

## **Request for Grant funding from Wickhambrook Fete Committee**

Each year Wickhambrook Parish Council sets aside some funds from its budget to give financial support to local organisations. The power under which a Parish Council may normally do this is s.137 of the Local Government Act 1972.

In April 2022 an application was received from the Wickhambrook Carnival Committee (attached as Appendix A) asking for assistance towards the Wickhambrook Fete to be held on 9<sup>th</sup> July 2022, in the form of a contribution to fund the First Aid cover for the event. At the time, the committee had not been able to secure a quote, so the report was delayed until one had been obtained from a supplier who would be able to attend the event.

The Carnival Committee has now been able to book VTS Event Medical Services Ltd for the event, and a copy of their quote is attached as Appendix B.

A parish council is generally able to make payments for services and supplies under the powers conferred upon it by relevant legislation. Where no such power exists, (e.g. Charitable donations) then a parish council may incur expenditure either under

- the General Power of Competence in s.1 of the Localism Act 2011 (which does not apply to Wickhambrook Parish Council, it not being eligible), or
- s.137 of the Local Government Act 1972 (LGA1972), for any purpose, except one which is subject to a statutory prohibition, restriction or limitation<sup>1</sup>.

The parish council has powers under **Local Government Act 1972, s.145(2)** to provide or contribute to entertainment, dancing, theatre, concerts, bands, orchestras, arts and crafts etc.

Funds in the budget line for grant/local support are £750.00 for the current financial year (none having been spent to date).

**Action:**

**Councillors are asked to consider whether to award a towards the cost of First Aid & Medical Cover for the Wickhambrook Summer Fete.**

# Grant Awarding Policy

## Introduction to Policy

Wickhambrook Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Wickhambrook and its residents.

This document outlines Wickhambrook Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Wonderland in a positive way

## General information for applicants

It is Wickhambrook Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Priority will be given to applicants who have not previously received grants from Wickhambrook Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will not generally exceed £500 in any one application.

## Who is eligible to apply

The following organisations may apply to Wickhambrook Parish Council:

- A Wickhambrook based charity
- An organisation serving the needs of the residents of Wickhambrook
- Resident(s) of Wickhambrook requesting grant aid with a project/event, which will be for the benefit of the local community
- A Wickhambrook based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Wickhambrook.

## Who is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by "for profit" commercial organisations

- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Wickhambrook Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda
- Applications from organisations or for purposes which parish councils are specifically excluded by law from supporting.

Priority will be given to those applications submitted early in the financial year (which runs from April to March), however the Parish Council reserves the right to delay considering applications, funding dependent, until the end of the financial year.

### **What can be funded**

The project should be something which will:

- make the local community a better place to live, work and play
- provide a long lasting and sustainable benefit to our local area
- improve the social, environmental and /or economic profile of Wickhambrook.

Priority will be given to those applications which add value over applications for running costs.

### **The following are unlikely to be considered as a grant priority**

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

### **Grant Application Process**

Please complete and submit the Small Grant Application form to:

The Clerk, Mrs Hilary Workman

123 York Road

Bury St Edmunds

Suffolk IP33 3EG, or e-mail to [parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)

All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity
- demonstration that the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area
- demonstration of a clear need for the funding
- a copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.

Please submit to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required. This is so that budget provision can be considered. Submission of applications is required by 31 November of the financial year prior to the funds being required.

## **Awarding Grants**

The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Each application will be assessed on its own merits, with decisions based on the following criteria

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness.

Only one application for a grant will be considered from each organisation in any one financial year. Grants will not be made retrospectively.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

## **Conditions of Grant**

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Wickhambrook Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

Grants must not be distributed to any other organisation and payments will not be made to third parties.

An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

WICKHAMBROOK PARISH COUNCIL  
c/o The Clerk, Mrs H Workman  
123 York Road  
Bury St Edmunds IP33 3EG

Tel: 07508 039810

e-mail: [parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)

website <https://wickhambrook.org>

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## APPLICATION FOR A GRANT

Before completing this form, please read carefully the attached document entitled Wickhambrook Grant Awarding Policy. Copies of the form together with the **latest copy of examined accounts** must be submitted along with any supporting documentation requested.

### General information for applicants

It is Wickhambrook Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Wickhambrook Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will generally not exceed £500 in any one application.

If you have any queries on the completion of this form please contact the Parish Clerk, Wickhambrook Parish Council, 123 York Road, Bury St Edmunds, IP33 3EG.

Email: [parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)

### Details of Your Organisation:

<b>Name of Organisation</b>	Wickhambrook Fete Committee
<b>Address:</b>	██████████ ██████████ ██████████ ██████████
<b>Contact Telephone No.:</b>	██████████
<b>Email:</b>	████████████████████
<b>Registered Charity No.:</b>	N/A
<b>If you are part of a larger organisation, its name</b>	N/A

**Principal aims and objectives:**

To raise money to help fund any organisation in the village that may require help setting up, purchasing new equipment, projects etc.

**Details of Grant Requested:**

Help towards the cost of First Aid Cover for the annual fete to be held on Saturday July 9<sup>th</sup> 2022

**Explain your need for a grant with the likely number of beneficiaries and their age**

**Profiles:**

**Grant requested: £** We are awaiting a quote from the First Aid companies

**Details of Other Grants:**

**Received in the last two years:**

**Currently applied for:**

**Please use this space for any significant information about your organisation not already supplied:**

I certify that the foregoing information is accurate to the best of my knowledge

Signature of applicant: Maggie Elers

Office Held: Secretary

Date: 8th April 2022

VTS Event Medical Services Ltd  
Greens Road  
Yaxham Road Industrial Estate  
Dereham  
Norfolk  
NR20 3TG

**Tel: 01362 692103**

**Mob: 07922 028058**

**Email: [admin@vtseventmedical.uk](mailto:admin@vtseventmedical.uk)**

**Web: [www.vtseventmedical.uk](http://www.vtseventmedical.uk)**

Maggie Elers  
Wickhambrook Summer Fete | VTSEv2283

Wednesday 4<sup>th</sup> May 2022

Dear Maggie

Please see below quote for First Aid & Medical Cover for the Wickhambrook Summer Fete.

<b>VTS EMS Quote Reference Event</b>	<b>VTSEv2283 Wickhambrook Summer Fete</b>
<b>Venue:</b> Wickhambrook TBC <b>Date:</b> Saturday 9 <sup>th</sup> July 2022 <b>Times:</b> 12:00 noon – 18:30	
VTS Event Medical Services provision: 2x Event Medical Personnel 1x Treatment Area (likely to be Gazebo based) Event Medical Equipment as required (including: Patient Monitoring, AED, Over The Counter [OTC] Medications, Medical Gases, Two-way Radio Comms for Medical Team, etc)	
<b><u>Total Cost: £425.00</u></b> <b>(reduced from £455.00)</b>	

All medical / clinical consumables & mileage included in above quote.

Personnel & Treatment Unit(s) will be equipped to the skill level of VTS Event Medical Services personnel on-site at the event.

Any additional personnel, above the requested numbers will be at VTS Event Medical Services expense and not passed onto the event organisers.

Please note our payment terms as noted in our Terms & Conditions as payment within 28 days of receipt of invoice.

Kind Regards

*Andy*



Andy Segon

Registered Nurse (Pre-Hospital Care) | Clinical Tutor

Managing Director

VTS Event Medical Services Limited

**Tel: 01362 692103**

Email: [admin@vtseventmedical.uk](mailto:admin@vtseventmedical.uk)

Web: [www.vtseventmedical.uk](http://www.vtseventmedical.uk)

VTS Event Medical Services Limited, company number 10595593



Event Medical Services