this application.

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Grant Funding Stream(s) applied for	Tick
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Community Development Capital Grant (up to 35% of eligible capital costs only)	
New Homes Bonus Voluntary Sector Grant (up to 35% of eligible revenue and/or capital costs) – must benefit more than 1 parish in the district	
New Homes Bonus Local Community Grant (up to 100% of eligible revenue and/or capital costs)	√

1. About your organisation

1a Main or registered office details

Name of organisation	Home-Start Daventry and South Northants	
Address	1 st Floor, Victoria House, 138 Watling Street East, Towcester, Northants	
Post code	NN12 6BT	
Telephone	01327 353139	
Email	manager@homestart-davsn.org.uk	
Web address	www.homestart-davsn.org.uk	

1b Contact details for correspondence to be sent to

Name	Phil Hickson	
Position	Scheme Manager	
Address	1 st Floor, Victoria House, 138 Watling Street East, Towcester, Northants	
Postcode	NN12 6BT	
Telephone	01327 353139	
Email	manager@homestart-davsn.org.uk	

1c Please describe the aims, objectives and purpose of your organisation

Home-Start Daventry and South Northants is a voluntary organisation that offers support and practical help to young families living in South Northamptonshire and Daventry Districts. All families supported by the scheme are experiencing difficult or stressful situations and have at least one child under five years old

1d When was your organisation set up? Please enclose a copy of your organisation's constitution. (Not applicable to Parish/Town Councils.)

June 1996

1e What type of organisation are you?

Registered Charity

Social Enterprise

Community Group/Club

Parish/Town Council

Other – please specify

Company Limited by Guarantee

Registration Number (if applicable)

1105831

Company No. 5199639

1f Organisation's Bank account details (Please note this must be in the name of the organisation applying for the funding and not a third party.)

Name of Bank: NatWest

Account Name: Home-Start Daventry and South Northants

Account Number: 33528055

Sort Code: 52-30-21

1g Have you received any previous grant funding from South Northants Council or other grant making body in the last 5 years? Please tick the relevant box. If yes please give details of the amount, the funder name and the purpose of the funding

No	
Yes	Please see five Annual Reports sent separately (2012/13, 13/14, 14/15, 15/16 and 16/17), plus latest audited accounts for FY 17/18.
Purpose	Includes recruitment & training of volunteers to support families; hire & staffing of SNVB Brackley office twice a month; and most recently supporting Brackley families and establishing a Stay & Play Group in Brackley Old Fire Station (August 2018 – March 2019) plus Stay & Play (Towcester), with family support (October 2018)

2. About your project

2a What is the purpose or title of the project or service that you require the funding for?

Stay and Play Group (Brackley) plus Co-ordinator salary

2b Please provide the location of the proposed project:

Location	STAY AND PLAY GROUP INITIATED AT OLD FIRE STATION IN BRACKLEY AUGUST 2018. AS PLANNED, VENUE WILL CHANGE TO EGERTON HALL BRACKLEY MID 2019.
Postcode	Main office is in Towcester (NN12 6BT); weekly Stay & Play Groups currently take place at the Old Fire Station in Brackley NN13 7DW

2c What are the proposed start and end dates of your project or service (i.e. when will you commence the project and when do you expect your project to be completed?) Please state the month and year.

Start: October 2019

End: March 2020

2d Please give a summary of the proposed project or service which you require funding for in no more than 150 words including:

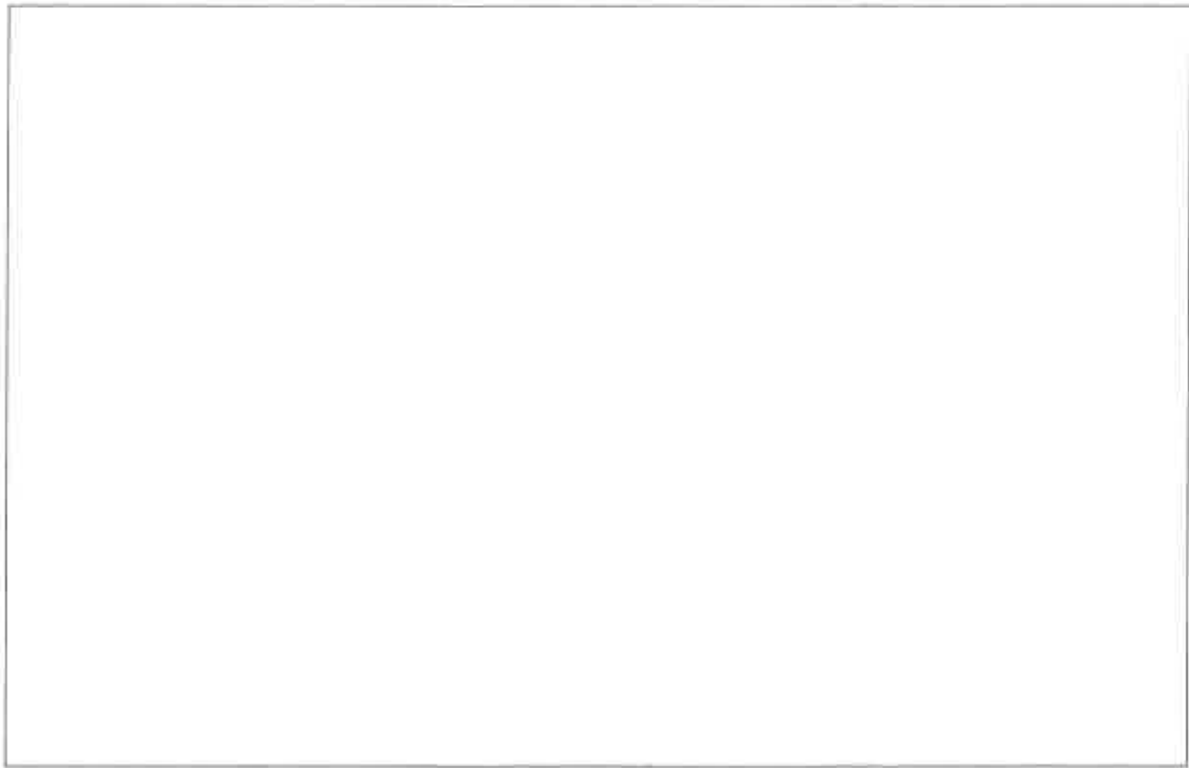
- **The nature of the assets/services/facilities that are currently available.**
- **Summary of the proposed project asset/s or service/s and how any current provision would be enhanced.**

There are three main elements –

- **Continue Stay & Play project at Egerton Hall, Brackley for six months (staff time and expenses for 25 Wednesday Stay & Play sessions);**
- **Salary contribution for dedicated Stay and Play Group organiser;**
- **Provide additional relevant expert training for HS DSN staff and volunteers by NorPip and NDAS (staff time & travel expenses from Northampton).**

The groups support local families in a safe, secure environment, and mean that vulnerable local young children enjoy a rich play experience. Parents and children enjoy the social setting. We also offer parenting resources and support: a family might request a meeting with a coordinator to talk about eg debt advice, low mood.

We have been supporting an increasing number of fragile families in Brackley: this project would enable us to extend that tailored support to more families, including those moving into the new estates.



2e Please describe how your organisation and the proposed project asset/s/service/s would support the Council’s strategic priorities. (Please refer to the SNC Business Plan objectives listed in the guidance document).

Strategic Priority	Describe how these would be supported as a direct result of the project
Provide and support health and wellbeing	<p>Home-Start promotes and values diversity of background, and we do everything we can to ensure everyone has an equal opportunity to access our services and to feel included.</p> <p>Giving children the best possible start in life improves educational attainment and employment opportunities, helping achieve economic wellbeing.</p> <p>Our "Stay and Play" groups support local families and provide a safe, secure environment in which vulnerable young children can enjoy a rich play experience that is not otherwise available in the district. The children's social skills improve, also their physical and emotional well-being. Demand for the groups is increasing.</p> <p>With our Stay & Play groups we also:</p> <ul style="list-style-type: none"> ➤ Encourage parents to develop their strengths and take care of their emotional well-being for the ultimate benefit for the children,

	<ul style="list-style-type: none"> ➤ Reassure parents that difficulties in bringing up children are not unusual, and ➤ Encourage the simple enjoyment of family life. <p>Increasing self-esteem and confidence contributes to parents social inclusion, enabling them to make a positive contribution to their local community and become more independent.</p> <p>We work with partners in the voluntary sector (eg SNVB, SNH, MIND, NDAS, NorPip) to ensure sharing of best practice and information as well as resources and opportunities. Local businesses support us by collecting and donating funds, as well as surplus stock which we sell to raise funds.</p> <p>We safeguard the vulnerable by supporting families and children with varied complex needs and specifically ensure all our safeguarding policies and procedures are adhered to.</p>
<p>Enhance leisure facilities</p>	<p>We encourage all supported families to develop healthy and safe lifestyles. Where appropriate, we signpost to relevant events and organisations within the community for additional support, for example, SNC Activity Hubs, Family Fun Days, National Play Day events, library services, children’s centres, GP surgeries and schools.</p> <p>The Stay & Play groups are also a cost effective way of supporting a greater number of vulnerable families with young children. We can then step up support if necessary with a home visiting volunteer.</p> <p>We also offer parenting resources at Stay & Play groups, including behaviour management and establishing boundaries (123 Magic), school readiness (Big Hopes, Big Future), crafting skills and play (Rhyme Time), encouraging healthy eating, promoting dental health and advocating physical activity. Our coordinators attend on request, and can signpost a family to more support for debt advice, mental health issues, bereavement etc.</p>

<p>Provide support to the voluntary sector</p>	<p>We work effectively in partnership with various agencies across the districts and we ensure outcomes are met via continuous monitoring and evaluation. By providing advice on relevant issues (including indebtedness), we contribute to the stability of the work force by reducing family breakdown. As parent's self-esteem and confidence increase with support from our volunteers, they become more likely to return to work or training. Volunteers encourage and support parents to build positive support networks within their own community and to access local services and resources. With Home-Start support, parents grow in self-esteem and confidence. As a result, they are more likely to access training and employment opportunities that help them to achieve economic wellbeing and to boost the local economy. We regularly consult and report at meetings with various agencies including South Northants Volunteer Bureau (SNVB), South Northants Homes, NorPIP, Children Centres Advisory Boards, South Northants Council and Northamptonshire County Council Annual Conversation. We have had monthly Focus Groups with our Volunteers, regular staff and family meetings where we discuss the needs and support currently and how to improve for the future.</p>
<p>Reduce our carbon footprint and protect the natural environment</p>	<p>N/A</p>

2f Please describe the beneficiaries of your proposed project/service and the current problems they face.

Beneficiary Type	Number of beneficiaries	Current problems faced
<p><u>Stay & Play group</u> Local, fragile family (ie parents & children) with at least one child under 5y.</p>	<p>Up to 10 families/week for 25 weeks, Oct 19 – March 20</p>	<p>Examples from existing Stay & Play groups in Towcester, Daventry & Brackley, include:</p> <ul style="list-style-type: none"> ➤ isolation; ➤ indebtedness;

		<ul style="list-style-type: none"> ➤ lack of confidence and low self esteem; ➤ mental health difficulties and low mood; ➤ recently leaving refuge, following abusive relationship; ➤ ill health and/or disability for child or parent; ➤ poor parenting skills, including behaviour management; ➤ lack of rôle models. <p>Many families who attend our Stay and Play Groups have multiple needs, often, additional needs become apparent as we work together.</p> <p>Our preventative support at the early intervention stage can reduce/avoid higher cost social services reactive support at a later stage</p>
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2g Please describe any underpinning justifications for your proposal and include details of how you have consulted with users and the local community.

<p>Since the start of the Stay and Play group in Brackley in August 2018, a total of 37 families from Brackley have attended at least once. Families tell us that they value the Stay & Play group as it helps to reduce isolation, gives more help with parenting support and helps them make local friends. Several families told us that existing play groups feel “cliquey.” Most existing play groups also stop in school holidays, when families can be very isolated.</p> <p>Health visitors refer families to Home Start for support by a home visiting volunteer, and our services and resources are stretched, so last year, we piloted Stay & Play groups: these enable us to support more families on a weekly basis, and to step up family support with a home visiting volunteer if needed.</p> <p>We also step down support for a family via the local Stay & Play group as a home visiting volunteer is reducing the number of visits to a family. We provide a programme of support at the Stay & Play group which is not otherwise available in Brackley, including advice on healthy teeth, and healthy eating via NCC/First for Wellbeing, behaviour management, school readiness, a six week Rhyme Time programme via NCC/First for Wellbeing, and support from NDAS, NorPip, MIND and other specialists. Demand for the Stay and Play Groups is increasing so we now run weekly sessions in Towcester, Brackley and two in Daventry. We have recently recruited a</p>

dedicated Stay and Play Group Organiser to work four hours per day, four days a week organising and running the groups.

From regular monitoring and evaluation of our data, it is clear that we are receiving more referrals in the town, some with multiple needs. Living on the new estates also brings its own problems – distance from shops and facilities including surgeries and the library; unmade up roads with rutted surfaces make pushing a buggy difficult; a family may have moved away from extended family support in another area; lack of a postcode can mean that benefits and other support cannot be transferred in the short term, leading to arrears. Our Stay and Play Groups can support families in resolving these issues.

We have consulted by attending and reporting at meetings with various agencies including TTC, SNVB, South Northants Homes, NorPip, Health Visitors, Children's Centres and Advisory Boards.

We hold monthly groups with our volunteers, as well as regular staff and family meetings, where we discuss the needs and support currently available and how to improve provision – this led to the Stay & Play idea last year, and the pilot projects in Towcester and Daventry.

Our Board of Trustees receives regular Scheme Manager Reports which evaluate key priorities, data on families, referrals and types of support from our monitoring and evaluation system. In addition, we report on a quarterly basis to Home-Start UK and six monthly to the Big Lottery (though their support ended in October 2018).

We use Home-Start UK's bespoke online MESH (Monitoring and Evaluation System within Home-Start) as, amongst other metrics, this enables parents to evaluate their own progress and identifies how effective support has been through the review process. The system also provides a database that collates statistical information and evidence of outputs and outcomes.

We achieved 100% in our Home Start UK Quality Assurance Review in 2017 (next review January 2020) and gained a QA seal and Certificate.

We constantly seek the opinions of supported families on improving our service to meet their needs at Review Meetings, and families complete a questionnaire at the end of the support.

Volunteers and Trustees attend Family Activity Days and events which provide an opportunity to talk to families in an informal way about their experiences as service users.

We have appointed an experienced Safeguarding Advisor to the Board who has confirmed that through early intervention and prevention we are making a valuable contribution to reducing the impact of stress and difficulties on families, helping to prevent family crises or breakdowns.

From the data, statistics and outcomes provided from this varied and diverse evaluation, we have evidence to show we need to continue our Stay & Play project in Brackley. This is also borne out by the number of families accepting support, which can be self-referral as well as via Health Visitors and Children's Centres.

This funding would ensure its continuation whilst we approach other funders (including developers, Big Lottery, Children in Need etc.) to keep the Play & Stay project going long term.

We continue to fundraise in various ways, with a Funding Strategy Group and a Funding Action Plan agreed by the Board of Trustees.

We have also approached the NCC Commissioners, arguing the case for the new unitary authority in West Northamptonshire to support our preventative work with vulnerable families with young children.

2j Please detail when the proposed service/project will be accessible to users, for example opening hours, days of week

Stay & Play groups:

Weekly, 10.00am – midday, from Friday 4th October 2019 – Friday 28th March 2020, Egerton Hall, Brackley NN13 6EA

(total of 25 sessions, including during holidays)

Staffed by Stay and Play Group Organiser (Kate Batchelor) supported by Co-ordinator (usually Judy Wheatland) and one volunteer (minimum).

2k Please summarise the objectives/outcomes and targets you expect the project/service to achieve.

Objective (i.e. provide greater facilities for children in the area)	Outcome (i.e. provision of a playing field or equipment)	Measurable Target (i.e. increased number of children using the
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		facility / door to door survey)
<p>Provide greater opportunities for play and socialisation for Brackley children from vulnerable families.</p> <p>Improve outcomes and life chances for the children whose wellbeing is affected by the impact of challenging situations experienced by their family.</p>	<p>Run 25 weekly Stay & Play sessions at Egerton Hall</p> <p>Reduce isolation; parents will have a reduction in social isolation and improved links within their local community.</p> <p>Improve families' physical health and well-being.</p>	<p>Up to 10 families with young children/week attend group.</p> <p>Parents feel supported and better able to cope; children play in rich, stimulating and secure environment.</p> <p>Parents report their family has undertaken more physical activities.</p> <p>Parents report their families' physical health and well-being has improved.</p> <p>Parents report an increase in their self-esteem and confidence, improvement in their emotional health and well-being and their ability to cope on a day to day basis.</p> <p>Parents report accessing other local groups and resources.</p> <p>Parents report feeling less isolated.</p>

3. Capital Projects Relating to Land, Buildings or Facilities

You need to complete section three if you are applying for funding relating to land, buildings, facilities, fixtures or fittings.

3a Please detail the tenure for the project site, if you do not own the site please detail any lease or licence you hold and the extent of the remaining period.

Please note if the project site is not owned by the applicant, funding can only be awarded if a long term lease/licence is in place (usually for a minimum of 20 years from the date of the application).

N/A

3b Have you received any specialist advice? (e.g. structural engineers report)

N/A

3c Is the facility presently accessible for people with disabilities? If no, please outline how the work will improve accessibility.

N/A

3d What is the forecast of the useful life of the asset for which funding is being sought?

N/A

3e Do you require any of the following approvals?

	Yes/No	Current status (i.e. approved/pending)	Date granted	Reference number
Planning Approval				
Listed Building Consent				
Building Regulation Approval				
Conservation Area Consent				

4. Financial Details

Grants awarded by South Northamptonshire Council will fund a maximum of up to 35% of the eligible costs of a project. Applicants are expected to find match funding.

The only exception to this is where an application is being made in respect of the **New Homes Bonus Local Community Grant** where up to 100% of a project may be funded. Where match funding can be obtained for this funding stream, this would further demonstrate a commitment to delivering the project and increase value for money against the grant requested.

Under certain circumstances funding from more than one funding stream may be applied for. You will need to complete the relevant boxes for the separate elements of the project (i.e. capital and/or revenue costs). The percentage awarded will reflect the total of the separate elements and an example is shown in the guidance document as Appendix 1 – ‘Completing the Financial Section’.

4a Please provide a full breakdown of the estimated costs of your proposal. (Please show the net, VAT and gross values.)

4a(1) Revenue Grants

(do not fill in this section if you are only applying for capital costs)

Which funding stream are you applying to (please tick) and complete the relevant box/es:

Community Development Revenue Grant (up to 35%)	
New Homes Bonus Voluntary Sector Grant (must benefit more than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	√

REVENUE COSTS (please enter operating costs only) Awards will be made at up to 35% only of the revenue costs or up to 100% for New Homes Bonus Local Community Grants.

Community Development Revenue Grant (up to 35%) (please complete below for this fund and add lines where required)				
Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested

TOTAL				
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New Homes Bonus Voluntary Sector Grant (up to 35%) (please complete below for this fund and add lines where required) Must benefit more than 1 parish.

Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

New Homes Bonus Local Community Grant (up to 100%) (please complete below for this fund and add lines where required)

Description of Revenue Cost (i.e. insurance, printing, contract workers)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
Egerton Hall – no charge				
Direct costs of Co-ordinator: 1 hour, total £12/week x 25 weeks	300		300	300
Co-ordinator travel (from Towcester office) £13.80/week x 25	345		345	345
Direct costs of Stay and Play Group Organiser, 4 hours, total £46/week x 25 weeks	1,150		1,150	1,150
Organiser travel (from Towcester office) £13.80/week x 25	345		345	345
Specialist training for staff & volunteers provided by NDAS and NorPip (towards publications, travel etc) £100/organisation x 2	200		200	200
Monthly group sessions with external speakers covering eg. housing, indebtedness, weaning,	78		78	78

potty training etc. £13/hour x 6 sessions				
Food and drink refreshments for children £10/week x 25 weeks	250		250	250
Small presents at Christmas for the children £5 x 20 children	100		100	100
TOTAL	2,768		2,768	2,768

4a(2) Capital Grants

(do not fill in this section if you are only applying for revenue costs)

Which funding stream are you applying to (please tick):

Community Development Capital Grant (up to 35%)	
New Homes Bonus Voluntary Sector Grant (must benefit more than 1 parish) (up to 35%)	
New Homes Bonus Local Community Grant (up to 100%)	

CAPITAL COSTS (please enter capital costs only). Awards will be made at up to 35% only of the capital costs or up to 100% for New Homes Bonus Local Community Grants. (Please add rows where required.)

Community Development Capital Grant (up to 35%) (please complete below for this fund and add lines where required)				
Description of Capital Cost (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

New Homes Bonus Voluntary Sector Grant (up to 35%) (please complete below for this fund and add lines where required) Must benefit more than 1 parish				
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested

TOTAL				
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New Homes Bonus Local Community Grant (up to 100%) (please complete below for this fund and add lines where required)				
Description of Capital Costs (i.e. building works, equipment, tangible assets)	£ Net of VAT	£ VAT	£ Gross	£ SNC grant requested
TOTAL				

VAT INFORMATION:

Are you VAT registered	Yes		No	√
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Do you intend to recover the VAT element of the cost of the project?	Yes		No	√
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Please provide your VAT registration number (where applicable)	
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4b Funding Sources

How much grant funding are you seeking from SNC? How will you cover the total costs of the project? Please provide details of any grants or loans received or applied for specifically in relation to this project. Please note that any co-funding or match funding arrangements must be supported by a letter of intent from the provider and appended to your application.

These figures should NOT include VAT if you are VAT registered and are able to claim back from HMRC.

SNC grant (i.e. amount you are requesting in this application) Please note the maximum percentages in tables 4a(1) and 4a(2). If you are VAT registered use only the net amount from tables 4a(1) and 4a(2) to calculate your percentage.	Revenue Costs	£
	Capital Costs	£
Total SNC grant requested (Revenue + Capital)	£	
Contribution from parish / town council (state whether secured or anticipated)	£ value	
	Status	
Secured grants £	Amount	£
	Provider	
Anticipated grants £	Amount	£

	Provider	
Fund raising required £	Amount	£
	Method	
Other sources (i.e. own reserves, co funding - please detail provider and amount)	£	
Total (Please note that this total should equal the total project costs as shown in the individual Project Costs tables in 4a)	£2,768	

5. State Aid Compliance

(Please note, if you are a Parish Council, Parish Meeting or Town Council body you may tick "No" in both of these boxes)

Any grant funding paid to a commercial organisation may constitute State Aid. Please note that to qualify as eligible to apply for an SNC grant you must be a not-for-profit organisation.¹

Before the State Aid tests can be applied it is necessary to determine whether the two aspects are present. Please tick the relevant boxes.

1.	Is the applicant an "undertaking"? An undertaking is defined as any entity, regardless of its legal status, which is engaged in economic (commercial/competitive) activity and where there is a market in comparable goods or services.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	Is the applicant engaged in economic activity? This is defined as offering goods and/or services in a given market and which could, at least in principle, be carried out by a private operator for remuneration in order to make profits.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If the answer to either of these questions is "Yes", you will need to contact Sarah Burns, Community Funding Officer to discuss further, telephone number 01327 322131 or email sarah.burns@cherwellandsouthnorthants.gov.uk.

¹ Definition of "not-for-profit" : Not-for-profit describes a type of organisation that does not distribute profits to its owners or shareholders. All of the money earned by or donated to a not-for-profit organisation is used in pursuing the organisation's objectives and keeping it running. Typically, not-for-profit organisations are charities or other types of public service organisations.

If the answer to both of these questions is "No", there will be no State Aid present.

6. Supporting Information

IMPORTANT

South Northamptonshire Council will only process your application if:

- All relevant questions have been answered
- The form has been signed in Section 8 by an authorised signatory.
- All the necessary supporting documents are submitted with your application.

Where applicable, copies of the following documents should accompany this application.

	Please Tick (or state 'N/A' if not applicable)
Constitution of the applicant organisation (<i>not applicable to Parish/Town Councils/Parish Meetings</i>)	√
Latest audited accounts and balance sheets (<i>all applicants</i>)	√
Proof of ownership of land / buildings or a copy of the lease/licence (<i>capital and building repair applications only</i>)	N/A
Detailed quotes from three separate sources for all capital costs over £1,000 (unless a full justification can be provided) (<i>all applicants</i>)	N/A
Written evidence that consultation has been sought from Town/Parish Council (<i>New Homes Bonus Local Community Grant only</i>)	√
Project, Business or Development Plan (<i>All applications with project costs over £10,000</i>)	N/A
For purchase of land: i) a location plan i) A site plan showing means of access ii) A copy of the District Valuer's report	N/A
For building projects: i) A scale plan or drawings ii) A site plan including location of any buildings* iii) Accessibility statement Details of Valuation *A full specification for building works is not required, but scale drawings should show: i) Areas of each room and total area within external walls ii) Outline specification (brief notes) of materials to be used in the main construction iii) Heating and hot water supply (type of installation and fuel) iv) Drainage and any exceptional site or ground conditions v) Construction of any existing building retained	N/A
Copies of any mandatory consents required in direct relation to your project (i.e. planning permissions, licensing consents, listed building consents, etc)	N/A

The application form also states that other relevant information may be required. This may include insurance details (where there is a specific event) and if the organisation is specifically involved in activities with children, young people or vulnerable adults you will be

required to supply relevant child protection and safeguarding policies (these should also demonstrate your compliance with DBS requirements). Please include any policy or procedure with your application that you think helps to support it. The Council reserves the right to request additional information as required.

7. Grant Terms and Conditions

If you are successful and you are awarded funding, there will be Terms and Conditions attached to your offer. The standard Terms and Conditions are set out at Appendix 2 of the Guidance Document. Please note that the Council reserves the right to vary them or impose additional Terms and Conditions if they are deemed necessary for a grant offer to be made.

8. Privacy Notice

South Northamptonshire Council (SNC) Community Services Grant Funding Programmes

What are SNC Community Services Grant Funding Programmes?

SNC grant programmes including Community Development Revenue Fund (including Training fund, Talented Performers fund, Listed Building fund and Events fund), Community Development Capital Fund, New Homes Bonus Voluntary Sector, New Homes Bonus Local Community Grant. The grant programmes are open to not-for-profit organisations only and the full application eligibility criteria is published in the associated Guidance Document.

The programmes are not open to individuals or for profit-making commercial enterprises with the exception of the Talented Performers fund and the Listed Building fund that are open to individuals.

Contact details specific to Community Services Grant Funding

If you have any queries that are specific to SNC grants please contact Sarah Burns, Community Funding Officer, sarah.burns@cherwellandsouthnorthants.gov.uk, 01327 322131

How we use your information collected by the Community Services Grant Team

The Council processes applications and makes decisions for the management of community funding programmes, draws up offer letters and associated terms and conditions and project manages the grant claim process and any project monitoring requirements both during and post-project completion. In line with the Terms and Conditions of offer, the grant recipient should display a sticker or plaque acknowledging that the project has received a grant and the Council reserves the right to enter into publicity and press releases with regards to the project.

Who will have access to my personal data?

Council staff and Council Members involved in the grant application, decision-making and project monitoring processes.

What information is processed?

In order to ratify that a grant applicant has a bank account set up in the organisation's name, at the application stage, for bank or building society accounts we record the account holder's

name, the branch address, sort code, account number and signature and the name, address and contact details of the organisation/individual applicant.

Retention period

The Council will retain data for 5 years from the date of receipt of the application and thereafter all personal data to be redacted, leaving the organisation's data only to be retained for a further period of 5 years (up to £1K grant), 21 years (£1K - £20K grant) and 50 years (over £20K grant) to reflect the grant claw back period as set out in the Terms and Conditions of offer. Thereafter once the retention period has expired all documentation shall be securely disposed of by the Council.

Summary of rights

In line with the administration of public funds and for transparency purposes, the Council is required to list the value of the grant, date awarded, grant recipient and project description in the public domain, which will be published on the Council's website.

You have a number of statutory rights that are explained in the "Summary of the data subject's rights" section of our website found under <https://www.southnorthants.gov.uk/privacy-and-cookies> here you will also find the Council's Privacy Policy.

Alternatively you can request this information by email:

informationgovernance@southnorthants.gov.uk

Or by post:

The Information Governance Team

South Northamptonshire Council

The Forum

Moat Lane

Towcester

Northamptonshire

NN12 6AD

9. Declaration

This section can only be completed by an authorised signatory of your organisation.

I/We hereby confirm that I/we have read and understand the grant terms, conditions and the requisite processes as contained within the Guidance Document, and that the information contained within this form is accurate.

By completing and signing this form, I give consent for my information to be processed in accordance with the purposes set out in this document.

Signature

Jean Morgan.....

Name

Jean
Morgan.....

Date...

26 February
2019.....

Project Title	Stay & Play (Brackley)			
Name	Jean Morgan			
Role	Chair, Board of Trustees			
Organisation	Home Start Daventry & South Northants			
Date	26th February 2019			
I confirm I have read: (please tick to confirm)	Community Grants Guidance Document	✓	<ul style="list-style-type: none"> • Terms & Conditions • Claims Guidance (Grant guidance document Appendices 2 & 3) 	✓ ✓
Privacy Policy	<i>By completing and signing this form, I give consent for my information to be processed in accordance with the purposes set out in this document.</i>			
Signature (please insert your signature) (authorised approver)	<i>Applicable to applicant organisations that do not have a Board of Trustees</i>			
Trustee Approval (where applicable)	<i>Applicable only to applicant organisations that have a Board of Trustees</i> By signing this document we confirm that all Trustees are fully aware and fully supportive of the proposed project and the application for a Grant and that they have read and agree the terms and conditions as contained in the SNC Grants Guidance Document. For Trustees, 2 signatures by nominated trustees are required and those 2 trustees must have been authorised by the Board of Trustees to sign the application form for and on behalf of all the trustees.			
Signature (please insert Trustee signature) (Trustees) Please add lines for all Trustees signatures where more	<i>Jean Morgan</i>			

than 2 are required.	
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If you cannot complete an electronic form, or if there is anything in the terms & conditions, or in the grant claim procedures that you do not understand please contact:

Sarah Burns, Community Funding Officer, on 01327 322131.

Please return your completed form by email to:

grants@southnorthants.gov.uk