

CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Cllr Garry Shortland Town Clerk: Gareth Hughes

**All Council & Committee Meetings are open to the
Public and Press**

FINANCE & AUDIT COMMITTEE

Date of Publication: Wednesday 18th October 2023

TO: All Members of the Finance & Audit Committee

Cllr Baker, Cllr Bates, Cllr Eggins (Vice Chair), Cllrs A Kenton, Cllr J Kenton, Cllr Richter and Cllr Williams (Chair).

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Finance & Audit Committee to be held on Tuesday 24th October 2023, commencing at 7pm in The Guildhall, Fore Street, Chard TA20 1PP.

Gareth Hughes, Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments to the Finance & Audit Committee in relation to the meeting agenda. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes

Public Participation Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Committee.

2023/45 APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2023/46 DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

2023/47 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information The Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to under Confidential Items, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

2023/48 COMMITTEE MEETING MINUTES

To confirm and sign the minutes of the Extraordinary Finance & Audit Committee meeting held on Tuesday 17th October 2023.

2023/49 APPOINTMENT OF ADDITIONAL MEMBERS TO TASK & FINISH GROUPS

To consider appointing additional members to the following Task & Finish Groups as new members have been appointed to the Finance & Audit Committee since the last meeting:

- Budget Planning Task & Finish Group – Current Members: - Cllr Bates, Cllr Eggins and Cllr Williams
- Policy Review Task & Finish Group - Current Members: - Cllr Bates, Cllr Eggins & Cllr Williams

2023/50 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE GRANTS SUB-COMMITTEE

To appoint a Chair and a Vice Chair to the Grants Sub-Committee following member appointment to that committee at the Extraordinary meeting on 17 October 2023.

2023/51 FINANCIAL REPORT FOR 2023/24

- (a) **Overview report for Half Year 2023/24** – To note the attached report
- (b) **Payments over £500 for Quarter 2 2023/24** – for information, see attached

- (c) **Virements** – Committee are asked to resolve to allow the virements requested in the attached report.

2023/52 INTERNAL AUDIT REPORT

To note the Internal Audit Report for the first half of the financial year.

2023/53 COMMUNITY DEVELOPMENT FUND GRANT APPLICATIONS

(a) **Blackdown Acapella**

(b) **Somerset Youth Theatre**

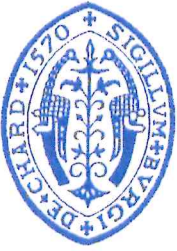
2023/54 GRANT FUNDING POLICY

To consider and recommend to Full Council for adoption the revised Grant Funding Policy which combines the Community Development Fund Policy adopted at this committee on 23rd October 2021 and the Grant Award Policy & Procedures for Annual Grants adopted at Full Council on 21 August 2017. Also, to adopt the revised application forms for grants.

2023/55 DATE OF NEXT MEETING

- (a) To note that the next meeting of the Finance & Audit Committee will be held on Tuesday 12th December 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

- (b) To consider any items Committee Members wish to include on the next agenda.



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FINANCE & AUDIT COMMITTEE

Minutes of the Extraordinary Finance & Audit Committee held on Tuesday 17th October 2023 commencing at 6.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Williams (Chair), Cllr Baker, Cllr Eggins (Vice Chair), Cllr A Kenton, Cllr J Kenton and Cllr Richter

OFFICERS PRESENT: Gareth Hughes (Town Clerk) and Gail Chadwick (RFO & Grants Officer).

Public Participation Time:

There were no members of the public present.

2023/39 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Bates (personal)

2023/40 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

2023/41 RESOLVED TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential items to consider.

2023/42 COMMITTEE MEETING MINUTES

Proposed: Cllr Eggins Seconded: Cllr Williams
For: 2 Abstain:4

RESOLVED that the minutes of the Finance & Audit Committee meeting held on Tuesday 25th July 2023 be agreed and signed as a correct record.

2023/43 APPOINTMENT OF MEMBERS TO SUB-COMITTEES

Committee considered the appointment of members to the Grants Sub-Committee.

Proposed: Cllr Eggins Seconded: Cllr Bates
Unanimous

RESOLVED:

- To appoint the following members to the Grants Sub-Committee:
 - Cllr Baker
 - Cllr Eggins
 - Cllr A Kenton
 - Cllr J Kenton
 - Cllr Richter

- Cllr Williams

2023/44 DATE OF NEXT MEETING

- (a) Committee noted that the next meeting of the Finance & Audit Committee would be held on Tuesday 24th October 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

There being no other business, the Chair thanked committee members for their attendance and closed the meeting at 6.05pm

CHAIR:

DATE:

CHARD TOWN COUNCIL

FINANCIAL REPORT QUARTER 1 2023/24

1. OVERVIEW

- 1.1 The financial report covers the period from 1st April 2023 to 30TH June 2023. Variances in the income and expenditure during the period are explained below:

INCOME

101	Administration	Reason
1096	Interest Received	Increased due to improving interest rates and the fact that precept was paid in one amount from Somerset county. Now in excess of budget income.
201	Civic & Council	Reason
1183	Culturally Chard	To be netted with expenditure on 102/4192. Claim re Culturally Chard – Spring Festival now received. Actual balance should be £4,195 due to coding errors. Expenditure shows a lower figure as some items were charged in 2022/23.
1184	Council Run Events	Balance should be £1,017 due to coding errors with Culturally Chard income

EXPENDITURE

101	Administration	Reason
4025	Insurance	Overspent by £1,027. As previously advised to Full Council on 9 May 2023. Current agreement with Aviva Insurance Limited through James Hallam Limited, Insurance Brokers, for a period of 3 years expiring on 31st March 2025. Annual renewal of all policies was effected on 1st April 2022. The 3-year deal is based on a premium escalator of 'expiring premium rates plus 5%', subject to various rating factors such as wages, income and sums insured remaining in line with the previous year. However, these rating factors have increased in line with inflation. Consequently, premiums for 2023/24 have increased by 8.9%.
4029	Staff Recruitment	Overspent by £150 due to cost of recruitment for Operations Manager.
4038	Maintenance/Service Contracts	Overspent by £488. This relates to the Rialtas software licences including allotment and bookings software and the licence fee for PT Mapper-pro, Maplink & Asset Management.

102	Civic & Council	Reason
4184	Council Run Events	Balance should be £2,955 due to coding error
4192	Culturally Chard	Balance should be £2,904 due to coding errors. Set off against income (102/1183) where claim from Somerset Council and ticket sales are coded.
4201	Previous Mayor's Allowance	All expenditure was within budget of previous Mayor.
301	Cemetery	Reason
4002	Temporary/Casual Staff	Cost of gravedigger to cover when one member of the Amenities staff was on sick leave.
4055	Other prof fees	CDS report – covered by transfer from Cemetery EMR as agreed by Full Council
303	Allotments	Reason
4001	Payroll	Journal transfers from Admin & Amenities cost centres to cover staff costs re time spent involved in allotments. Not in original budget.
4022	Postage	Postage to cover cost of sending out invoices and other letters to allotment holders.
308	Amenities General	Reason
4020	Miscellaneous Expenses	£957 paid to Clare House to cover clear-up after trees fell during storm in July.
4036	Property Maintenance	Overspent in respect of charge for £2,785 relating to St Mary's boundary wall repairs. Funds to cover invoice transferred from Sinking Fund - Closed Churchyard as agreed by Full Council.
4045	Vehicle/Equipment Lease/Hire	£983 Microguard annual payment (final year of contract)

2. BALANCE SHEET AND RESERVES

- 2.1 The attached balance sheet shows that the General Reserve still remains at £166,128, (after moving £39,813 from the Play Park EMR) which equates to just over 2 month's expenditure and is below the agreed 3 month's expenditure as defined by the Council's Reserves Policy. Consideration will need to be given as part of the budgeting process as to how the required level can be achieved.

Detailed Income & Expenditure by Budget Heading 02/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1010 Rent Received	25	75	100	25			75.0%	
1020 Letting Income	0	9	0	(9)			0.0%	
1021 Customer photocopies	0	7	100	93			6.7%	
1060 Commission Income	0	6	20	14			28.4%	
1076 Precept	0	775,334	775,334	0			100.0%	
1096 Interest Received	0	2,673	1,000	(1,673)			267.3%	
Administration :- Income	25	778,104	776,554	(1,550)			100.2%	0
4001 Payroll Costs	0	84,798	186,215	101,417		101,417	45.5%	
4003 Superannuation Deficit Funding	0	0	8,064	8,064		8,064	0.0%	
4007 Health & Safety	0	25	2,000	1,975		1,975	1.3%	
4008 Training/Courses	0	1,187	3,000	1,813		1,813	39.6%	
4009 Travelling	0	21	400	379		379	5.2%	
4021 Telephone & Fax	0	1,076	1,668	592		592	64.5%	
4022 Postage	0	(12)	350	362		362	(3.3%)	
4023 Stationery	0	474	1,200	726		726	39.5%	
4024 Subscriptions	0	1,060	2,750	1,690		1,690	38.5%	
4025 Insurance	0	30,662	29,635	(1,027)		(1,027)	103.5%	
4026 Photocopy and Printing Charges	0	891	2,000	1,109		1,109	44.6%	
4028 IT Hosting and Support	0	3,987	10,000	6,013		6,013	39.9%	
4029 Staff Recruitment	0	650	500	(150)		(150)	130.0%	
4038 Maintenance/Service Contracts	0	2,438	2,000	(438)		(438)	121.9%	
4044 Equip/Furniture/Small Tools	0	0	500	500		500	0.0%	
4051 Bank Charges	0	226	500	274		274	45.3%	
4055 Other Professional Fees	0	5,650	7,500	1,850		1,850	75.3%	3,513
4056 Legal Fees	0	162	2,000	1,838		1,838	8.1%	
4057 Audit Fees	0	2,400	3,000	600		600	80.0%	
4063 Christmas Lights	0	0	15,000	15,000		15,000	0.0%	
4069 Sum up Charges	0	6	0	(6)		(6)	0.0%	
4206 Council Website	0	1,290	2,500	1,210		1,210	51.6%	
Administration :- Indirect Expenditure	0	136,993	280,782	143,789	0	143,789	48.8%	3,513
Net Income over Expenditure	25	641,111	495,772	(145,339)				
6000 plus Tfr from EMR	0	3,513						
Movement to/(from) Gen Reserve	25	644,625						
102 Civic & Council								
1183 Culturally Chard	0	306	0	(306)			0.0%	
1184 Council Run Events (Income)	0	4,923	5,000	77			98.5%	
Civic & Council :- Income	0	5,229	5,000	(229)			104.6%	0

Detailed Income & Expenditure by Budget Heading 02/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4005 Member Training	0	359	1,000	641		641	35.9%	
4009 Travelling	0	0	100	100		100	0.0%	
4184 Council Run Events	0	3,520	5,000	1,480		1,480	70.4%	
4191 Coronation Events	0	441	4,162	3,721		3,721	10.6%	
4192 Culturally Chard	0	2,339	0	(2,339)		(2,339)	0.0%	
4200 Current Mayor's Allowance	143	181	4,500	4,320		4,320	4.0%	
4201 Previous Mayor's Allowance	0	1,140	0	(1,140)		(1,140)	0.0%	
4203 Councillors' Expenses	0	0	150	150		150	0.0%	
4208 Civic & Regalia costs	0	33	750	717	94	623	16.9%	
4210 Election Expenses	0	0	2,500	2,500		2,500	0.0%	
4211 Town Crier Honorarium	0	250	250	0		0	100.0%	
4213 Mace Bearer Honorarium	0	250	250	0		0	100.0%	
Civic & Council :- Indirect Expenditure	143	8,512	18,662	10,150	94	10,056	46.1%	0
Net Income over Expenditure	(143)	(3,283)	(13,662)	(10,379)				
<u>105 Youth Council</u>								
4020 Miscellaneous Expenses	0	4	1,000	996		996	0.4%	
Youth Council :- Indirect Expenditure	0	4	1,000	996	0	996	0.4%	0
Net Expenditure	0	(4)	(1,000)	(996)				
<u>107 Grants</u>								
1070 CIL Money	0	1,666	0	(1,666)			0.0%	
Grants :- Income	0	1,666	0	(1,666)				0
4740 Community Payback Scheme	0	0	900	900		900	0.0%	
4750 Grant Aid	0	500	7,000	6,500		6,500	7.1%	
4751 Annual Grants	0	3,000	3,000	0		0	100.0%	
4753 Support Grant	0	5,000	10,000	5,000		5,000	50.0%	
Grants :- Indirect Expenditure	0	8,500	20,900	12,400	0	12,400	40.7%	0
Net Income over Expenditure	0	(6,834)	(20,900)	(14,066)				
<u>109 Administration Capital</u>								
4044 Equip/Furniture/Small Tools	0	161	2,000	1,839		1,839	8.1%	
Administration Capital :- Indirect Expenditure	0	161	2,000	1,839	0	1,839	8.1%	0
Net Expenditure	0	(161)	(2,000)	(1,839)				

Detailed Income & Expenditure by Budget Heading 02/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Guildhall								
1002 FiT Electric generation tariff	0	831	2,000	1,169			41.5%	
1003 FiT Electric Export Tariff	0	187	600	413			31.2%	
1010 Rent Received	0	0	1,020	1,020			0.0%	
1011 Antiques Fair	0	483	1,400	917			34.5%	
1012 Markets	0	28	0	(28)			0.0%	
1014 Guildhall Cafe/Bar Franchise	0	0	300	300			0.0%	
1020 Letting Income	1,679	11,558	20,000	8,442			57.8%	
1022 Hirers Refreshments	0	10	1,000	990			1.0%	
Guildhall :- Income	1,679	13,098	26,320	13,222			49.8%	0
4001 Payroll Costs	0	49,449	105,000	55,551		55,551	47.1%	
4002 Temporary/Casual Staff	0	0	5,000	5,000		5,000	0.0%	
4006 Protective Clothing	0	0	500	500		500	0.0%	
4008 Training/Courses	0	0	1,000	1,000		1,000	0.0%	
4011 Rates	0	7,335	8,200	866		866	89.4%	
4012 Water Charges	0	759	1,700	941		941	44.7%	
4014 Electricity	0	23,416	70,000	46,584		46,584	33.5%	
4015 Gas	0	3,461	50,000	46,539		46,539	6.9%	
4016 Janitorial	0	393	1,000	607		607	39.3%	
4021 Telephone & Fax	0	0	30	30		30	0.0%	
4027 Hirers Refreshments	0	25	100	75		75	25.2%	
4031 Other Advertising	0	405	500	95		95	80.9%	
4036 Property Maintenance	0	877	5,000	4,123		4,123	17.5%	
4038 Maintenance/Service Contracts	0	3,791	7,000	3,209	294	2,916	58.3%	
4044 Equip/Furniture/Small Tools	0	288	4,000	3,712		3,712	7.2%	
4059 Licences (incl PRS)	0	1,227	1,500	273		273	81.8%	
Guildhall :- Indirect Expenditure	0	91,425	260,530	169,105	294	168,811	35.2%	0
Net Income over Expenditure	1,679	(78,327)	(234,210)	(155,883)				
202 Local Information Centre								
4014 Electricity	0	0	2,000	2,000		2,000	0.0%	
Local Information Centre :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
301 Cemetery								
1020 Letting Income	0	80	250	170			32.0%	
1030 Interment Income	0	14,802	23,500	8,698			63.0%	
1031 Memorial Fees	0	1,527	5,000	3,473			30.5%	

Detailed Income & Expenditure by Budget Heading 02/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1032 Burial Rights	0	5,642	7,000	1,358			80.6%	
Cemetery :- Income	0	22,051	35,750	13,699			61.7%	0
4001 Payroll Costs	0	13,203	28,000	14,797		14,797	47.2%	
4002 Temporary/Casual Staff	0	1,120	0	(1,120)		(1,120)	0.0%	
4011 Rates	0	3,772	3,800	28		28	99.3%	
4012 Water Charges	0	155	0	(155)		(155)	0.0%	
4014 Electricity	0	0	3,700	3,700		3,700	0.0%	
4036 Property Maintenance	0	50	1,000	950		950	5.0%	
4037 Grounds Maintenance	0	46	1,000	954		954	4.6%	
4044 Equip/Furniture/Small Tools	0	0	1,000	1,000		1,000	0.0%	
4055 Other Professional Fees	0	(2,475)	0	2,475	5,975	(3,500)	0.0%	5,775
Cemetery :- Indirect Expenditure	0	15,871	38,500	22,629	5,975	16,654	56.7%	5,775
Net Income over Expenditure	0	6,179	(2,750)	(8,929)				
6000 plus Tfr from EMR	0	5,775						
Movement to/(from) Gen Reserve	0	11,954						
<u>303 Allotments</u>								
1010 Rent Received	3,852	3,925	4,100	176			95.7%	
1015 Licence Fee	0	205	200	(5)			102.5%	
Allotments :- Income	3,852	4,130	4,300	171			96.0%	0
4001 Payroll Costs	0	506	0	(506)		(506)	0.0%	
4012 Water Charges	0	0	600	600		600	0.0%	
4013 Rent Payable	0	1,050	2,100	1,050		1,050	50.0%	
4022 Postage	0	168	100	(68)		(68)	168.0%	
4037 Grounds Maintenance	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	0	1,724	3,050	1,326	0	1,326	56.5%	0
Net Income over Expenditure	3,852	2,405	1,250	(1,155)				
<u>308 Amenities Central Costs</u>								
1010 Rent Received	1,082	2,675	3,700	1,025			72.3%	
1040 Sponsorship Income	0	857	1,200	343			71.4%	
1089 Miscellaneous Income	0	25	0	(25)			0.0%	
Amenities Central Costs :- Income	1,082	3,556	4,900	1,344			72.6%	0
4001 Payroll Costs	0	57,962	150,955	92,993		92,993	38.4%	
4006 Protective Clothing	0	279	2,000	1,721		1,721	14.0%	
4008 Training/Courses	0	0	3,000	3,000		3,000	0.0%	
4011 Rates	0	1,271	1,350	79		79	94.1%	

Detailed Income & Expenditure by Budget Heading 02/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Charges	0	49	0	(49)		(49)	0.0%	
4013 Rent Payable	0	450	1,695	1,245		1,245	26.5%	
4014 Electricity	0	597	5,000	4,403		4,403	11.9%	
4017 Refuse/Waste Disposal	0	448	5,000	4,552		4,552	9.0%	
4020 Miscellaneous Expenses	0	957	0	(957)		(957)	0.0%	
4021 Telephone & Fax	0	987	1,650	663		663	59.8%	
4035 Vandalism	0	0	300	300		300	0.0%	
4036 Property Maintenance	0	2,802	2,500	(302)		(302)	112.1%	2,785
4037 Grounds Maintenance	0	1,828	4,000	2,172		2,172	45.7%	
4039 Play Equipment Maintenance	0	247	10,000	9,753		9,753	2.5%	
4040 Street Furniture	0	374	2,000	1,626		1,626	18.7%	
4041 Equipment Hire	0	44	500	456		456	8.9%	
4042 Equipment Maintenance	0	98	4,000	3,902		3,902	2.5%	
4043 Vehicle Maintenance	0	1,421	3,000	1,579		1,579	47.4%	
4045 Vehicle / Equipment Lease/Hire	0	983	0	(983)		(983)	0.0%	
4046 Vehicle Fuel	0	1,715	8,000	6,285		6,285	21.4%	
4047 Vehicle Licence/Insurance	0	4,116	4,170	54		54	98.7%	
4048 Flower Beds - planting etc	0	1,789	5,000	3,211	1,444	1,766	64.7%	
4049 Flower Baskets	0	2,267	2,500	233	1	232	90.7%	
4054 Arboriculture	0	1,200	5,000	3,800		3,800	24.0%	
4065 CCTV	0	13	500	487		487	2.7%	
Amenities Central Costs :- Indirect Expenditure	0	81,897	222,120	140,223	1,445	138,778	37.5%	2,785
Net Income over Expenditure	1,082	(78,341)	(217,220)	(138,879)				
6000 plus Tfr from EMR	0	2,785						
Movement to/(from) Gen Reserve	1,082	(75,556)						
<u>309 Amenities Capital</u>								
4044 Equipt/Furniture/Small Tools	0	(49,533)	5,000	54,533	49,994	4,540	9.2%	
4962 CP - New Play Equipment	0	50,000	0	(50,000)		(50,000)	0.0%	
Amenities Capital :- Indirect Expenditure	0	467	5,000	4,533	49,994	(45,460)	1009.2%	0
Net Expenditure	0	(467)	(5,000)	(4,533)				
<u>401 Markets</u>								
1012 Markets	0	1,124	2,800	1,676			40.1%	
Markets :- Income	0	1,124	2,800	1,676			40.1%	0
4011 Rates	0	242	580	338		338	41.7%	
Markets :- Indirect Expenditure	0	242	580	338	0	338	41.7%	0
Net Income over Expenditure	0	882	2,220	1,338				

Detailed Income & Expenditure by Budget Heading 02/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Community Plan</u>								
4189 Community Plan	0	33	500	467		467	6.5%	
Community Plan :- Direct Expenditure	<u>0</u>	<u>33</u>	<u>500</u>	<u>467</u>	<u>0</u>	<u>467</u>	<u>6.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(33)</u>	<u>(500)</u>	<u>(467)</u>				
Grand Totals:- Income	6,638	828,957	855,624	26,667			96.9%	
Expenditure	143	345,828	855,624	509,796	57,801	451,995	47.2%	
Net Income over Expenditure	<u>6,495</u>	<u>483,129</u>	<u>0</u>	<u>(483,129)</u>				
plus Tfr from EMR	0	12,073						
Movement to/(from) Gen Reserve	<u>6,495</u>	<u>495,202</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 02/10/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	8,184	
103	Bookings Debtors	2,194	
105	VAT Control	4,737	
180	Stock - TIC	491	
201	Lloyds Current A/c	14,494	
202	Lloyds Instant Deposit	533,395	
203	Petty Cash	160	
233	Nationwide Instant Saver 9000	355,583	
234	Nationwide Instant Saver 90010	158,243	
	Total Current Assets		1,077,480
	<u>Current Liabilities</u>		
500	Creditors Control	47,903	
512	Mayor's Account	0	
525	PAYE/NIC Control	6,439	
526	Superannuation Control	6,105	
531	Control - Berrys Buses	128	
541	Control - Great Dorset Steam	(25)	
549	Control - Misc Ticket Sales	72	
551	Deposits Held - Market Traders	132	
	Total Current Liabilities		60,754
	Net Current Assets		1,016,726
	Total Assets less Current Liabilities		1,016,726
	<u>Represented by :-</u>		
301	Current Year Fund	483,129	
310	General Reserve	166,128	
320	Capital Receipts Reserve	5,862	
338	EMR Play Equipment	38,437	
341	EMR Cemetery Chapel	55,750	
343	EMR Cemetery	153,754	
344	EMR C I L	24,237	
346	EMR MTIG	10,378	
347	EMR Climate Change	35,424	
350	Sinking Fund - Guildhall	34,456	
351	Sinking Fund - Civic Regalia	2,500	
352	Sinking Fund - Closed Ch'yard	4,965	
354	Sinking Fund - Guildhall Screen	1,707	
	Total Equity		1,016,726

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Capital Receipts Reserve	5,861.76		5,861.76
338 EMR Play Equipment	78,250.00	-39,813.00	38,437.00
341 EMR Cemetery Chapel	55,750.00		55,750.00
343 EMR Cemetery	159,528.60	-5,775.00	153,753.60
344 EMR C I L	24,237.34		24,237.34
346 EMR MTIG	10,378.27		10,378.27
347 EMR Climate Change	38,936.74	-3,513.20	35,423.54
350 Sinking Fund - Guildhall	34,455.76		34,455.76
351 Sinking Fund - Civic Regalia	2,500.00		2,500.00
352 Sinking Fund - Closed Ch'yard	7,750.00	-2,785.00	4,965.00
354 Sinking Fund -Guildhall Screen	1,706.55		1,706.55
	<u>419,355.02</u>	<u>-51,886.20</u>	<u>367,468.82</u>

Invoice Date	Date Due	Date Paid	Cost Centre Description	Nominal Code Description	Supplier Name	Transaction Detail	Net	VAT	Total
04/07/2023	18/07/2023	25/07/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees	£607.14	£121.43	£728.57
04/07/2023	04/07/2023	25/07/2023		Mayor's Account	Chard WATCH CIC	Mayors Charity Payment	£925.21	£0.00	£925.21
04/07/2023	05/07/2023	25/07/2023		Mayor's Account	Ferne Animal Sanctuary	Mayors Charity Payment	£925.21	£0.00	£925.21
04/07/2023	04/07/2023	25/07/2023		Mayor's Account	Chard Area Youth Committee	Mayors Charity Payment	£925.21	£0.00	£925.21
19/07/2023	02/08/2023	16/08/2023	Amenities Central Costs	Vehicle Licence/Insurance	4 Sight Risk Management Ltd.	Policy Amendment	£678.61	£0.00	£678.61
20/07/2023	03/08/2023	07/08/2023	Amenities Central Costs	Arboriculture	AP FARMER	2 day tree work - Jocelyn	£1,200.00	£240.00	£1,440.00
20/07/2023	19/08/2023	21/08/2023	Guildhall	Maintenance/Service Contracts	PHS Group Plc	Sanitary disposal	£1,078.19	£215.64	£1,293.83
26/07/2023	26/07/2023	21/08/2023	Grants	Grant Aid	The Inner Wheel Club of Chard	Community/Development fund23/24	£500.00	£0.00	£500.00
04/08/2023	18/08/2023	21/08/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees	£680.44	£136.09	£816.53
07/08/2023	21/08/2023	21/08/2023	Amenities Central Costs	Grounds Maintenance	W T & R J Jones	24804/5302/Grounds Maintenance	£750.00	£150.00	£900.00
14/08/2023	14/08/2023	11/09/2023	Civic & Council	Council Run Events	Genius PR & Events Ltd	Chard Comedy Club Sept23	£1,000.00	£0.00	£1,000.00
16/08/2023	17/08/2023	11/09/2023	Grants	Annual Grants	Chard Town Team	Annual grant award 23/24	£1,000.00	£0.00	£1,000.00
16/08/2023	16/08/2023	16/08/2023	Amenities Central Costs	Flower Beds - planting etc	Bristol City Council	8011450333/5199/Flower Beds -	£1,789.15	£357.83	£2,146.98
16/08/2023	16/08/2023	16/08/2023	Amenities Central Costs	Flower Baskets	Bristol City Council	8011450306/5198/Flower Baskets	£2,267.00	£453.40	£2,720.40
22/08/2023	23/08/2023	18/09/2023	Administration	Audit Fees	PKF Littlejohn LLP	Assurance review G&A return	£2,100.00	£420.00	£2,520.00
30/08/2023	27/09/2023	28/09/2023	Guildhall	Electricity	West Mercia Energy	Electricity July 23	£2,590.10	£518.02	£3,108.12
30/08/2023	27/09/2023	28/09/2023	Guildhall	Electricity	West Mercia Energy	Electricity May 23	£2,252.72	£450.54	£2,703.26
30/08/2023	27/09/2023	28/09/2023	Guildhall	Electricity	West Mercia Energy	Electricity April 23	£4,106.76	£821.35	£4,928.11
30/08/2023	27/09/2023	28/09/2023	Guildhall	Electricity	West Mercia Energy	Electricity February 23	£2,575.21	£515.04	£3,090.25
30/08/2023	27/09/2023	28/09/2023	Guildhall	Electricity	West Mercia Energy	Electricity March 23	£2,803.31	£560.66	£3,363.97
30/08/2023	27/09/2023	28/09/2023	Guildhall	Electricity	West Mercia Energy	Electricity January 23	£2,966.89	£593.38	£3,560.27
30/08/2023	27/09/2023	28/09/2023	Guildhall	Electricity	West Mercia Energy	Electricity June 23	£2,692.26	£538.45	£3,230.71
30/08/2023	29/09/2023	18/09/2023	Allotments	Rent Payable	WBW Solicitors LLP	Land lease	£1,050.00	£0.00	£1,050.00
30/08/2023	29/09/2023	18/09/2023	Amenities Central Costs	Rent Payable	WBW Solicitors LLP	Land lease	£450.00	£0.00	£450.00
04/09/2023	18/09/2023	18/09/2023	Administration	IT Hosting and Support	Microshade Business Consultants Ltd	Monthly fees in advance	£680.44	£136.09	£816.53
04/09/2023	04/10/2023	18/09/2023	Guildhall	Maintenance/Service Contracts	Chubb Fire & Security Ltd	Fire safety service	£509.81	£101.96	£611.77
18/09/2023	16/10/2023	16/10/2023	Guildhall	Licences (incl PRS)	Performing Right Society Ltd	Music Licence	£1,227.30	£245.46	£1,472.76
18/09/2023	16/10/2023	16/10/2023	Guildhall	Electricity	West Mercia Energy	Electricity August 2023	£2,643.35	£528.67	£3,172.02

Virements

At the Full Council meeting held on 11 September 2023, Council resolved (2023/119 (c)) to formerly the adopt the presented Out of Hours Call-out Policy and for the necessary virement(s) to cover costs of the policy to be reported for agreement to the next Finance and Audit Committee due to be held on 24th October.

The additional cost for the out of hours phone to support the policy is £84 for the remainder of this financial year.

It is recommended that a virement of £84 be made from Coronation Event 102/4191 to Telephone and Fax 101/402 to cover this cost.

In addition, a further virement of £500 is recommend from Council Website 101/4206 to Guildhall Website 201/4205 in respect of the standalone website established for the Guildhall, which will cover annual hosting costs and other expenditure on that website.

No other virements are considered necessary at the present time.



Chard Town Council

Internal Audit Report 2023-24 (First interim)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2023-24 financial year, during our first interim visit to the Council, which took place on 4th October 2023: it will be updated following subsequent visits, the first of which will be scheduled for February 2024.

Internal Audit Approach

In commencing our review for the year and in accordance with the requirements of the IA Certificate in the AGAR and the requirements of the “Practitioner’s Guide”, we have again paid due regard to the materiality of transactions and their susceptibility to potential misrepresentation in the Accounts / AGAR, together with examining the overall governance framework. Our aim is to ensure that the Council continues to operate robust control systems and that transactions are, as far as we are reasonably able to ascertain, processed in accordance with national and locally approved legislation and controls.

Overall Conclusion

We are pleased to record that no significant concerns have been identified from the review work undertaken to date this year, although we have Identified a minor error in relation to one staff member’s salary which we have discussed with the Responsible Finance Officer (RFO), who has agreed to ensure the appropriate correction is actioned with the October 2023 pay run.

We thank the RFO and Finance Officer (F)) for providing all necessary documentation to assist our review and for the quality of records being maintained.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers: we also aim to ensure the integrity of the data and that appropriate arrangements are in place for its security. The Council has closed the previously in operation Co-op bank accounts transferring funds to two accounts with Lloyds bank. Surplus funds are also currently held in two Nationwide Building Society accounts, although we understand that the Council has agreed to place a proportion of the surplus funds in the CCLA Public Sector Deposit Fund.

Consequently, we have to date: -

- Checked for the accurate carry forward of the prior year closing balances as reported in the certified 2022-23 AGAR to the current year's accounting records;
- Ensured that a comprehensive, meaningful and appropriate nominal coding and cost centre structure remains in place;
- Checked and agreed transactions in the two Lloyds accounts to the supporting bank statements for two months (April and September 2023); and
- Verified the reconciliation of the Lloyds bank accounts between the cash books and the relevant bank statements at 30th April and September 2023.

Conclusions

We are pleased to note that bank reconciliations are being reviewed by a nominated councillor, as required by the adopted Financial Regulations (FRs - Para 2.2 refers), with an email certificate confirming their review and agreement of detail being provided and retained in electronic format, together with the Omega reconciliation statement. We are also pleased to note the action taken to address the two recommendations raised in this respect in our final report for 2022-23 with the FRs updated appropriately to reflect approved actual working practice.

We shall undertake further work in this area at future reviews for the year, including ensuring the accuracy of the year-end bank reconciliations and accurate disclosure of the combined cash and bank balances in the year-end AGAR.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we may reasonably be expected to ascertain, as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Noted that both SOs and Financial Regulations (FRs) were reviewed, updated in line with the latest NALC model documents with, as indicated above, the FRs subjected to further review and approval in March 2023;
- Noted that payments continue to be reviewed and approved at Council meetings, together with budgetary performance reports; and

- Commenced our review of Council and standing committee (excluding Planning) minutes reading those to date in 2023-24 as posted on the Council's website to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist.

We are also pleased to note that the external auditors have issued their certificate on the 2022-23 AGAR with one issue relating to the value of assets recorded thereon.

Conclusions

We are pleased to record that no matters have been identified in this area currently warranting formal comment or recommendation. We shall continue to monitor the Council's approach to governance at future reviews, also continuing our examination of Council and Committee minutes for the year.

We note that both SOs and FRs refer to a value of £25,000 for advertising contracts on the Governments Contract Finder website and take this opportunity to draw the new Clerk and the Council's attention to a relatively recent revision to the Public Contract Regulations clarifying the value at which contracts must be published on the above website. The value has been clarified and should now be recorded as £30,000 including VAT.

We also take this opportunity to advise the Council that NALC are in the process of reviewing and updating the model FRs and will keep the Clerk and Council advised of the resultant detail once formally promulgated.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Suitable documentation supports the payments, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated; and
- VAT has been identified accordingly for recovery.

We have selected a test sample of 23 individual payments processed in the financial year to 30th September 2023 for compliance with the above criteria. Our test sample includes all payments individually in excess of £2,500, plus a more random selection of every 30th payment as listed in the Omega accounts: the test sample totals £125,030 equating to 61% by value of non-pay related payments in the year to that date. We are also pleased to note that two members continue to check and sign off the certification stamp affixed to each invoice.

We have also ensured the accurate recovery of expended VAT each month during the year to date by reference to the underlying control account in the financial ledger.

Conclusions

We are pleased to record that no matters have been identified in this area of our review process to date. We will extend our test sample of processed payments against the above criteria at future visits reporting our conclusions accordingly. We will also review the residual monthly VAT reclaims prepared and submitted to HMRC for repayment.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We noted last year that a revised risk register was prepared and adopted by the Council at the close of that financial year and take this opportunity to remind the Council and officers of the need to review and re-adopt the financial risk register at least once in each financial year as required by "The Practitioner's Guide"

We have examined the current year's insurance schedule with Aviva and consider that the level of cover in place remains appropriate for the Council's present requirements with both Employer's and Public Liability in place at £10 million, together with Fidelity Guarantee cover at £700,000 and Business Interruption "Loss of Revenue" cover in place at £100,000.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation: we shall continue to monitor the Council's approach to risk management at future reviews also ensuring that the risk register is again reviewed and formally re-adopted prior to the financial year-end.

Budgetary Control & Reserves

In considering the Council's approach to budget determination and precept setting, we aim to ensure that decisions are made based on sound information and that an appropriate level of precept is determined and adopted to meet the Council's planned expenditure.

This first interim visit occurred in advance of members' formal consideration and approval of the budget and precept requirements for 2024-25: we will, consequently, review the outcome of those deliberations at our next visit.

We are also pleased to note that members continue to be provided with detailed budget performance information based on the Omega accounting software at each meeting throughout the financial year. We have reviewed the latest Omega budget report, as at 30th September 2023, and are pleased to record that, at present, there are no significant areas of overspend or under recovery of income due to the Council with income currently standing at 97% of the approved annual budget and expenditure at 47%.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation. We shall continue to monitor the Council's performance against the year's approved budget at future

reviews also ensuring the appropriate and formal consideration and adoption of the 2024-25 budget and precept.

Review of Income

In examining the Council's sources of income, we aim to establish that robust procedures are in place to ensure that income due to the Council is identified and invoiced accordingly (where appropriate); that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span. Income arises from a variety of sources during the course of each financial year including the following specific areas examined at this first review visit.

Allotment rents: These rental fees fall due on 1st October annually: given the timing of this first review visit, fee invoices have only just been issued: consequently, we shall visit this area at our next review ensuring that all fees have been paid promptly or are being actively pursued for recovery.

Burial and associated fees: A detailed spreadsheet register of interments, memorial headstones, etc applications is maintained. We have examined the documentation relating to a sample of 11 burials taking place in August and September 2023, ensuring that the appropriate fees have been invoiced and that each was supported by undertakers applications and that the legally required burial / cremation certificates are held in each case.

Outstanding debt: We have examined the Omega Sales Ledger "Unpaid accounts by date" report as at 30th September 2023 noting that only one or two overdue invoices remain to be settled, which we understand are being pursued actively.

Conclusions

We are pleased to record that no issues arise in this area currently: we shall focus attention on further income streams, including allotments and hall hires at our next review visit, also reviewing the status of any long-standing uncleared debts at that time.

Petty Cash Account

We are required, as part of the Annual IA reporting process, to provide assurance on the satisfactory (or otherwise) operation of any petty cash accounts at the Council. A relatively small account is in place within the admin office, being operated on an imprest basis with a cash float of £300, which is "topped-up" monthly by withdrawal from the current bank account.

We have checked the physical cash holding which was actually "topped-up" on the morning of our visit. We have also reviewed the documentation (till receipts, etc) supporting expenditure incurred in September 2023 and, as above, reimbursed on the day of this visit.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme in relation to employee contribution percentages. We note that the Council continues to use an external agent to prepare the monthly payroll and provide the Council with full supporting documentation, including copy payslips. Consequently, we have: -

- Obtained a copy of the staff establishment detailing staff in post, their spinal point on the national pay scale and contracted working hours;
- Checked all staff gross salaries paid in September 2023 to ensure that they were in line with that establishment record;
- Checked and verified the September 2023 NI & / tax deductions by reference to the relevant HMRC tables; and
- Checked to ensure that the appropriate percentage pension deductions have been applied to all those staff contributing to the pension scheme.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation. However, in checking that employees' gross pay was accurate and in accordance with the approved NJC scale point and contracted weekly working hours, we identified one instance where an employee's gross pay had been incorrectly calculated resulting in a very small overpayment of each month's salary for the year to date. We have drawn this to the attention of the RFO who has agreed to ensure recovery of the overpayment through the October salary run and, consequently we do not consider that a formal recommendation is necessary: we will ensure that the appropriate correction has been made at our next review.

Investments and Loans

We have referred to the various bank accounts in operation by the Council in the first section of this report.

We are pleased to note the preparation and adoption of a revised Investment Strategy at the September 2023 Council meeting and have reviewed the document and consider it appropriate for the Council's present requirements also noting the intention to further diversify the placement of surplus funds.

The Council has no outstanding loan repayable to PWLB having repaid the residual balance during 2022-23.

Conclusions

No matters arise in this area warranting formal comment or recommendation currently. We shall review the being made to progress on the Council's efforts to further diversify the placement of surplus funds at future visits.

Community Development Fund ('CDF')Application Summary and Recommendation:

Organisation	Blackdown Acapella
--------------	---------------------------

Project Cost	£ 945.45
Amount requested	£ 710.00
Other funding	Raised: £950.00 Support in Kind
Date application received	18 Sept 2023

Project Outline

To deliver a third taster day in the Guildhall to attract new members to the chorus, which last year resulted in 8 new members bringing the total to 34. Some funds were raised from their show at the Guildhall in May 2023 but the majority of that is earmarked for new costumes and paying for expert coaching in 2024. Considerable support in kind for developing advertising material, programme design, event planning and Musical Director support/expertise will be received to ensure the day achieves its objective – to gain more members.

Benefits to Chard Residents

The chorus are making a significant contribution to the cultural offering of Chard as well as bringing pleasure to many in the town and surrounding area. Singing together is proven to aid positive mental health, contributes to well-being and helps in the reduction of loneliness.

In the last 12 months CTC has raised £5712 in letting income from the Blackdown Acapella for use of the Guildhall.

Grants Sub-Committee Recommendation

The Sub-Committee recognised the good work undertaken by the group and their enthusiasm to continue to grow and develop in the Town, including recruiting younger members to aide succession through involvement with Holyrood School. A resolution was proposed by Cllr A Kenton and seconded by Cllr Baker to recommend award of a grant of £710 towards the cost of the taster day. (For 5 and 1 abstain) The Sub-Committee voted 5 for and 1 abstain in favour of the resolution to recommend to the Finance and Audit Committee award of the grant.

CDF Criteria met ✓	Constitution	✓
	Charity No.	N/A
	Bank Acct/Signatories	✓
	Annual Accts	
	Bank Statement	✓

Community Development Fund ('CDF')Application Summary and Recommendation:

Organisation	Somerset Youth Theatre
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Project Cost	£ 8,940	
Amount requested	£ 1,000	
Other funding	Raised: Arts Council England (outcome expected 14/10/23)	£ 6,590
	Subscriptions from families	£ 1,350
Date application received	18 September 2023	

Project Outline

Working with Young Somerset, The Octagon and Take Art, The Somerset Youth Theatre have identified that there's a significant need in Chard for activity that addresses social and cultural challenges that have been brought about by the cost of living crisis and covid, which has caused ongoing disruption in education and high levels of anxiety in children. They wish to harness the power of creativity, through theatre and the Arts as a tool to support children and young people's lived experiences. The group has also recognised that Chard could benefit from other areas of Somerset Youth Theatre work such as holiday provision and harder to reach young people. Sharings and performance opportunities will take place in various venues throughout the town, working alongside the town's cultural calendar. Similar projects are currently running in various towns throughout Somerset. Chard would be a start-up.

Benefits to Chard Residents

Children and young people age 6-18 plus their families will benefit as participants of creative activity with outcomes such as increased confidence, improved social skills and enhanced community spirit. In addition, it will provide access to Art Awards and a countrywide network event in June 2024.

Through recruitment & outreach workshops in schools approximately 200 children. Beginning with 20 participants per week from January 2024 plus families and audiences.

Grants Sub-Committee Recommendation

The Sub-Committee recognised that this proposed project would be a benefit to young people in Chard, although stressed that the monies should be spent within the town. A resolution was proposed by Cllr Eggins and seconded by Cllr Richter to recommend award of the full amount of the grant to the Finance and Audit Committee. This resolution was unanimously agreed.

CDF Criteria met ✓	Constitution	✓
	Charity No.	CIC 13135600
	Bank Acct/Signatories	✓
	Annual Accts	✓
	Bank Statement	✓

Grant Funding Policy

- 1.1 Attached is the proposed Grant Funding Policy which amalgamates both the Community Development Fund Grants and the Annual/Support Grants, which it is suggested are renamed Core Grants due to the fact that they are both applied for annually and cover core funding for all organisations.
- 1.2 To enable members to compare the new policy to the old, attached is a copy of the both the previous Community Development Fund Policy and the Grant Award Policy for Annual Grants. The former has been amended with tracked changes to highlight the differences between the new Grant Funding Policy and the old. Areas tracked in red are additions or changes whereas those in green relate to reordering in the original document. Black text is unchanged from the Community Development Fund documentation adopted by the Finance and Audit Committee in October 2021.
- 1.3 With regard to the Core Grants, you will note, as highlighted that organisations had to demonstrate they met several criteria. One of which is a business plan, although the term of the business plan is not stated. Given our existing annual grants have all been awarded to the same organisations for at least 3 years the term 'working towards developing a business plan' would not be expected to apply. The areas specified in both policies are captured in the revised application forms, which are also attached, and reflect the terms of the Grant Funding Policy.
- 1.4 Committee is recommended to resolve to recommend to Full Council:
 - (a) Adoption of the revised Grant Funding Policy; and,
 - (b) Adoption of the revised grant application forms for 2024/25 funding.



Chard Town Council

GRANT FUNDING POLICY

1. Background

Each year Chard Town Council allocates a specific sum of money, as part of its budget, to be made available as grants to organisations, clubs, societies and groups who help to build a sustainable community and economy for the residents of Chard. The Town Council is committed to supporting and strengthening community participation, activities and events to develop a welcoming community. However, in awarding grants, the Town Council is aware of its responsibility for ensuring that public funds are properly managed.

2. Basic Requirements

All grants are restricted to voluntary or not-for-profit organisations that can demonstrate that funding will:

- Meet an identified need;
- Deliver a viable project or service;
- Mainly benefit the residents of Chard.

Applications must be made on the appropriate form, which can be downloaded from the Council's website or obtained from the Council Office and submitted to the Grants Officer with the requisite supporting documents.

3. Requests for regular core funding (previous known as Annual/Support Grants)

Applications for regular core financial assistance (formerly known as Annual Grants) will only be considered upon receipt of the following documentation:

- Copies of 6 months bank statements;
- A copy of your constitution;
- A copy of your certified audited accounts for the last 2 years. In the case of smaller organisations, income and expenditure statements for the last 2 years certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the applicant organisation who have been appointed to verify the accounts; and,
- A business plan that sets out what activities you have planned over the next 18 months and how they will be funded. No funding will be considered where adequate funds are held by the organisation to meet business plan activities for the next 18 months. Furthermore, grants will not be provided to cover 100% of costs.

These grants will be considered as part of the annual budget process and applications must be received by **no later than 24th November 2023**. Awards granted will be paid at the commencement of the Council's financial year in April 2024.

Successful applicants will be required to provide a monitoring report or enter into a Service Level Agreement (SLA) which will last for a period of 12 months. No funds will be advanced in future years if the monitoring report is not submitted or there is non-compliance to the SLA.

4. Requests for Community Development Fund (CDF) Grants

Applications will be considered for up to 75% of the total cost of a project or activity which can be completed within 12 months, subject to a maximum value of £1,000. The grant may be used to match other funders' contributions. The aims of the project should be clear and well defined with specific realistic and deliverable outcomes.

Applications will be accepted from voluntary organisations, community groups or social enterprises operating on a not-for-profit basis for the benefit of the community of Chard. Organisations must have some form of management committee or steering group and a bank account with at least 2 signatories. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.

If your organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one grant may be received within each financial year, as we wish to be able to distribute funds to a many people as possible.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Chard.

5. When to apply

All grant applications will be considered by the Grants Sub-Committee, which applicants will be required to attend to present their case to the members. This Sub-Committee will then make its recommendation to the Finance and Audit Committee for a decision on awarding the grant.

There will be 3 meeting of the Finance and Audit Committee at which Community Development Fund grant applications are considered during a financial year. Applications should be submitted by the deadline shown below, in advance of the relevant meeting. Applications will be checked upon receipt to ensure all the required information has been provided, and if incomplete or additional information is required it must be supplied before the application can be presented to the relevant meeting.

Date of Meeting	Application Receipt Deadline
25 July 2024	20 June 2024
24 October 2024	19 September 2024
23 January 2025	19 December 2024

Written confirmation of decisions taken will be provided within 10 days of the Finance & Audit Committee meeting at which the application is considered. Payment will normally be issued to successful applicants within one month of a favourable decision and paid directly into the bank account identified in the application form after acceptance of the grant award by the applicant.

6. What will not be funded

- Contributions towards general appeals
- General running costs
- Any element of VAT that is recoverable by the organisation
- Retrospective funding for costs that have already occurred

7. Who may not apply for grant funding

- Individuals
- Organisations which operate outside Chard and do not clearly evidence how they will directly benefit the community of Chard
- Commercial ventures
- Statutory organisations or groups controlled by public sector organisations, such as Local Authorities or Primary Care Trusts
- Schools
- Projects or activities that promote one particular faith or religious belief, although the grant could support a faith group delivering something that is open to all
- Organisations involved in party political activities or other self interest groups
- Any organisation or group that discriminates on the grounds of age, disability, gender

8. Terms and Conditions

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full. Also, if the Council becomes aware of evidence of dishonesty or negligence which could bring Chard Town Council into disrepute, action will be taken to terminate the grant.

A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.

Recognition of any grant made by the Town Council must be made in any publicity and in the organisation's accounts. For our own publicity material, the Council may require photos with agreement from the participants and may use the name of the organisation and project.



Chard Town Council

Community Development Fund GRANT FUNDING POLICY

COMMUNITY DEVELOPMENT FUND PROCEDURES AND GUIDANCE NOTES

Section 1: General Information

1. Background

Each year Chard Town Council allocates a specific sum of money, as part of its budget, to be made available as grants to organisations, clubs, societies and groups who help to build a sustainable community and economy for the residents of Chard. The Town Council is committed to supporting and strengthening community participation, activities and events and helping to develop a sustainable-welcoming community. The Community Development Fund aims to provide Voluntary and Community Groups with a funding opportunity to support the delivery of projects and activities that benefit the local community. However, in awarding grants, the Town Council is aware of its responsibility for ensuring that public funds are properly managed.

2. Basic Requirements

All grants are restricted to voluntary or not-for-profit organisations that can demonstrate that funding will:

- Meet an identified need;
- Deliver a viable project or service;
- Mainly benefit the residents of Chard.

Applications must be made on the appropriate form, which can be downloaded from the Council's website or obtained from the Council Office and submitted to the Grants Officer with the requisite supporting documents.

3. Requests for regular core funding (previous known as Annual/Support Grants)

Applications for regular core financial assistance (formerly known as Annual Grants) will only be considered upon receipt of the following documentation:

- Copies of 6 months bank statements;
- A copy of your constitution;
- A copy of your certified audited accounts for the last 2 years including all income and expenditure and a balance sheet. In the case of smaller organisations where there is no requirement to produce full audited accounts, income and expenditure statements for the last 2 years certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the applicant organisation who have been appointed to verify the accounts; and,

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Chard Town Council: Community Development Fund Guidance Notes

Adopted by the Finance and Audit Committee 26th October 2021

- A business plan that sets out what activities you have planned over the next 18 months and how they will be funded. No funding will be considered where adequate funds are held by the organisation to meet business plan activities for the next 18 months. Furthermore, grants will not be provided to cover 100% of costs.

These grants will be considered as part of the annual budget process and applications must be received by no later than 24th November 2023. Awards granted will be paid at the commencement of the Council's financial year in April 2024 subject to applicants meeting any pre-determined conditions of the grant or in line with the agreed service level agreement.

Successful applicants will be required to provide a monitoring report or enter into a Service Level Agreement (SLA) which will last for a period of 12 months. No funds will be advanced in future years if the monitoring report is not submitted or there is non-compliance to the SLA.

4. Requests for Community Development Fund (CDF) Grants

How much can be applied for?

Applications will be considered for 75% of the total cost of the project/activity up to a maximum value of £1000. The grant may be used to match other funders' contributions.

What type of projects can be funded?

Projects or activities which can be completed within 12 months and will directly benefit residents of Chard. Examples of types of projects or activities that can be supported include purchase of equipment, training of volunteers, marketing activities or subsidising a trip or visit. Priority will be given to projects or activities which support the Town Council's objectives and aspirations for the community. The aims and objectives of the project should be clear and well defined, with specific realistic and deliverable outcomes.

Who may apply for grant funding?

Applications will be accepted from voluntary organisations, community groups or social enterprises operating on a not-for-profit basis for the benefit of the community of Chard. Organisations must have some form of management committee or steering group and a bank account with at least 2 signatories. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.

If your organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one grant may be received within each financial year, as we wish to be able to distribute funds to as many people as possible.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Chard.

5. When to apply

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Chard Town Council All grant applications will be considered applications for funding at 3 meetings of the Finance and Audit Committee in 2023/24, by the Grants Sub-Committee, which applicants will be required to attend to present their case to the members. The Sub-Committee will then make its recommendation to the Finance & Audit Committee for a decision on awarding the grant.

There will be 3 meetings of the Finance & Audit Committee at which Community Development Fund grant applications will be considered during the financial year. Applications should be submitted by the deadline detailed shown below, in advance of the relevant meeting. Applications will be checked upon receipt to ensure all required information has been provided, and if incomplete or additional information is required it must be supplied before the application will be presented to the relevant meeting.

<u>Date of Meeting</u>	<u>Application Receipt Deadline</u>
FBC July 2023 <u>25 July 2024</u>	<u>20 June 2023</u> 4
FBC <u>24 October 2023</u> 4	<u>19 September 2023</u> 4
FBC <u>23 January 2024</u> 5	<u>19 December 2023</u> 5

Written confirmation of decisions taken will be provided within 10 days of the meeting at which the application is considered. Payment will normally be issued to successful applicant by direct payment to the bank account identified in the application form within one month of a favourable decision and paid into the bank account identified in the application form after acceptance of the grant award by the applicant.

6. What will not be funded?

- Contributions towards large, general appeals
- General running costs
- Any element of VAT that is recoverable by the organisation
- Retrospective funding for costs that have already occurred.

Who may not apply for grant funding?

- Individuals
- Organisations with projects which operate outside Chard and do not clearly evidence how they will directly benefit the Chard community.
- Commercial ventures
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities or Primary care Trusts.
- Schools

- Projects/activities that promote one particular faith or religious belief, although the fund could support a faith group delivering something that is open to all.

- Organisations involved in party political activities or other self interest groups
- Any organisation or group that discriminates on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

~~How much can be applied for?~~

~~Applications will be considered for 75% of the total cost of the project/activity up to a maximum value of £1000. The grant may be used to match other funders' contributions.~~

~~What type of projects can be funded?~~

~~Projects or activities which can be completed within 12 months and will directly benefit residents of Chard. Examples of types of projects or activities that can be supported include purchase of equipment, training of volunteers, marketing activities or subsidising a trip or visit. Priority will be given to projects or activities which support the Town Council's objectives and aspirations for the community. The aims and objectives of the project should be clear and well defined, with specific realistic and deliverable outcomes.~~

~~What will not be funded?~~

- ~~Contributions towards large, general appeals~~
- ~~General running costs~~
- ~~Any element of VAT that is recoverable by the organisation~~
- ~~Retrospective funding for costs that have already occurred.~~

~~When to apply~~

~~Chard Town Council will consider applications for funding at 3 meetings of the Finance and Audit Committee in 2023/24. Applications should be submitted by the deadline detailed below in advance of the relevant meeting. Applications will be checked upon receipt to ensure all required information has been provided, and if incomplete or additional information is required it must be supplied before the application will be presented to the relevant meeting.~~

Date of Meeting	Application Receipt Deadline
TBC July 2023	20 June 2023
TBC October 2023	10 September 2023
TBC January 2024	10 December 2023

~~Written confirmation of decisions taken will be provided within 10 days of the meeting at which the application is considered. Payment will normally be issued to successful applicant by direct payment to the bank account identified in the application form within one month of a favourable decision.~~

3. Terms and Conditions

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full. Also, if the Council becomes aware of evidence of dishonesty or negligence

which could bring Chard Town Council into disrepute, action will be taken to terminate the grant

A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.

Recognition of any grant made by the Town Council must be made in any publicity and in the organisation's accounts. For our own publicity material, the Council may require photos with agreement from the participants and may use the name of the organisation and project.

Section 2: Guidance on completing the application form

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
Question no.	Question	Guidance notes
1-12	Organisation details	<p><i>Please ensure you have completed all fields and provided accurate contact details for the main contact person.</i></p> <p><i>Organisations must be non-commercial and primarily serve residents of Chard.</i></p> <p><i>Organisations must have a constitution or agreed set of rules.</i></p> <p><i>If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately.</i></p> <p><i>If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</i></p>
13	Independent referee	<p><i>This should be someone who is familiar with the organisation and/or project, but is not a member/representative of that organisation.</i></p> <p><i>Referees will only be contacted if deemed necessary by officers.</i></p>
14-26	Funding and your financial details	<p><i>Please provide as much information as possible. If your organisation has a specific quote(s), please enclose this and specify the exact figure. We will consider whether project costs are appropriate and realistic.</i></p> <p><i>Priority may be given to organisations which can demonstrate their own fundraising activity, additional sources of income for the project and/or a contribution in kind (e.g. volunteer time).</i></p> <p><i>Organisations must have a separate bank account with at least two signatories.</i></p> <p><i>Payment of grant funding will be made by bank transfer.</i></p>
27-28	Project details	<p><i>Please tell us clearly and concisely the nature of your project/activity.</i></p> <p><i>Projects should demonstrate a clear benefit to residents of Chard.</i></p> <p><i>Priority may be given to projects or activities which will benefit a significant number of residents or which support the Town Council's aims and aspirations.</i></p>

		Please note that projects or activities cannot be funded retrospectively. Please only apply for funding if the project/activity can be achieved within a year of receiving grant funding.
29.	Ongoing costs.	Should the project require ongoing funding, please demonstrate how the organisation intends to achieve this.
30-33	Supporting documents	Please ensure you enclose the required documents with your application, or an explanation as to why these cannot be provided. Accounts may be draft if not yet audited. Start-up organisations without two years of accounts should provide a copy bank statement and a business plan.
29-36.	Declaration and signature	The main contact person for the application should initial each point and sign below. The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project. A report on grant expenditure should be provided back to the Town Council within twelve months of receiving the funds. A template report will be provided to successful applicants. The organisation may also supply a copy of its annual report and accounts, where appropriate. By signing, you give permission for the Town Council to retain and use the information provided. By signing, you acknowledge that you have read and understood this guidance document. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.

Should you have any queries not answered above, please contact Chard Town Council on 01460 239567.

Adopted by Full Town Council 21st August 2017

CHARD TOWN COUNCIL GRANT AWARD POLICY AND PROCEDURES

Chard Town Council awards a limited number of grants to voluntary, community and social enterprise organisations in order to help meet its priorities and benefit the residents of Chard. These grants are awarded as a general contribution to the core costs or overall activities of an organisation. The overarching organisational outcomes of the applicant will generally align with the council's outcomes.

Aims

Chard Town Council recognises that it can achieve its outcomes and make best use of its available resources through the grant award process. Supporting voluntary, community and social enterprise agencies to deliver services it wishes to see promoted in the town can achieve greater innovation and strengthen the sector overall.

Outcomes

Chard Town Council's Vision for Chard

Chard will be a successful, vibrant, attractive town, where people want to live, work, study and visit.

The town will have real and accessible transport links, decent housing provision for all, excellent employment and business opportunities and a vibrant community life. It will be clean, green, safe, active and prosperous, and a place to be proud of.

Key Priorities

- 1) To enable residents to enjoy high quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents
- 2) To encourage and promote the economic and commercial vitality of Chard in a way that encourages sustainable employment opportunities, housing and business facilities
- 3) To preserve the unique identity of Chard and promote its heritage and its environment
- 4) To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation
- 5) To encourage the positive development of young people and provide high quality social, recreational, health and wellbeing opportunities for them

All applications must evidence how their organisation contributes to one or more key priorities of Chard Town Council and evidence the desired outcomes.

The council will not award grants to organisations that provide services on the basis of adherence to a religion, philosophy or political persuasion.

Adopted by Full Town Council 21st August 2017

The council will not provide retrospective funding that has already been spent or committed to be spent.

Who can apply?

The council requires that all organisations or consortia applying for funding demonstrate they meet the following criteria:

Management Requirements

A formally adopted constitution

Regular committee meetings, including an annual general meeting

A business plan or working towards developing one

Financial systems

Compliance with all financial and accounting requirements of charity or company law

Follow good practice in relation to internal financial controls

Organisations with an annual turnover of above £5,000 must publish independently examined or audited annual accounts

Data protection

Compliance with the Data Protection Act (1998) in handling any personal information about individuals

Employment practices

Where staff will be recruited to deliver services, posts will be advertised, with open and competitive interviews

Employees will be supplied with a contract and terms and conditions as well as job descriptions

Insurance

Adequate insurance for activities, events, staff, premises, equipment, vehicles including:

- Public liability
- Employer's liability cover if staff are employed
- Property and equipment insurance against fire, theft, loss, damage
- Vehicle or driver insurance if vehicles are owned or driven

Disclosure and barring checks

All employees working with children and vulnerable adults must be vetted through the disclosure and barring checking service

Safeguarding Policies

Organisations working with vulnerable adults must have a policy and procedures in place

Organisations working with children and young people must have a child protection policy and procedures in place

Safeguarding training

Employees working with vulnerable adults and children and young people must have relevant and up to date training

Adopted by Full Town Council 21st August 2017

Equality

All organisations must have a written equality policy that complies with current legislation, and arrange appropriate training for managers and staff

How are applications assessed?

Applications will be submitted to the Town Clerk who will undertake an assessment to ensure they meet the requirement to fulfil Chard Town Council priorities and benefit the residents of Chard. Applications are then taken to the Full Town Council meeting in April for Members to make a decision.

Applications are assessed according to how they will meet the outcomes and achieve value for money.

Once a decision is made the applicant will be notified of the outcome. If successful, the applicant will receive a letter offering the grant and be required to sign an agreement setting out the terms and conditions of offer. If unsuccessful, the applicant will be informed in writing. All successful applicants will be expected to complete Monitoring and Evaluation forms to show how they spent the funds awarded.

How do I apply?

The maximum amount available through the Annual Grant scheme is £1,000 per organisation.

Applicants need to apply to the Town Clerk on our standard application form outlining the aims of the organisation, the Council priorities that they meet and what the funds will be used for. They will also need to supply a copy of their latest accounts and their constitution.

The Council will not make grants to organisations which it believes are not in good financial health or whose accounts are not in good order.

The Council may consider not awarding a grant to organisations that already hold surplus funds which are not being used for the general operation of the organisation and are not earmarked reserves

Being successful in receiving an Annual Grant from Chard Town Council does not ensure that this award will be made every year and does not constitute a Service Level Agreement with the Council. Grants are made depending on the Council's budget allocation and may be subject to constraint.

Applications are considered annually and will be assessed each year based on the merits of the application forms received and how they support the current priorities of Chard Town Council.

Please address all letters and supporting documents to:

The Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard. TA20 1 PP
townclerk@chard.gov.uk



CHARD TOWN COUNCIL

Core Funding Grant Application Form

Before completing this application form, please read the attached guidelines to ensure you are eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly referring to the question being answered.

Your Organisation and Applicant's details

Name of Organisation

Name of Contact

Position within
Organisation

Address of Organisation

Contact telephone number

Email address

Type of organisation (e.g.
charity, company, club,
etc.)

Registration Number

How long has your
organisation been
established in this form?

If your organisation has a Constitution, agreed set of Rules or Memorandum and Articles of Association (companies), please enclose a copy with this application form

Please explain how your organisation contributes to one or more key priorities of Chard Town Council, which currently are:

1. To enable residents to enjoy high quality social, recreational and cultural facilities within the town and seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.

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2. To encourage and promotes the economic and commercial vitality of Chard in a way that encourages sustainable employments opportunities, housing and business facilities

--

3. To reserve the unique identity of Chard and promote its heritage and its environment

--

4. To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation.

--

5. To encourage the positive development of young people and provide high quality social, recreational, health and well-being opportunities for them.

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Your Financial Details and Funding Request

What is your organisation's total funding requirement for the next 18 months?

What sources of funds will be used to cover that funding requirement? Please provide your business plan to support this showing forecast income and expenditure for the next 18 months.

What amount of core funding grant are you requesting?

How specifically will this amount be utilised as part of your business plan?

Payment to your organisation

If your application is successful, we will need the Organisation's bank details to pay the monies.

Bank Name and address

Name of Organisation per bank statement

Sort Code

Account Number

Please list all the people who are authorised to sign cheques or make payments from this account

Declaration

We hold the following insurance and policies (please tick as appropriate) which can be provided to the Council, if requested:

Public Liability Insurance	Yes	No	
Employers Liability Insurance	Yes	No	
Data Protection	Yes	No	
Equal Opportunities	Yes	No	
Safeguarding	Yes	No	
Disclosure and Barring	Yes	No	N/A
Health and Safety	Yes	No	

If this application for a core funding grant is successful, we guarantee that the money will be used solely for the purpose outlined in this application form.

We understand that:

- The Council has the right to require payment of any or all of the entire grant that is not used for the purpose for which it was granted.
- The funding is only for one year and that we are required to submit reporting in line with the Service Level Agreement or a monitoring form as specified in the grant acceptance letter.
- If the completed reporting is not provided, the Council may request the funding is returned and your organisation is unlikely to be provided with funding in future.
- Details of the award may be given to the media, included in the Council's press releases or published on its website. The Council's support to your organisation should be included in any publicity material your organisation issues.
- Failure to complete any sections of the application in full or provide the required documentation will result in the application being returned to you.

We confirm that:

- We are happy for the Town Council to retain this application form and the personal data contained within it in order to process the grant application. I understand that the data will be held securely and not passed onto any third parties. I am aware that the Town Council's Privacy Notice and policies are available to view on its website.

To be signed by **two** officers of the organisation in accordance with its constitution (e.g. trustees, directors, etc.):

Signature:

Name and Position within the organisation:

Date:

Signature:

Name and Position within the organisation:

Date:

Checklist

Your completed and signed document needs to be accompanied with the following:

- A copy of your organisation's last 2 year's annual accounts, including a detailed income and expenditure statement and balance sheet. If not audited, these should be independently reviewed and verified. If that is not possible then they should be validated by 2 relevant officers of the organisation (for example the Treasurer and the Chair or the Directors).
- A copy of all of your organisation's bank statements for the last 6 months
- A copy of the organisation's Constitution, Rules or Memorandum and Articles of Association
- Projected income & expenditure for the current financial year (since the last annual accounts) and for the next 18 months.
- A copy of your safeguarding policy/statement

Please send your completed form and supporting documentation to:

Gail Chadwick, RFO & Grants Officer, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP. Or if you would prefer to submit this via email with PDF attachments to: gail.chadwick@chard.gov.uk



CHARD TOWN COUNCIL

Community Development Fund Grant Application Form

Before completing this application form, please read the Grant Funding Policy to ensure your project is eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly referring to the question(s) being answered.

Your Organisation and Applicant's details

Name of Organisation

Name of Contact

Position within
Organisation

Address of Organisation

Contact telephone number

Email address

Type of organisation (e.g.
charity, company, club,
etc.)

Registration Number

How long has your
organisation been
established?

If your organisation has a Constitution, agreed set of Rules or Memorandum and Articles of Association (companies), please enclose a copy with this application form

What are the aims, objectives or activities of your organisation?

How is your organisation financed?

Have you received a grant from this Council in the last 3 years? If so, please confirm the amount, purpose and outcome.

Please provide details of the number of members of your group that live in Chard.

Your Financial Details and Funding Request

Briefly outline the project and also tell us:

- Where it will take place
- The timescale for the project
- Whether you are partnering with any other Chard groups
- How you identified the need for this project
- Who in the Chard community will benefit and how they will benefit

What is the total cost of the project? If you have a project budget or have received estimates or quotations, please enclose copies.

How much grant funding are you requesting from Chard Town Council?

£

Please provide details of other sources of income for the project and whether that funding is already secured.

If there is a shortfall, how will this be funded?

Will the project require ongoing financial support e.g. maintenance, and if so, how will this be funded?

Payment to your organisation

If your application is successful, we will need the Organisation's bank details to pay the monies.

Bank Name and address

Name of Organisation per bank statement

Sort Code

Account Number

Please list all the people who are authorised to sign cheques or make payments from this account

Declaration

I confirm that:

- I have read and will comply with the Chard Town Council Grants Policy
- All information in this application form is accurate to the best of my knowledge
- I am authorised to apply for grant funding on behalf of the organisation/group.

Signature:

Date:

Checklist

Your completed and signed document needs to be accompanied with the following:

- Annual Accounts, including income and expenditure for the last 2 financial periods
- A copy of your organisation's bank statement for the last 6 months
- A copy of your Constitution, Rules or Memorandum and Articles of Association

Please send your completed form and supporting documentation to:

Gail Chadwick, RFO & Grants Officer, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP. Or if you would prefer to submit this via email with PDF attachments to: gail.chadwick@chard.gov.uk