

Purchase of Equipment for Outdoor Events

In October 2021 the clerk submitted a prospective grant application to West Suffolk Council for funding through its Community Re-start programme for outdoor equipment. A copy of the application is attached as **Appendix A**.

A grant payment of £1700.00 was approved by West Suffolk in November and has now been credited to the parish council's account.

The equipment identified in the application for purchase, to support the promotion of outdoor events and activities, prices at time of application of the grant, and current prices, are summarised below:

	Equipment	Priced at time of application
1	heavy duty gazebo with 3 sides	£750 plus VAT
2	600 X 900MM exhibition board table top	£144 plus VAT
3	outdoor A1 poster board	£105 plus VAT
4	advertising flag	£79 plus VAT
5	900 X 1800mm exhibition board	£129 plus VAT
6	1800 X 1800mm floor standing exhibition board	£207 plus VAT
7	2 X 9Litre catering thermos dispenser £34.72	£69.44 plus VAT
8	3 X 6@ folding outdoor tables @£39.95	£119.85 plus VAT
9	3 X 6' folding bench seating @ £29.95	- £89.95 plus VAT

The equipment identified would support events such as community engagement, or the Street Art Workshop which has been postponed to February half term, providing shelter, displays and the option of hot refreshments.

Unspent funds will need to be returned to West Suffolk. Prices have changed since the original application was submitted and are likely to change over the coming weeks. The clerk will source the best available options to meet the equipment identified in the application submitted (as identified above), in the order of priority listed in the table (or as revised by the committee).

Recommendation:

The Estates Committee authorise the purchase of outdoor equipment as specified above (or the nearest alternative) at a total cost of not more than £1700 plus VAT,

Respondent

< 380 Anonymous >

20:57
Time to complete

1. Name of Organisation or Group *

Wickhambrook Parish Council

2. Address of Organisation / Group *

123 York Road, Bury St Edmunds

3. Postcode *

IP33 3EG

4. Contact Name *

Hilary Workman

5. Contact Email Address *

parishclerk@wickhambrook.org.uk

6. Contact Phone Number *

07508 039810

7. Website/Facebook Page

wickhambrook.org

8. In which district is your organisation / group based? Please select one. *

- Babergh
- East Suffolk
- Ipswich
- West Suffolk
- Mid Suffolk

9. What type of group / organisation are you? (Please note that we cannot fund sole traders or private businesses) Please select one. *

- Community or voluntary group
- Village Hall/Recreation Ground Committee
- Charitable Incorporated Organisation (CIO)
- Local Branch of a National Organisation
- CIC / Social Enterprise
- Registered Charity
- Company Limited by Guarantee
- Parish Council

10. Does your organisation have the relevant policies and procedures in place? Please tick those which are applicable to your organisation/this project. (We may request to see copies of the relevant documents in the future) *

- Constitution / set of rules
- Safeguarding Policy
- Health & Safety Policy
- Equal Opportunities Policy
- DBS Policy/Process
- Covid Risk Assessment
- Insurance

11. What do you want the funding for? This can be linked to your Covid risk assessment that you have completed. *

We are looking to obtain additional equipment to support our community engagement and also allow us to meet under cover during inclement weather if it is not possible to meet indoors due to COVID regulations (particularly important now that it is no longer possible to meet online through zoom or teams). The equipment (gazebo, outdoor folding tables and bench seating, signage and thermos catering vessels) will support any outdoor meetings, and the display/exhibition boards will support any community engagement events.

12. How have you identified a need for the requested funding? *

We recently held a community engagement event, which fortunately we were able to hold inside, but neither the parish council nor the community centre had exhibition display boards, which we had to borrow from elsewhere. We are also planning to widen our community engagement events, including an outdoor workshop (grafitti art) in the autumn, and need to be able to provide cover for this (aimed at 10 - 14 years age group) in the event of inclement weather.

13. Who will benefit from your organisation / group being able to reopen / restart?

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Both the parish council and community centre will benefit from having exhibition display boards to either use, or loan out to other organisations hiring the hall. The parish council and the wide range of community groups in the parish will benefit from the outdoor meeting equipment, which could be loaned out to other community organisations in the

parish, and also used to support events such as litter pick and environmental/sustainability events, supporting the carnival etc.

14. What is the total amount of money that you are applying for? Grant awards will be between £250 and £2,500. (Please only put a numerical figure in this box, which should be the overall amount you are requesting) *

£1700

15. What will it cost? – How much money do you need to carry out the required work? Provide a breakdown of the costs. *

heavy duty gazebo with 3 sides £750 plus VAT advertising flag - £105 plus VAT outdoor A1 poster board £79 plus VAT 3 X 6' folding outdoor tables @£39.95 - £119.85 plus VAT 3 X 6' folding bench seating @ £29.95 - £89.95 plus VAT 600 X 900MM exhibition board table top - £144 plus VAT 900 X 1800mm exhibition board - £129 plus VAT 1800 X 1800mm floor standing exhibition board £207 plus VAT 2 X 9Litre catering thermos dispenser £34.72 - £69.44 plus VAT

16. What is the impact the funding will make to your organisation/ project? *

Being able to make use of, or loan this equipment out to community organisations in the parish, will enable the parish council to continue to operate under tighter lockdown restrictions, and widen its community reach and engage and work together with other community groups and clubs in the parish to draw the community together.

17. Please provide details of the bank account you would like payment made to if your application is successful. (Account name, Bank name, Sort code and Account number) *

Wickhambrook Parish Council

18. If you would like to join our FREE Community Action Suffolk Network in order to receive newsletters and updates please tick below. If you select 'yes' we will email you a website link to join our network. *