



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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289<sup>th</sup> June 2023

*To: Councillor Anthea Ambrose (Chair), Councillor Becca Lunn Scoppie (Vice-Chair), and Councillor Sevim Aslan, Nick Brown, Alex Dewinter, Andy Evans, Richard Forrest, Sam Fox-Kennedy, Paul Kennedy, Christiane Startin-Lorent, Marion Waterton and Mark Widdop.*

Dear Councillor

You are summoned to attend a meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** to be held in the Ravenhurst Room at Braunstone Civic Centre on **Thursday, 6<sup>th</sup> July 2023** commencing at **7.30pm**, for the transaction of the business as set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/88237387771?pwd=Q2kvNXk4L2xhU1hQUlpyZzZ1emNtdz09>

Meeting ID: 882 3788 7771

Passcode: 020726

Yours sincerely,

Chief Executive & Town Clerk

## AGENDA

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).

3. **Public Participation**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes of the Meeting held 25<sup>th</sup> May 2023**  
To confirm the accuracy of the Minutes of the Meeting held on 25<sup>th</sup> May 2023 to be signed by the Chairperson (**Enclosed**).
5. **Town Mayor's Report**  
To receive a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (**Enclosed**).
6. **Community Safety and Neighbourhood Policing Update**  
To receive an update from the Local Neighbourhood Police Beat team on local community safety and policing initiatives.
7. **Library – Community engagement/involvement and social inclusion**  
To receive an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (**Enclosed**).
8. **Summer Fete 2023**  
To receive a progress report on arrangements for the Summer Fete 2023.
9. **Thorpe Astley on the Beach**  
To reflect on the event and determine whether it should be held in 2024 and if so in what form.
10. **New Year's Eve Event Applications**  
To consider a criteria in order to invite applications for use of the Council's facilities for fundraising events on New Year's Eve. (**Enclosed**).
11. **Outside Body Report**  
To receive reports from members of Outside Bodies:  
Braunstone West Social Centre
12. **School Governing Body Reports**  
To receive reports from members of School Governing Bodies.
13. **Summary of Grant Applications**  
To receive a list of grants paid to date and applied for from external sources and to receive acknowledgements for Town Council Grants (**Enclosed**).
14. **Community Grant Applications**  
To consider Community Grant Application as follows;
 

a) Asian Elderly Group	£300
b) Braunstone Town Horticultural Arts & Crafts Show	£300
c) Namaste Exercise Group	£500

- d) Braunstone Athletic Football Club £500  
e) Shakespeare Park Sports Pavilion Association £500

**15. Individual Grant Applications**

To consider applications for Grants for Individuals as follows:

- a) Becky Cook £300

**16. Financial Comparisons**

To receive Financial Comparisons for the period 1st April 2022 to 27<sup>th</sup> June 2023 (**Enclosed**).

**17. Approval of Accounts**

To consider payments from 17<sup>th</sup> May 2023 until 27<sup>th</sup> June (**Enclosed**).

*Next Scheduled Meeting: 5<sup>th</sup> October 2023*



**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 25<sup>th</sup> MAY 2023 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair), Councillor Becca Lunn Scoppie (Vice-chair), Tracey Shepherd (Town Mayor), and Councillors Sevim Aslan, Nick Brown, Alex Dewinter, Andy Evans, Christiane Startin-Lorent, Imran Uddin (Substituting for Sam Fox-Kennedy), Marion Waterton and Mark Widdop.

**Officers in attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager

There were no members of the public present.

**1. Apologies**

Apologies for absence were received from Councillors Richard Forrest, Sam Fox-Kennedy and Paul Kennedy.

**2. Disclosures of Interest**

A disclosure of Non-Pecuniary Interest was made by Councillor Imran Uddin in agenda item 13(b), Community Grant Applications, Winstanley Wizards Table Tennis Club, since Councillor Uddin's children attend the Table Tennis Club.

**3. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

**4. Minutes of the Meeting held 30<sup>th</sup> March 2023**

The Minutes of the Meeting held on 30<sup>th</sup> March 2023 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 30<sup>th</sup> March 2023 be approved and signed by the Chairperson as a correct record.

5. **Town Mayor's Report**

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (item 5 on the agenda). The Town Mayor updated the committee on the progress she had made in her first week as Town Mayor and confirmed she had visited several venues including Gillys Café, Watergate Lane, the Friday Social Club at Shakespeare Park Pavilion and the Coffee Morning held in the Community Library, to promote the Chatty Café scheme. This charity encourages residents to attend designated Chatty Cafes set up in the local area to help reduce loneliness and isolation. Volunteers are encouraged to come forward to run the Chatty Café table at the venue. Both venue and volunteers need to pay for registration that will be covered by the fundraising undertaken by the Town Mayor. Details of the Chatty Café scheme and how to become involved will be published on the website, social media and through the Braunstone Life.

**RESOLVED**

1. that the update on the Town Mayor's Engagements be noted;

*Reasons for Decision*

1. *To monitor and review the effectiveness of the Town Council's community engagement activities.*

6. **Community Safety and Neighbourhood Policing Update**

The Chair welcomed PC Fraser Lennox to the meeting to receive an update from the local neighbourhood police team on local community safety and policing issues.

It was noted that both PC Eimer O'Donnell and PCSO Kurt Brookes had now left the beat team. PC O'Donnell had been replaced by PC Jon Marvell.

Members requested an update on the ongoing incident at Meridian Business Park with regards to a protest. It was noted that the issue was still ongoing but on a much smaller scale with only a small number of protestors still onsite. The ongoing situation did not present any danger or concern for members of the public.

Issues with parking on pavements was still ongoing and PC Lennox had attended several reports of inconsiderate parking.

PC Lennox reported on a positive outcome following an arrest at an address in the Town concerning drug dealing. He confirmed that work on anti-social behaviour would increase over the coming months. An incident of arson at Braunstone Civic Centre was also being investigated.

The new Walking and Cycling route through Mosssdale Meadows and Meridian Leisure was scheduled to be opened at the end of June. Members requested support from the police beat team to ensure that any misuse of

the route by motorbikes was quickly dealt with in the early days to discourage any ongoing issues. Contact with the Meridian Leisure security team would also be undertaken to help with this issue and any other antisocial behaviour around the new Walking and Cycling route.

**RESOLVED** that the update be noted.

*Reason for Decision*

*To ensure that current community safety and policing updates were received.*

## **7. Speed Sign Data**

The Committee considered the latest speed sign data from Kingsway and Murby Way (item 7 on the agenda).

It was noted that the Police had been undertaking speeding checks on Murby Way.

**RESOLVED**

1. that the speed activation signs be installed on Turnbull Drive and Murby Way; and
2. that the speed activation reports for Murby Way and Kingsway be forwarded to the Police Beat Team.

*Reasons for Decision*

1. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*
2. *To assist the Police with identifying where speeding was a concern in order to consider enforcements.*

## **8. Report from Commbus**

The Chair welcomed Nigel Calver and Olly Curran to an received an update on the Commbus Community Transport Service in Braunstone Town.

It was noted that passenger numbers from the local area had increased over recent months and that regular services were being run on Tuesdays, Thursdays and Fridays from Braunstone Town.

The Commbus committee were struggling to recruit new volunteer drivers and any publicity from the Town Council would be welcome. Members noted that most community transport organisations were struggling with recruitment due to changes in insurance criteria and a higher retirement age that had restricted the number of suitable volunteers available.

A new timetable of services was now available, which the Town Council was happy to help promote and publicise.

The representatives of Commbus highlighted the difficulty in reaching vulnerable and isolated residents that may benefit from the service and suggested linking up with local groups and organisations to support residents.

## **RESOLVED**

That the update be received and noted.

### *Reason for Decision*

*To identify current issues and support needs of residents and ensure that the Town Council*

## **9. Fete – progress update**

The Committee received a progress update on preparations for the Annual Summer Fete at Mossdale Meadows.

It was noted that most preparation for the annual summer fete had now been completed and attractions included a dog show, children's rides, climbing wall, alpacas, bands, displays, Go Karts, circus skills, mini fire engine, maze and an assortment of food outlets. Twenty-three stalls had been booked for the event with more likely in the coming months.

A short update on the Thorpe Astley On The Beach event was also received and noted.

**RESOLVED** that the activities arranged and proposed to date, be approved.

### *Reason for Decision*

*To ensure that suitable activities would be arranged and in place for the event.*

## **10. Franklin Park Community Orchard – Events and community activities**

The Committee received a progress report on community use of the Franklin Park Community Orchard, including events and community.

It was noted that a community pruning day was held in the community orchard on 14<sup>th</sup> January 2023 with support from a local Good Gym team.

The annual Apple Day event would take place on Franklin Park on Saturday 23<sup>rd</sup> September 2023.

**RESOLVED** that the updated be noted.

### *Reason for Decision*

*To ensure that suitable activities would be arranged for the community Orchard.*

**11. Outside Body Report**

The Committee noted that there was no further update on the activities at Braunstone West Social Centre.

**12. Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants.

**RESOLVED** that the report be noted.

*Reason for Decision*

*To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.*

**13. Community Grant Applications**

The Committee considered Community Grant Applications which had been received.

**RESOLVED** that the following grant applications be approved

- |  |      |
|--|------|
| a) The Friday Social   | £500 |
| Subject to a bank account in the organisations name being set up and confirmed |      |
| b) Winstanley Wizards Table Tennis Club  | £300 |
| c) 3 <sup>rd</sup> Braunstone Brownies   | £300 |
| d) 3 <sup>rd</sup> Braunstone Rainbows   | £150 |

*Reason for Decision*

*The grant applications met the scheme criteria.*

**14. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> March 2023.

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues identified with income and expenditure to date.*



## 15. Approval of Accounts

The Committee considered payments from 21<sup>st</sup> March 2023 until 31<sup>st</sup> March 2023 and from 1<sup>st</sup> April 2023 until 16<sup>th</sup> May 2023.

**RESOLVED** that the list of Approved Expenditure Transactions, for the periods 21<sup>st</sup> March 2023 until 31<sup>st</sup> March 2023 and 1<sup>st</sup> April 2023 until 16<sup>th</sup> May 2023, be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

The Meeting closed at 9.30pm

**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.*

*EQUALITIES ACT 2010*

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- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for*

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 6<sup>th</sup> JULY 2023**

#### **Item 5 – Town Mayor’s Report**

##### **Purpose**

To receive a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year.

##### **Summary of Town Mayor’s Councillor Tracey Shepherd until 6<sup>th</sup> July 2023**

<b>DATE/TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
19 <sup>th</sup> May 2023	The Friday Social	Shakespeare Park Pavilion
20 <sup>th</sup> May 2023 7:30-11:00pm	Vasaikhi	Civic Centre
24 <sup>th</sup> May 2023	Coffee & Chat	Braunstone Town Community Library
25 <sup>th</sup> May 2023 7:30-9pm	Community Development Committee	Civic Centre
19 <sup>th</sup> June 2023 at 3pm	Visit to DWP Help Desk	Blaby District Council Offices
22 <sup>nd</sup> June 2023 12:30-1:30pm	Meridian/Mosssdale Opening Event	Mosssdale Park/Civic Centre
27 <sup>th</sup> June 2023 at 10am	Gilly’s Café – Chatty Café Launch Event	Gilly’s Sandwich Shop
29 <sup>th</sup> June 2023 8-10pm	Council	Civic Centre
1 <sup>st</sup> July 2023 11-4pm	Thorpe Astley on the Beach	Thorpe Astley Community Centre
5 <sup>th</sup> July 2023 11.30am	Sue (Librarian) celebrates 50 years service	Braunstone Town Community Library

##### **Forthcoming Town Mayor’s Activities**

<b>DATE/TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
5 <sup>th</sup> August 2023 11-4pm	Summer Fete	Mosssdale Meadows
24 <sup>th</sup> August 2023 Time TBC	Ukraine Independence Day	Civic Centre

##### **Summary of Deputy Town Mayor’s Councillor Paul Kennedy until 29<sup>th</sup> June 2023**

<b>DATE/TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
20 <sup>th</sup> June 2023 10:45-11:15	Armed Forces Day	Civic Centre

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 6<sup>th</sup> JULY 2023**

#### **Item 7 – Library – Community Engagement/Involvement and Social Inclusion**

##### Purpose

To receive an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion.

##### Activities

The Braunstone Community Library has now become a very vibrant community hub with several activities being run and organised by local volunteers.

The Wednesday morning Coffee Morning, Storytime session and Monday Craft and Chatter events continue very successfully and are very well attended. The Arts and Nature Workshops were now being run by volunteers since funding for the paid tutor had ended. The group are very enthusiastic and had approached the Town Council to use 2 or 3 small areas of park land or open spaces to install bird boxes, bee homes, native flowers etc. to promote nature, crafts and biodiversity in the community. After speaking with the Senior Grounds person it was agreed that the small area of land adjacent to the library, a small section (2m x 2m approximately) of the Franklin Park Community Orchard and a 2m x 2m area of land to the rear of the Shakespeare Park pavilion be offered to the group to develop.

The Family Learning Team from Leicestershire County Council will be running a one-day craft session for families during the Summer holidays on Thursday 3<sup>rd</sup> August, 2.30pm – 4.00pm.

The Summer Ready Challenge in the library is due to start on Saturday 1<sup>st</sup> July 2023 which would be organised and run by the library staff.

##### Change in Library Opening hours

The new opening hours of the library started on 1<sup>st</sup> May 2023 and have been well received with no issues or comments received from users of the library.

##### External Workshops

At the meeting held on 3<sup>rd</sup> March 2023 it was noted that the Relaxation and Yoga Workshops taking place in the library would end on 4<sup>th</sup> April 2023. The tutor had been keen to continue the classes from January to April 2023 on a voluntary basis, once initial funding for the project had ended, due to the ongoing support that the workshops offered to vulnerable residents. The tutor had submitted an application to the Community Social/Inclusion Grant scheme for a grant to cover tutor fees which had been approved, in order for the workshops to continue for a further ten weeks. It is proposed that the Town Council offer the library space on Tuesday mornings to the Relaxation and Yoga Workshop tutor for a further ten weeks in order to ensure

continuity in support for vulnerable residents in the Town.

A provisional request had been received from the Buzzing Roots organisation that had provided several workshops and activities in the library, to run family Craft and Nature workshops once a month on Saturdays from September 2023.

These workshops would support families and children that do not frequent the library, are struggling with Cost of Living issues and those residents whom English is not their first language. There would be no cost to either the Town Council or the participants. It is proposed that the Town Council offer the use of the library on Saturdays for the workshops.

#### Future events and requests for use of the library

Various organisations such as charities and Community Interest Companies had approached the Town Council to use the library venue to run workshops or one-off sessions which are free to both the Council and the users of the activities. In many cases these organisations apply for grant funding from various organisations to provide tutors, equipment, publicity etc. or wish to offer support and advice to residents and the library provides an ideal venue for the activities to take place in.

It is proposed that consideration be made to criteria and principles for offering the use of the library to groups and organisations inline with the current principles that guide free use of other Braunstone Town Councils. Proposals for consideration would be prepared for consideration at the meeting in October 2023.

#### Recommendations

1. that the Relaxation and Yoga Workshops be offered use of the library on Tuesdays for a further 10 weeks;
  2. that Buzzing Roots be offered the use of the library on Saturdays from September in order to run Crafts and Nature Workshops; and
  3. that draft criteria and principles for considering the free use of the library space for community activities be prepared for consideration at the next meeting.
- 
1. To ensure continuity of support for vulnerable residents in the Town.
  2. To encourage and support new activities to reach those residents that were not currently accessing the library and its services.
  3. To ensure that fair consideration is made to all requests to use the Town Council's venues and facilities.

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 6<sup>th</sup> July 2023**

#### **Item 10 – New Year's Eve Events**

##### Purpose

To consider a criteria in order to invite applications for use of the Council's facilities for fundraising events on New Year's Eve.

##### Background

Each year, the Town Council invites local groups to apply for free use of the Millfield Hall and the Council Chamber at Braunstone Civic Centre and Main Hall at Thorpe Astley Community Centre for New Year's Eve events. The criteria is that the group applying for free use must be raising money for local groups or charities with 25% of the net proceeds being donated to the Town Mayor's Charity. In the past the Town Mayor has received substantial support for their charity from the group applying for a room to use New Year's Eve event following their fundraising.

By promoting this to groups in July it will give groups ample time to consider if they wish to arrange an event and promote it in good time. The free use of the facilities for a New Year's Eve function would be advertised on the website, Facebook, posters and the Braunstone Life.

##### Recommendations

1. that free use of the Millfield Hall and Council Chamber at Braunstone Civic Centre and Main Hall at Thorpe Astley Community Centre on New Year's Eve, 31st December 2023, be advertised to local groups on the basis that money raised would be donated to charity, with at least 25% of the proceeds being donated to the Town Mayor's Charity,
2. that the Chief Executive & Town Clerk be given delegated authority to consider applications received and offer the use of the facilities at Braunstone Civic Centre and Thorpe Astley Community Centre on the basis that applications meet the criteria

##### Reasons

1. To ensure a fair and transparent process for free use of rooms for New Year's Eve fundraising events.
2. To ensure that any applications are considered in a timely manner in order to advise groups of the decision in order for them to commence preparations for their event if their application is successful.

**GRANT APPLICATIONS 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**  
**BRAUNSTONE TOWN COUNCIL GRANTS**

All Grants are awarded by the Council's Community Development & Social Inclusion Service for a period of 12 months.

<b><u>GROUP</u></b>	<b><u>PURPOSE OF GRANT</u></b>	<b><u>WHEN</u></b>	<b><u>AMOUNT</u></b>	<b><u>OUTCOME</u></b>
Winstanley Wizards Table Tennis Club	Team Registration costs	May 2023	£300	Approved
The Friday Social	Room hire, refreshments/food	May 2023	£500	Approved
3 <sup>rd</sup> Braunstone Brownies	Support for overnight stay and accommodation for pack	May 2023	£300	Approved
3 <sup>rd</sup> Braunstone Rainbows	Support for day trip costs for Rainbow pack	May 2023	£150	Approved
Asian Elderly Group	Refreshments, stationery etc.	July 2023	£300	Pending
Namaste Group	Tutors, trips, kitchen rent, etc.	July 2023	£500	Pending
Braunstone Horticultural Group	Room hire, Judges fees, Catering, van hire	July 2023	£300	Pending
Braunstone Athletic FC	Running of club house, goals football equipment	July 2023	£500	Pending
Shakespeare Park Sports Pavilion Association	To help with set up costs for new management of pavilion	July 2023	£500	Pending
			<b>TOTAL £1250</b>	

**EXTERNAL GRANTS APPLIED FOR**

<b><u>GROUP</u></b>	<b><u>PURPOSE OF GRANT</u></b>	<b><u>WHEN</u></b>	<b><u>AMOUNT</u></b>	<b><u>OUTCOME</u></b>
Braunstone Town Council	National Lottery 2 <sup>nd</sup> Round (SP playground)	April	£45000	Approved



**BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

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**CRITERIA FOR COMMUNITY GROUP GRANTS**

**INTRODUCTION**

Braunstone Town Council makes small grants available to various organisations, including organisations involving young people, to assist their work.

The aims are to:-

- **Encourage the formation of new community groups leading to the provision of a wider range of services at local level and that particularly fill current gaps in service provision.**
- **Assist with the recruitment of new members to existing groups**
- **Support existing groups to provide new services, equipment and running costs**

The Town Council can also advise on funding from other sources and will encourage and assist community groups in making applications for funding from other sources.

**APPLICATION CRITERIA**

- Grant applications are invited from non-profit making organisations.
- Grant applications will only be considered from groups whose principal activities are for the benefit to Braunstone Town residents.
- Grants may be used to pay for equipment, transport costs, hire of rooms, guest speakers, training, education workshops for young people etc. for groups responding to local needs and community life up to a maximum of £500.
- Projects for young people must directly benefit young people in areas such as the arts, sports, improvement to health or awareness of the environment.
- A breakdown of costs will be required for each item in your application. All expenditure must be itemised.
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the sole discretion of the Town Council
- The Council will expect the group to show that it is making some contribution to the costs from their own efforts through fundraising or charges to its members.

- The Council will give favourable consideration to groups that have applied for funding

from other organisations (i.e. Blaby District Council, Leicestershire County Council, Lottery Funding etc)

- Where a significant number of the group's members are not residents of Braunstone Town, the Council reserves the right to reduce the maximum grant available
- Please specify a specific amount for your grant – if you do not specify a figure the application may be refused
- Groups will be asked to provide details of past applications and funding granted by the Town Council
- A copy of the most recent Bank Statement and previous year's audited accounts will be required. In the case of new groups, a budget indicating expected annual income and expenditure can be provided. Funds for an approved grant will be released on receipt of confirmation of a bank account set up in the name of the community group.
- A copy of the group's constitution will be required



**GRANT APPLICATION COVER SHEET****Community Groups**

<b>GROUP</b>	Asian Elderly Group	
<b>PROJECT</b>	Ongoing supplies for group, newspapers, stationery, refreshments etc.	
<b>AMOUNT REQUESTED</b>	£300	
<b>MEMBERSHIP</b>	Membership Numbers	20
	Braunstone Town residents?	20
<b>PURPOSE OF GRANT</b>	Purpose of grant matches criteria?	Yes
<b>PROJECT COSTS</b>	Comments	
<b>INCOME</b>	Balances with project costs?	Yes
	Comments on other grants	No other grants applied for
	Amount requested from Braunstone Town Council?	£300
<b>PREVIOUS APPLICATIONS</b>	YES / NO	Yes
	How much?	£200 July 2022 £100 October 2022
<b>REQUIRED DOCUMENTATION</b>	All received as required?	No
	Documents not included and reason for not including	Bank statement needed – approval should be subject to this
<b>SIGNATURE</b>	Signed and date?	yes
<b>RECOMMENDATION</b>	Approve – subject to receipt of a recent bank statement in the group's name	
<b>REASON</b>	All the group's members are Braunstone Town members. However, evidence of the group's finances and spending would be required to release the funds.	



**APPLICATION FOR A COMMUNITY GROUP GRANT**

NAME OF GROUP ASIAN ELDERLY GROUP

WHERE DO YOUR ACTIVITIES TAKE PLACE? Braunstone town Civic Centre

MEMBERSHIP NUMBERS? 20 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 20 ?  
 (An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? YES

WHAT ARE THE AIMS OF YOUR GROUP? Discuss community matters, sort out problems  
Reading news papers, sort out correspondence for illiterate members, social chat  
Watch DVDs / Videos, play board games. Invite leaders from other community  
groups and share views and interests.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria) To buy news papers,  
and magazines, stationery and consumables. Refreshments of tea, coffee,  
soft drinks and snacks etc. Rental or purchase of DVDs and Videos to  
transport housebound members. To arrange the functions of X-mas, Diwali and  
Visakhi. We serve food and soft drinks at the functions.

BREAK DOWN OF PROJECT COSTS	AMOUNT
Please give individual costs for each item	
Tea, Coffee soft drinks and Snacks	£
Purchase of news papers and Videos	£ 250-00
DVDs and Stationery	£
Celebration of festival	£ 60-00
X-mas, Diwali and Visakhi	£
<b>TOTAL COSTS</b>	<b>£ 310-00</b>

INCOME FROM	AMOUNT
Your own organisation	£ 50
Other organisations/grant scheme	£
Fundraising	£
Other	£
Amount requested from Braunstone Town Council up to £300	£ 300-00
<b>TOTAL INCOME</b>	<b>£ 310</b>

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES/NO

FUNDING RECEIVED £ \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. Will your application have a positive or negative impact on Crime Reduction, if so, please give details Encourage the attendance of Police meetings at Braunstone Civic Centre: Group attendance, social harmony and a positive/optimistic spirit in the community.

NAME OF CONTACT PERSON IN YOUR ORGANISATION Mr. Shaminder Singh Johal

ADDRESS OF CONTACT PERSON [REDACTED]

POST CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON Mr. Shaminder Singh Johal

SECRETARY Mr. Sarwan Singh Chatha

TREASURER \_\_\_\_\_

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

CHEQUE - PAYABLE TO ASIAN ELDERLY GROUP

BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

LATEST BANK STATEMENT

ANNUAL ACCOUNTS

GROUP CONSTITUTION

If you are unable to supply this information please set out the reasons below

**DATA PROTECTION:** by applying for a grant you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed [REDACTED] Print Name SHAMINDER SINGH JOHAL

Date 21-06-2023

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or paulinesnow@braunstonetowncouncil.org.uk  
Please note that insufficient or incomplete information may result in the application being refused

## CONSTITUTION

**A NAME:** ASIAN ELDERLY GROUP

**B ADMINISTRATION**

Subject to matters set out below the Group and its property shall be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause F of this constitution.

**C AIMS**

The main aims of the Group are: DISCUSS COMMUNITY MATTERS - SORT OUT CIRCUMSTANCES FOR ILLITERATE MEMBERS - READ NEWSPAPERS AND MAGAZINES - SOCIAL CHAT. PLAY BOARD GAMES - INVITE LEADERS OF OTHER GROUPS IN THE COMMUNITY TO SHARE COMMUNITY MATTERS AND INTERESTS. ENCOURAGE ATTENDANCE OF POLICE MEETINGS AT THE BRANNITONS CIVIC CENTRE.

In furtherance of these aims the group shall arrange whatever activities and projects it deems appropriate and shall seek funding and other resources for them from both statutory and other bodies.

**D POWERS**

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- (i) power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (iii) power to do all such other lawful things as are necessary for the achievement of the objects.

**E MEMBERSHIP**

Membership of the Group shall be current residents of **FOURTEEN** and the surrounding area

Membership of the Committee shall be those persons elected to it at an annual meeting which all current residents of **FOURTEEN** and the surrounding area shall be entitled to attend.

- (3) The Committee may by unanimous vote and for good reason terminate the membership of any individual; provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend before a final decision is made.

## **F COMMITTEE AND ELECTED OFFICERS**

- (1) The affairs of the Group shall be managed by a Committee of at least three people comprising a chair, treasurer and secretary.
- (2) The election of these officers and any other Committee members shall take place each year at the annual general meeting and they shall take office at the end of that meeting.
- (3) The Committee may in addition appoint not more than 2 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Committee would be co-opted members. Each appointment of a co-opted members shall be made at a special meeting of the Committee called under Clause H and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
- (4) All the members of the Committee shall retire from office together at the end of the next annual general meeting after the date on which they came into office but they may be re-elected or re-appointed.
- (5) Nobody shall be appointed as a member of the Committee who is aged under 18.
- (6) The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any defect in the appointment or qualification of a member.
- (7) No person shall be entitled to act as a member of the Committee whether on a first or on any subsequent entry of office until after signing a declaration of acceptance and of willingness to act in the trusts of the Group.

## **G DETERMINATION OF MEMBERSHIP OF THE COMMITTEE**

A member of the Committee shall cease to hold office if he or she:

- (1) is absent without permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated; or
- (2) notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

## **H MEETINGS AND PROCEEDINGS OF THE COMMITTEE**

- (1) The Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chair or by any two members of the Committee upon not less than 4 days notice being given to the other members of the Committee of the matters to be discussed.
- (2) There shall be a quorum when at least one third of members of the Committee, or three members, which ever is the greater, of the Committee are present at a meeting.
- (3) The Committee shall keep notes of the proceedings of Committee meetings.
- (4) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chair of the meeting shall have a second or casting vote.

## **I FINANCE**

- (1) The treasurer shall keep proper accounts of the finance of the Group. At each meeting of the Committee the treasurer shall present a statement of accounts.
- (2) A bank/building society account shall be held in the name of the Group.
- (3) At the end of the financial year, the treasurer shall prepare final accounts showing the income and expenditure of the Group for the year.
- (4) The funds belonging to the Group shall be applied only in furthering the aims.

## **J GENERAL MEETINGS**

- (1) An annual general meeting of the Group shall be held in the month of January each year or as soon as practicable thereafter.
- (2) Every annual general meeting shall be called by the Committee. The secretary shall give at least 21 days notice of the annual general meeting to all members of the Group. All the members of the Group shall be entitled to attend and vote at the meeting.
- (3) At least 20% of the membership or 10 members, which ever is the smaller, must be present to hold the meeting.
- (4) The Committee shall present to each annual general meeting the report and accounts of the Group for the preceding year.
- (5) Each member shall have one vote.
- (6) Decisions shall be taken by a simple majority of those present and voting. In the case of an equal vote the chair shall have a second and casting vote.
- (7) The Committee may call a special general meeting of the Group at any time. If at least six members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

## **K ALTERATIONS TO THE CONSTITUTION**

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

## **L DISSOLUTION**

If the Committee decides that it is necessary or advisable to dissolve the Group it shall call a meeting of all members of the Group, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or

transferred to such other charitable institution or institutions having objects similar to the objects of the Group as the members of the Group may determine or failing that shall be applied for some other charitable purpose.

**M ARRANGEMENTS UNTIL THE FIRST ANNUAL GENERAL MEETING**

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned by the persons whose signatures appear at the bottom of this document.

Signed:

Date..... 13/12/2011 .....

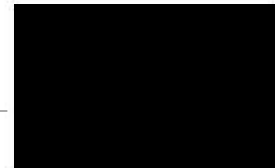
Print Name

Signature

Chair Sh. Sarwan Singh Jhal

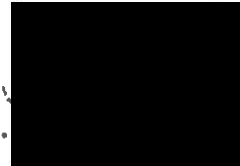


Treasurer MR. SARWAN SINGH CHATHA



Secretary

MR. SARWAN SINGH JHAL





From 1-4-22

①

DATE	ITEM	Q	P
1-4-22	MILK	0	65
4-22	Tea bags, Biscuits or MILK	6	60
1-4-22	MILK	0	65
3-4-22	Indain Snerck	12	50
4-22	MILK	0	65
0-4-22	MILK	0	65
5-4-22	MILK	0	65
7-4-22	MILK	0	65
1-5-22	MILK	0	65
5-22	MILK	0	65
5-22	MILK	0	65
5-22	MILK	0	65
5-22	Indain Snacks	13	50
6-5-22	Sugars or MILK	2	00
8-5-22	MILK	0	70
1-5-22	Biscuits	5	90
3-5-22	MILK	0	70
5-5-22	PIZZA	15	00
2-5-22	Snacks	17	50
5-22	MILK	0	70
5-22	MILK	0	70
6-22	MILK	0	60
6-22	MILK	0	75
6-22	MILK	0	62
6-22	Biscuits	9	00
6-22	MILK	0	75
6-22	Jubilee celebration	280	00
6-22	HOT FOOD	20	25
6-22	MILK	0	75
6-22	MILK	0	75
6-22	Snacks	7	70
6-22	MILK	0	75
6-22	All Together	5	93



DATE	ITEM	QTY	PRICE
27-6-22	MILK	0	75
29-6-22	MILK	0	75
4-7-22	MILK	0	69
6-7-22	PLASTIC TEA CUPS 500	15	00
6-7-22	MILK	0	65
9-7-22	SAVOURIES	13	50
11-7-22	ICE CREAM	5	00
11-7-22	MILK	0	69
13-7-22	MILK	0	80
18-7-22	MILK	0	80
20-7-22	MILK	0	80
24-7-22	BISCUITS & MILK	2	59
27-7-22	MILK	0	80
31-7-22	TEA BAGS, BISCUITS & MILK	6	74
3-8-22	MILK	0	80
8-8-22	MILK	0	80
10-8-22	MILK	0	80
15-8-22	MILK	0	80
17-8-22	MILK	0	80
22-8-22	MILK	0	80
23-8-22	MILK	0	76
31-8-22	MILK	0	95
4-9-22	BISCUIT & MILK	1	34
6-9-22	MILK	0	85
12-9-22	MILK	0	95
14-9-22	SUGAR & MILK	2	70
16-9-22	MILK	0	95
26-9-22	MILK	0	89
29-9-22	MILK	0	80
3-10-22	BISCUITS & MILK	4	73
5-10-22	MILK	0	80
10-10-22	MILK	1	00

3

DATE	ITEM	₹	P
1-10-22	MILK	0	80
7-10-22	MILK	1	00
9-10-22	MILK	0	80
6-10-22	MILK	1	00
11-10-22	MILK	1	00
1-11-22	MILK	1	00
-11-22	MILK	1	00
-11-22	MILK	1	00
4-11-22	MILK	1	00
5-11-22	Biscuits & MILK	3	10
11-11-22	Teabags & MILK	4	90
13-11-22	MILK	1	05
18-11-22	MILK	0	95
30-11-22	MILK	0	99
7-12-22	MILK	1	05
1-12-22	Biscuits & MILK	3	10
2-12-22	MILK	1	05
4-12-22	MILK	1	05
5-12-22	Samosa	15	00
6-12-22	Jalabi	4	06
8-12-22	MILK	0	90
1-12-22	Snacks	8	00
1-12-22	MILK	1	05
-1-23	MILK	0	95
-1-23	Snacks	17	25
-1-23	MILK	1	05
-1-23	MILK	0	85
5-1-23	Biscuits & Sugar & MILK	2	97
8-1-23	MILK	0	90
13-1-23	MILK	1	05
15-1-23	MILK	0	75
-1-23	MILK	0	90



(4)

DATE	ITEM	f	p
4-2-23	MILK	1	00
6-2-23	MILK	1	00
8-2-23	Biscuits & milk	2	91
8-2-23	Snacks	2	00
9-2-23	2000 white Tote cups	33	59
13-2-23	MILK	0	95
15-2-23	MILK	0	85
20-2-23	MILK	0	95
22-2-23	MILK	1	00
27-2-23	MILK	1	00
27-2-23	Biscuits	3	63
1-3-23	MILK	1	00
6-3-23	MILK	1	00
8-3-23	MILK	1	00
13-3-23	MILK	0	95
15-3-23	MILK	0	95
20-3-23	MILK	0	95
22-3-23	MILK	1	00
27-3-23	MILK	1	00
29-3-23	Biscuits or milk	5	20

Year ending 31-3-2023



# BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley - Executive Officer & Town Clerk

Email: executiveofficer@braunstonetowncouncil.org.uk

**BRAUNSTONE CIVIC CENTRE** Kingsway, Braunstone Town, Leicester LE3 2PP

Telephone: 0116 2890270 Fax: 0116 2824785 VAT Reg No. 114762482

Civic Centre Reception & Bookings, Connect Service Shop Tel: 0116 2890045 Fax: 0116 2824785

Thorp Astley Community Centre Bookings Tel: 0116 2890704 Fax: 0116 2893834

Our Ref:

Your Ref:

When calling please ask for:

Date:

Dear Sir/Madam

## PAYMENT VIA INTERNET BANKING

In anticipation of the phasing out of cheques the Town Council is progressing towards the use of Internet Banking to make payment for goods and services.

In order for us to make this transition from cheque payment we would like to encourage you to opt to accept payment by Internet Banking. All you need to do to make this change is to complete this form and return it to us in the enclosed pre-paid envelope or fax it to 0116 2824785.

You will be notified by Remittance Advice Note that payment has been made and the payment will appear in your account with the relevant invoice/reference number so payments will be easy to trace through your bank statement.

Thank you for your assistance in this matter.

**Alternatively, if you would prefer to accept payment by Direct Debit payment, I would be most grateful if you could supply me with the appropriate mandate form.**

Name (Account Name)*	ADIAN Elderly group		
Company Address* <small>(for receipt of remittance advice)</small>	[REDACTED]		
	Post Code	[REDACTED]	
Contact Telephone	[REDACTED]		
Bank Name*	Barclays Bank		
Bank Account Address	[REDACTED]		
	Post Code	[REDACTED]	
Bank Account Number*	[REDACTED]		
Sort Code*	[REDACTED]		
Email for Remittance Advice Notes	[REDACTED]		
Signature	[REDACTED]		

Please return to Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

BARCLAYS BANK UK PLC

24/05/2023 10:11

LEICESTER WAY 2

CARD: XXXXXXXXXXXXX728

AMOUNT: [REDACTED]

MINI-STATEMENT  
(UP TO LAST 4 ACCOUNT ENTRIES  
SINCE PREVIOUS STATEMENT)

AVAILABLE BALANCE      TOTAL CR

**GRANT APPLICATION COVER SHEET****Community Groups**

<b>GROUP</b>	Braunstone Town Horticultural Arts & Crafts Show	
<b>PROJECT</b>	Horticultural and Craft Show	
<b>AMOUNT REQUESTED</b>	£300	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	5
	Braunstone Town residents?	5
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	
<b>INCOME</b>	<b>Balances with project costs?</b>	Yes
	<b>Comments on other grants</b>	Organisations is contributing to project and further funds raised at event
	<b>Amount requested from Braunstone Town Council?</b>	£300
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	Yes
	<b>How much?</b>	£300 June 2021
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	Yes
	<b>Documents not included and reason for not including</b>	
<b>SIGNATURE</b>	<b>Signed and date?</b>	Yes
<b>RECOMMENDATION</b>	Approve the grant application	
<b>REASON</b>	The group provides an annual event for the community to promote gardening, food, arts and crafts. The organisation will cover over half the expenditure costs from their own funds and fundraising at the event.	



## APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP Braunstone Town Horticultural Arts and Craft Show.  
 WHERE DO YOUR ACTIVITIES TAKE PLACE? The Civic Centre, Kingsway, Braunstone Town, Leic.  
 MEMBERSHIP NUMBERS? 5 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 5  
 (An estimated or actual number of members must be specified)  
 IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? Yes.

WHAT ARE THE AIMS OF YOUR GROUP? Aim of the group is to bring people together to encourage Gardening, Arts & Crafts to become available to all people. i.e. aim to encourage this by providing a vehicle for exhibiting the above skills and in doing so, enable others to participate irrespective of age, race, creed, or ability.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)  
The purpose of the grant is to help to enable the group to finance the above activity for the benefit of the wider Braunstone and Thurgateley Community following the advice that horticulture has numerous benefits to health and wellbeing of the people.

BREAK DOWN OF PROJECT COSTS	AMOUNT
Please give individual costs for each item	
<u>Event hire - Town</u>	<u>£ 301.50</u>
<u>Judge fees &amp; expenses</u>	<u>£ 70.00</u>
<u>Stationery &amp; paperwork printed</u>	<u>£ 112.00</u>
<u>Catering for Volunteers &amp; Public</u>	<u>£ 100.00</u>
<u>Van hire</u>	<u>£ 400.00</u>
<u>Table coverings &amp; advertising</u>	<u>£ 100.00</u>
<b>TOTAL COSTS</b> <u>at present known</u>	<b>£ 723.50</b>

INCOME FROM	AMOUNT
Your own organisation	<u>£ 212.00</u>
Other organisations/grant scheme	<u>£ 0</u>
Fundraising	<u>£ 183 this will be on the day of event i.e.</u>
Other	<u>£ Raffles &amp; plant sale &amp; Catering</u>
	<u>£</u>
Amount requested from Braunstone Town Council up to £300	<u>£ 300.00 please</u>
<b>TOTAL INCOME</b>	<b>£ 723.00</b>

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES/NO NO

FUNDING RECEIVED None £ 300 DATE RECEIVED June 2021

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction, if so, please give details

Positive Community event will hopefully create feelings of mutual wellbeing and respect.

NAME OF CONTACT PERSON IN YOUR ORGANISATION Mrs. Philomena Ellis.

ADDRESS OF CONTACT PERSON [Redacted]

TELEPHONE [Redacted] EMAIL [Redacted]

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON Mrs. Philomena Ellis [Redacted]

SECRETARY [Redacted]

TREASURER Mrs. Sue Killioghey - [Redacted]

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

- CHEQUE - PAYABLE TO \_\_\_\_\_
- BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

- LATEST BANK STATEMENT
- ANNUAL ACCOUNTS
- GROUP CONSTITUTION

If you are unable to supply this information please set out the reasons below

**DATA PROTECTION:** by applying for a grant you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed [Redacted] Print Name Philomena Ellis

Date 19/6/2023

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or paulinesnow@braunstonetowncouncil.org.uk Please note that insufficient or incomplete information may result in the application being refused

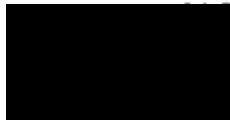


Call us on: 0345 072 5555 (from UK)  
+44 1733 347338 (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: HIGH ST LEICESTER

BRAUNSTONE TOWN HORTICULTURAL ARTS &



## TREASURERS ACCOUNT

BRAUNSTONE TOWN HORTICULTURAL ARTS &

### INTEREST RATES FOR THE PERIOD 10 SEP 22 TO 10 OCT 22

#### Debit Rates 10 SEP 22 - 21 SEP 22

Unauthorised Borrowing 12.60% pa

#### Debit Rates 22 SEP 22 - 10 OCT 22

Unauthorised Borrowing 13.10% pa

PHK20001531000000

4532321123 0001000020

Page 3 of 4 (0000000101555555)

Unless otherwise specified in the account charges brochure which applies to this account, the charges for unauthorised borrowing and unpaid items are set out below

Unauthorised borrowing fee: £0.00  
Unpaid item (direct debit): £0.00

Unpaid item (cheque): £0.00  
Unpaid item (standing order): £5.00

If your account becomes overdrawn, or you exceed any agreed overdraft limit, we may allow an overdraft to be created up to the agreed overdraft limit to be exceeded. In these circumstances, the new overdraft is an unauthorised overdraft and you will be charged at the rate for unauthorised borrowing which is shown on your statement and will incur the unauthorised borrowing charges shown above.

Interest is calculated on the cleared daily balance of the new or excess overdraft and is payable for the duration of the new or excess overdraft.

We may change any of our charges and interest at any time and will notify you in writing at least two months before we make any change. You will be deemed to have accepted any such change if you do not notify us to the contrary before the date any such change comes into effect. However, if you choose not to accept any change:

- You can close the account at any time before the change comes into effect provided that any outstanding amounts on the account are paid; or
- Our notice of the change shall be deemed to be notice of termination given under the terms of your account and your account Agreement will terminate the day before any change comes into effect. Should there be any outstanding balance on the account it will become immediately due and payable on termination.

When we tell you about a change we will do so by letter, e-mail, text, statement, statement inserts or messages or in any other way which is sent to you in writing.

If the change is to your advantage we may change our interest rates at any time and without notifying you. We will tell you about the change by putting notices in our branches within five Business Days of making the change or by telling you personally within 30 days of making the change and we will update our website within three Business Days of an interest rate change taking effect.

Page 3 of 4

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J21C8201371 MPAJUR00032413001902 344 A 020

BRAUNSTONE TOWN HORTICULTURAL ARTS &

Let us call: 0345 074 3333 (from UK)  
+44 1733 347338 (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: HIGH ST LEICESTER

## TREASURERS ACCOUNT

BRAUNSTONE TOWN HORTICULTURAL ARTS &

### Account summary

<b>Balance On 01 Sep 2022</b>	<b>£736.20</b>
Total Paid In	£0.00
Total Paid Out	£100.00
<b>Balance On 31 Oct 2022</b>	<b>£136.20</b>

### Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Sep 22		<b>STATEMENT OPENING BALANCE</b>			<b>736.20</b>
31 Oct 22	DEB	BRAUNSTONE TOWN CO CD 8811 290C 122		100.00	136.20
31 Oct 22		<b>STATEMENT CLOSING BALANCE</b>	<b>0.00</b>	<b>100.00</b>	<b>136.20</b>

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account, only if that happened on a weekend or a Bank Holiday.

#### Payment types:

DEB - Debit Card

<u>Date</u>	<u>incoming</u>	<u>date</u>	<u>outgoing</u>		
	carried forward - 2021-2022 =	100.00	6/7/22	Therapist Clinic Center	301.50
10/1/22	Blahy D Co Grant	500.00	24/8/22	Castle Printers August Paper needs.	67.00
17/8/22	Braunstein T Co Grant Clinic Center	300.00	17/8/22	Catering Ideas Boston	77.30
			17/8/22	Card Printer Amazon	29.90
August 22	Messiah Members Fidei	31.00	20/10/22	Brochure reprint Clinic Center for 2023	100.00
			24/7/22	Purchase of Methods & Manual	180.00
13/8/22	Event day Plant sale, ticket sale, Buffet sales	254.48	26/8/22	Catering for event day for 10 volunteers	100.00
			28/8/22	Judges fees	40.00
18/8/22	Cash in hand from last year 2022	257.68	23/8/22	Van hire	190.00
			23/8/22	table cleaning + equipment purchase	
	in bank	136.00			
		1184.36			1145.20

# Constitution

## NAME

The name of the organisation shall be BRAUNSTONE TOWN Horticultural & Craft Show  
*\*The name of the group should be simple and clear, and it should reflect your group's identity.*

**AIMS** The aim of the group is to draw like minded people together to encourage Gardening, arts and crafts to become available to all  
The aims of the Group shall be to People we aim to encourage this by providing  
*\*This sets out the main purpose of your group in no more than a few sentences (why it exists or what it hopes to achieve), also who will benefit from your group.)* A vehicle for exhibiting  
The above skills and in doing so enable others to participate irrespective of age, Race, Gender or ability.

## POWERS

To further these aims the committee shall have power to:

(a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.

(b) Associate local authorities, voluntary organisations and the residents of Braunstone Town in the district (the area you work in) in a common effort to carry out the aims of the Group.

(c) Do all such lawful things as will further the aims of the Group.

*\*This clause gives your group powers to do activities in order to reach your aims.*

## MEMBERSHIP

(a) Voting membership shall be open to The Group

*(suggested clause: anyone over the age of 16 who supports the aims of the group)*

(b) The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

*\*All voluntary and community groups have a membership structure. In legal terms a member is a person or group who agrees to abide by the constitution in return for rights given in the constitution. Members will be entitled to attend the Annual General Meeting (AGM). The constitution should define who is eligible for membership, categories of membership (i.e. voting and non-voting), how membership is approved, membership subscriptions and members' meetings. You will need to adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998, if you are keeping records of members contact details. This means personal data is safeguarded and cannot be used without their consent. Members will be able to attend the AGM and have a vote.*

## **MANAGEMENT**

(a) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage the Group.

*\*Your group will need to set up a Management Committee to make decisions about the group. It is also necessary to have Annual General Meeting (AGM) where the Management Committee is elected by the membership.*

(b) The committee shall consist of a chair, secretary, treasurer, and \_\_\_\_\_ other voting members.

*\*Unincorporated Associations have, as a minimum, a Chair, Secretary and Treasurer who each have specific roles and responsibilities.*

(c) The committee may co-opt up to a further \_\_\_\_\_ voting members who shall resign at the next Annual General Meeting.

*\*This clause is optional. The management committee has the power to co-opt people onto the committee, who would have full voting rights. This process may be used to fill places which were not filled at an election, fill vacancies which arise between elections, and bring people with specific skills or experience onto the committee but they must stand down at the next AGM.*

**(d) The committee shall meet at least 6 times each year.**

*\*You need to specify how often your Management Committee will meet each year. This will depend on the activities that you will undertake, and how often decisions will need to be made (around 6 meetings a year)*

**(e) At least 3 committee members must be present at a committee meeting to be able to make decisions.**

*\*Here you should determine how many members of the management Committee should be present to enable decisions to be made about the group. We have suggested 3, but this could be more, depending on how many members of the management committee there are.*

**(f) A proper record of all transactions and meetings shall be kept.**

*\*You will need to take proper records (minutes) of the meeting and keep these in a proper minute book. This task is generally the responsibility of the Secretary.*

## **GENERAL MEETINGS**

**(a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.**

*\*It is standard practice for a group to have one formal meeting of all members each year.*

**(b) Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made**

available at the same time.

*\*You will need to give members as much notice as possible about the AGM. By Notices we mean informing members about the meeting, when and where it will take place as well as the agenda items.*

(c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

*\*This clause sets out the rule about calling any member meetings other than the AGM. You can adapt this depending on your needs.*

(d) One third of membership or four members being present, whichever is the greater, shall enable a General Meeting to take place.

*\*This sets out how many of the members must be present in order to hold any member meetings. This will depend on the number of members that you have.*

(e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

*\*This clause explains the procedure for making changes to the constitution.*

## ACCOUNTS

(a) The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.

(b) The funds belonging to the group shall be applied only to further the aims of the group.

(c) A current record of all income, funding and expenditure will be

kept.

*\*The constitution needs to lay down the basic procedures for handling accounts and state that funds raised will only be used for the group.*

## DISSOLUTION

(a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.

(b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

*\*Dissolution simply means what will happen if your group closes down (dissolves). Part (a) sets out how many people must be present in order to dissolve the group, and part (b) sets out what will happen to any resources that your group has if it dissolves*

(c) Signed by Chair

Date 9/10/19

Show Secretary

Signed by Secretary

Date 9/10/19

DAVID KILLINGLEY

Signed by Treasurer

Date 9/10/19

SUE KILLINGLEY

*\*The Management Committee needs to sign and date the constitution.*

Signature Secretary/Assistant  
Elaine Mole I am  
the new secretary.

HELEN C BRETT

9/10/19

Resigned as of Jan 2022



*\*This clause is optional. The management committee has the power to co-opt people onto the committee, who would have full voting rights. This process may be used to fill places which were not filled at an election, fill vacancies which arise between elections, and bring people with specific skills or experience onto the committee but they must stand down at the next AGM.*

**(d) The committee shall meet at least 6 times each year.**

*\*You need to specify how often your Management Committee will meet each year. This will depend on the activities that you will undertake, and how often decisions will need to be made (around 6 meetings a year).*

**(e) At least 3 committee members must be present at a committee meeting to be able to make decisions.**

*\*Here you should determine how many members of the management Committee should be present to enable decisions to be made about the group. We have suggested 3, but this could be more, depending on how many members of the management committee there are*

**(f) A proper record of all transactions and meetings shall be kept.**

*\*You will need to take proper records (minutes) of the meeting and keep these in a proper minute book. This task is generally the responsibility of the Secretary.*

## **GENERAL MEETINGS**

**(a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.**

*\*It is standard practice for a group to have one formal meeting of all members each year*

**(b) Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made**

**GRANT APPLICATION COVER SHEET**

ITEM 14c

**Community Groups**

<b>GROUP</b>	Namaste Exercise Group	
<b>PROJECT</b>	Keep Fit and Social Group	
<b>AMOUNT REQUESTED</b>	£500	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	22
	<b>Braunstone Town residents?</b>	20
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	
<b>INCOME</b>	<b>Balances with project costs?</b>	Yes
	<b>Comments on other grants</b>	Group is contributing more than 50% towards cost of project
	<b>Amount requested from Braunstone Town Council?</b>	£500
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	Yes
	<b>How much?</b>	£300 received October 2022
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	Yes
	<b>Documents not included and reason for not including</b>	
<b>SIGNATURE</b>	<b>Signed and date?</b>	Yes
<b>RECOMMENDATION</b>	Approve application	
<b>REASON</b>	The majority of members from the group are residents. The group will be funding over half of the expenditure from their own funds	



## APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP NAMASTE EXERCISE GROUP

WHERE DO YOUR ACTIVITIES TAKE PLACE? CIVIC CENTRE BRAUNSTONE TOWN

MEMBERSHIP NUMBERS? 22 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 20  
 (An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? YES SENIORS

WHAT ARE THE AIMS OF YOUR GROUP? KEEP FIT, PHYSICAL + MENTALLY ACTIVE. SOCIALISING. MAKE FRIENDS WITH THE COMMUNITY.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)  
PAY FOR YOGA + EXERCISE TUTORS' FEE, KITCHEN RENT  
 PAY FOR TRIPS FOR SOCIAL ACTIVITY. RELIGIOUS  
 FESTIVALS - RELIGIOUS CELEBRATIONS. ROOM RETAINER FEE

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
<u>EXERCISE</u>	<u>£ 666.00</u>
<u>FESTIVAL</u>	<u>£ 65.00</u>
<u>TRIPS</u>	<u>£ 400.00</u>
<u>ROOM</u>	<u>£ 100.00</u>
	<u>£</u>
	<u>£</u>
<b>TOTAL COSTS</b>	<b><u>£ 1231.00</u></b>

INCOME FROM	AMOUNT
Your own organisation	<u>£ 731.00</u>
Other organisations/grant scheme	<u>£ /</u>
Fundraising	<u>£</u>
Other	<u>£</u>
	<u>£</u>
Amount requested from Braunstone Town Council up to £500	<u>£ 500.00</u>
<b>TOTAL INCOME</b>	<b><u>£ 1231.00</u></b>

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES/NO

FUNDING RECEIVED £ 300.00

DATE RECEIVED 22 Oct 2022

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \*Will your application have a positive or negative impact on Crime Reduction, if so, please give details OUR GROUP BELIEVE IN PREVENTION IN CRIME

NAME OF CONTACT PERSON IN YOUR ORGANISATION MRS SATWANT KAUR SINGH

ADDRESS OF CONTACT PERSON [REDACTED] WELCESTER

BRUNSTONE TOWN POST CODE [REDACTED]

TELEPHONE [REDACTED] EMAIL: [REDACTED]

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON JYOTI PANDYA [REDACTED]

SECRETARY SAROJ BATAVA [REDACTED]

TREASURER SATWANT KAUR SINGH [REDACTED]

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

- CHEQUE - PAYABLE TO NAMASTE EXERCISE GROUP
- BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

- LATEST BANK STATEMENT
- ANNUAL ACCOUNTS
- GROUP CONSTITUTION

If you are unable to supply this information please set out the reasons below

**DATA PROTECTION:** by applying for a grant you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed [REDACTED] Print Name SATWANT KAUR SINGH  
Date 19/06/2023

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0115 2899270 or paulinesnow@braunstonetowncouncil.org.uk  
Please note that insufficient or incomplete information may result in the application being refused

NAMASTE GROUP

**INCOME AND EXPENDITURE**

**9<sup>TH</sup> APRIL 2022 – 14<sup>TH</sup> APRIL 2023**

	<b>INCOME</b>
Braunstone Town Council Grant	£300.00
Members collection half yearly February	95.00
Members Wales Trip Collection	70.00
Members Half yearly collection	£420.00
Members collection for Skegness Trip	£104.00
Members collection for July	£650.00
 Petty Cash	 £163.18
<b>TOTAL</b>	<b>£1,802.18</b>
 <u>EXPENDITURE</u>	
Festival Diwali	65.00
Wales Trip	140.00
Skegness Trip	260.00
Exercise	666.00
<b>TOTAL EXPENDITURE</b>	<b>£1,131.00</b>
<b>14<sup>th</sup> April 2023 B/Forward</b>	<b>£3,103.63</b>

The account was approved by the management committee dated:

Dated 14/4/2023

Signed by Chair Person.....*J. Fern Poyes*.....



Issue date: 9 June 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)  
+44 1733 347338 (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: HIGH ST LEICESTER

A11D8AD2BAHNB40000016478001002 243 A 000

NAMASTE EXERCISE GROUP



TREASURERS ACCOUNT

NAMASTE EXERCISE GROUP

Account summary

Balance On 06 Apr 2023	£3,103.63
Total Paid In	£0.00
Total Paid Out	£109.60
Balance On 26 May 2023	£2,994.03

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
06 Apr 23		STATEMENT OPENING BALANCE			3,103.63
16 May 23	CHQ	000384		100.00	3,003.63
26 May 23	CHQ	000383		9.60	2,994.03
26 May 23		STATEMENT CLOSING BALANCE	0.00	109.60	2,994.03

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque

PLFAN033100000

XXXXXXXXXXXXXXXXXXXX

Page 1 of 1 00161781 00000007

# Original CONSTITUTION

## 1. NAME

The group shall be known and referred to as 'Namaste Exercise Group.....' whose official address shall be care of the address for the time being of the current Secretary

## 2. AIMS

The main aims of the group are (a) to provide a meeting place for elderly ethnic members of the community (b) to provide indoor and outdoor activities (c) to organise tours (d) to provide support to needy members (e) to provide educational training and information.

## 3. MEMBERSHIP

Membership will be available to anyone irrespective of caste, creed, colour or culture, subject to Management Committee member's approval. The membership fee will be determined by the Management Committee from time to time.

## 4. ANNUAL GENERAL MEETING

- a) An annual general meeting shall be held in the month of December each year, or as near to the month of December as shall be determined by the Management Committee.
- b) At least 33% of the membership must be present to hold the Annual General Meeting.
- c) Each member shall have one vote
- d) Decisions shall be taken by simple majority of those present and voting. In case of an equal vote the Chairman shall have a second casting vote.

## 5. COMMITTEE AND ELECTED OFFICERS

- a) Management Committee shall consist of at least eight people comprising a Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary and two members who shall manage the affairs of the group.
- b) The Management Committee as its discretion may appoint co-opted members for the smooth running of the group.
- c) The election of these officers shall take place each year at the Annual General Meeting and they shall take office at the end of the meeting.
- d) Decisions at Committee Meeting shall be taken by simple majority of those present and voting. In the event of a tie, the Chairman shall have a second casting vote.
- e) The management committee meeting shall be held quarterly.

## 6. SECRETARY

- a) Will remain operative list of membership for the time being.
- b) Will keep up to date record of proceedings of the meetings and write the minutes.

## 7. FINANCE

- a) The Treasurer shall keep proper accounts of the finances of the group., at each meeting of the committee the treasurer shall present a statement of accounts.
- b) A bank/building society account shall be held in the name of the group and all withdrawals made with two signatures.
- c) At the end of the financial year, the treasurer shall prepare final accounts showing the income and expenditure of the group for the year.
- d) The financial year will be from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

## 8. DISCIPLINE

Management Committee at its discretion may suspend and or dismiss any member for unacceptable behaviour towards other members after due verbal warning.

## 9. DISSOLUTION

If the Committee decides that it is necessary or advisable to dissolve the group it shall call a meeting of all members of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by two-thirds majority of those present the Committee shall have the power to realise any assets held. Any assets remaining after satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable having similar objects.

Approved this [redacted] ..... Date 18-1-07 .....

① Signed [redacted] ..... Chair ARUNA MISTRY  
Signed [redacted] ..... Secretary SARAJ BEN BATAVIA  
② Signed [redacted] ..... Treasurer HANSABEN JOSHI

2 signatories.

New Secretary

JYOTIKA PANDYA.  
[redacted]



**GRANT APPLICATION COVER SHEET****ITEM 14d****Community Groups**

<b>GROUP</b>	Braunstone Athletic Football Club	
<b>PROJECT</b>	Setting up of new sports pavilion and purchasing of football equipment	
<b>AMOUNT REQUESTED</b>	£500	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	200
	<b>Braunstone Town residents?</b>	150
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	
<b>INCOME</b>	<b>Balances with project costs?</b>	Yes
	<b>Comments on other grants</b>	No other grants applied for
	<b>Amount requested from Braunstone Town Council?</b>	£500
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	Yes
	<b>How much?</b>	April 2017 £120 (Club then known as Braunstone Town FC)
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	No
	<b>Documents not included and reason for not including</b>	Annual accounts and constitution not included
<b>SIGNATURE</b>	<b>Signed and date?</b>	yes
<b>RECOMMENDATION</b>	Approve, subject to receipt of Annual Accounts and Constitution	
<b>REASON</b>	The group is well established and over 150 members come from Braunstone Town. Release of funds subject to receipt of copy of annual accounts and constitution	

## BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tiley - Chief Executive & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

### BRAUNSTONE TOWN COUNCIL

Braunstone Civic Centre, Kingsway

Braunstone Town, Leicester, LE3 2PP

Tel: 0116 2890045

www.braunstonetowncouncil.org.uk

## APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP BRAUNSTONE ATHLETIC

WHERE DO YOUR ACTIVITIES TAKE PLACE? Shakespeare Park / Mossdale Park

MEMBERSHIP NUMBERS? 200+ HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 150+

(An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? Yes

### WHAT ARE THE AIMS OF YOUR GROUP?

We provide a football club for the local community starting with age groups from 4 years up to Adults. Aim of group is to promote health and fitness to all age groups

### PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

The grant will go towards the running of new club house, football, Goals, bibs + training aids

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
Use of Shakespeare Pavilion	£ 250
Footballs for new team (4 x 10 balls)	£ 350
Bibs x 40	£ 80
Munagins	£ 120
Pop up Goals	£ 80
Respect banners x 2	£ 100

Training Poles x 2	100
TOTAL COSTS	£1030

INCOME AVAILABLE FOR THIS PROJECT (TOTAL MUST MATCH TOTAL OF PROJECT COSTS ABOVE) FROM	AMOUNT
Your own organisation	£530
Other organisations/grant scheme	£
Fundraising	£
Other	£
	£
Amount requested from Braunstone Town Council up to £5300	£500
TOTAL INCOME	£1030

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES

FUNDING RECEIVED £ \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
 The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction. If so, please give details

NAME OF CONTACT PERSON IN YOUR ORGANISATION Mark Jefferson

ADDRESS OF CONTACT PERSON [REDACTED]

Station under Burdon POST CODE [REDACTED]

TELEPHONE [REDACTED] EMAIL [REDACTED]

**NAMES AND ADDRESSES OF COMMITTEE MEMBERS**

CHAIRPERSON As Above

SECRETARY Sean Syrett [REDACTED]

TREASURER Adrian Glover, [REDACTED]

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

CHEQUE - PAYABLE TO \_\_\_\_\_

BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

LATEST BANK STATEMENT ( Copy Enclosed

ANNUAL ACCOUNTS (

GROUP CONSTITUTION (

If you are unable to supply this information, please set out the reasons below

**DATA PROTECTION:** by applying for a grant, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed



Print Name

M. JEFFERSON

Date

6/15/23

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2898270 or pauline.snow@braunstonetowncouncil.org.uk  
Please note that insufficient or incomplete information may result in the application being

**BRAUNSTONE JUNIORS**

Business Current

 From  
**09/02/2023**

 To  
**05/05/2023**

 Date of creation  
**06/05/2023**
**Your transactions**

Date	Description	Type	Paid in (£)	Paid out (£)
05 May	RAYMOND WINTERS	Mobile/Online Transacti...		£100.00
	BEIGHTONE J	Automated Credit	£20.00	
	CARPE & GAUN	Automated Credit	£50.00	
04 May	STERN C C	Automated Credit	£20.00	
03 May	CARL SHAW	Automated Credit	£30.00	
02 May	Costco	Debit Card Transaction		£60.42
	BOOKER LTD -	Debit Card Transaction		£8.70
	CLULEY SA	Automated Credit	£20.00	
	PAYPAL*GLOVER GLYN	Debit Card Transaction	£1,000.00	
	PAYPAL*GLOVER GLYN	Debit Card Transaction	£1,000.00	
	FORDBIRD & HASTIE	Mobile/Online Transacti...	£50.00	
	FORDBIRD & HASTIE	Mobile/Online Transacti...	£50.00	
	BALL H	Mobile/Online Transacti...	£50.00	
	LOKAT K & J	Automated Credit	£20.00	
	R ROBERTS	Automated Credit	£20.00	
	H BABB	Automated Credit	£20.00	
	ANTHONY WILSON	Automated Credit	£20.00	
	MR F W KENYON	Automated Credit	£50.00	
	KOZA M	Automated Credit	£20.00	
	RAMSAWAK PR	Automated Credit	£20.00	



Your transactions

Date	Description	Type	Paid in (£)	Paid out (£)
	A KASPRZYK	Automated Credit	£20.00	
02 May	H PERKINS	Automated Credit	£20.00	
	JONATHAN SUTTON	Automated Credit	£20.00	
	ANDREA GODDARD	Automated Credit	£20.00	
	L KORNACKA	Automated Credit	£20.00	
	NORTH KILWORTH JUN	Automated Credit	£50.00	
	S ROBERTS	Automated Credit	£15.00	
	MAGEE E	Automated Credit	£20.00	
28 Apr	SODEN HV	Mobile/Online Transacti...	£20.00	
27 Apr	C ROBERTS	Automated Credit	£20.00	
25 Apr	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£300.00
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£300.00
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£300.00
	LDMFL	Mobile/Online Transacti...		£10.00
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£300.00
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£300.00
	SEAN GLOVER	Mobile/Online Transacti...		£35.00
	PAYPAL*GLOVER GLYN	Debit Card Transaction	£10.00	
	PAYPAL*GLOVER GLYN	Debit Card Transaction	£1,000.00	
	LEICESTERDMF	Automated Credit	£10.00	
	RICHARD OLIVER	Automated Credit	£50.00	
24 Apr	BMACH 23APR	ATM Transaction		£100.00
	Sainsbury's	Debit Card Transaction		£32.59
	Central England Co-operative	Debit Card Transaction		£4.56
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£92.50
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£92.50



Your transactions

Date	Description	Type	Paid in (£)	Paid out (£)
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£92.50
24 Apr	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£380.50
	BRAUNSTONE TOWN CO	Mobile/Online Transacti...		£92.50
	A TREADAWAY	Automated Credit	£15.00	
	A TREADAWAY	Automated Credit	£20.00	
21 Apr	Screwfix	Debit Card Transaction		£35.00
	MARK JEFFERSON	Mobile/Online Transacti...		£100.00
17 Apr	MARK JEFFERSON	Mobile/Online Transacti...		£15.98
	MARK JEFFERSON	Mobile/Online Transacti...		£6.30
14 Apr	SODEN HV	Mobile/Online Transacti...	£20.00	
12 Apr	L KORNACKA	Automated Credit	£20.00	
11 Apr	WIJESINGHE MUDIY	Automated Credit	£20.00	
06 Apr	BEIGHTON E J	Automated Credit	£20.00	
05 Apr	RAMSAWAK PR	Automated Credit	£20.00	
	STERN C C	Automated Credit	£20.00	
04 Apr	FANATICS SUPPLIES	Debit Card Transaction		£45.00
	FANATICS SUPPLIES	Debit Card Transaction		£846.86
	JONATHAN SUTTON	Automated Credit	£20.00	
03 Apr	CLULEY SA	Automated Credit	£20.00	
	SEAN GLOVER	Automated Credit	£20.00	
	ANTHONY WILSON	Automated Credit	£20.00	
	KOZA M	Automated Credit	£20.00	
	A KASPRZYK	Automated Credit	£20.00	
	T PRIDMORE	Automated Credit	£20.00	

**GRANT APPLICATION COVER SHEET**

ITEM 14e

**Community Groups**

<b>GROUP</b>	Shakespeare Park Sports Pavillon Association	
<b>PROJECT</b>	To help with setup costs of new management group to cover insurance utility costs, insurance, business rates and other expenditure	
<b>AMOUNT REQUESTED</b>	£500	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	
	<b>Braunstone Town residents?</b>	
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	
<b>INCOME</b>	<b>Balances with project costs?</b>	Yes
	<b>Comments on other grants</b>	No other grants applied for but main running costs will be covered by venue hire
	<b>Amount requested from Braunstone Town Council?</b>	£500
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	No – new group
	<b>How much?</b>	
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	No
	<b>Documents not included and reason for not including</b>	Bank account currently being set up in group's name  Annual accounts unavailable as new group
<b>SIGNATURE</b>	<b>Signed and date?</b>	no
<b>RECOMMENDATION</b>	Approve grant, subject to confirmation of bank account set up in Association's name.	
<b>REASON</b>	New association set up to manage Shakespeare Park Sports Pavilion and support required in early stages to help with running costs	



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley - Chief Executive & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

Telephone: 0116 2890045 Fax: 0116 2824785

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

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## APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP Shakespeare Park Sports Pavilion Association

WHERE DO YOUR ACTIVITIES TAKE PLACE? Shakespeare Park Pavilion

MEMBERSHIP NUMBERS? 200+ HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 150+  
(An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS?

### WHAT ARE THE AIMS OF YOUR GROUP?

To provide a space for all the public to use & hire for private parties & local sports groups

### PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

To help with set up cost of new management group.  
Eg. Insurance, gas, electric & business rates

<u>BREAK DOWN OF PROJECT COSTS</u> <u>Please give individual costs for each item</u>	<u>AMOUNT</u>
<u>Business Rates</u>	<u>£ 3143.70</u>
<u>Utility Bills</u>	<u>£ 4959.19</u>
<u>Insurance</u>	<u>£ 3000.00</u>
<u>Other</u>	<u>£ 397.11</u>
	<u>£</u>
	<u>£</u>

<b>TOTAL COSTS</b>	£ 11,500
<b>INCOME AVAILABLE FOR THIS PROJECT</b> (TOTAL MUST MATCH TOTAL OF PROJECT COSTS ABOVE) FROM:	<b>AMOUNT</b>
Your own organisation	£ 300
Other organisations/grant scheme	£ 500
Fundraising	£ 500
Other Venue Hire	£ 10,000
	£
Amount requested from Braunstone Town Council up to £500	£ 500
<b>TOTAL INCOME</b>	£ 11,500

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT YES/NO

**FUNDING RECEIVED £**

**DATE RECEIVED**

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction, if so, please give details

NAME OF CONTACT PERSON IN YOUR ORGANISATION

Mark Jefferson

ADDRESS OF CONTACT PERSON

Bardon

POST CODE

TELEPHONE

EMAIL

**NAMES AND ADDRESSES OF COMMITTEE MEMBERS**

CHAIRPERSON Gordon Webster

SECRETARY Dawn Pegg

TREASURER Mark Jefferson (as above)

IF A GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

CHEQUE - PAYABLE TO

BACS (Please complete the enclosed form)

In order for your grant to be considered you will need to enclose the following documentation with your application

LATEST BANK STATEMENT ( Only just opened a bank account

ANNUAL ACCOUNTS ( At Above (new group)

GROUP CONSTITUTION ( Included

If you are unable to supply this information, please set out the reasons below

**DATA PROTECTION:** by applying for a grant, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

If you require any assistance in completing the form please contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or [pauline.snow@braunstonetowncouncil.org.uk](mailto:pauline.snow@braunstonetowncouncil.org.uk)  
Please note that insufficient or incomplete information may result in the application being

New Group Awaiting bank Details

No Annual accounts as a new group

Group Constitution is well in progress - included.

## **Constitution of the Shakespeare Park Sports Pavilion Management Association**

Date of constitution (adopted): 27<sup>th</sup> March 2023

### **1. Name**

The name of the association is Shakespeare Park Sports Pavilion Management Association.

### **2. Location of principal office**

Shakespeare Park Sports Pavilion, Avon Road, Braunstone Town, Leicester. LE3 3AB.

### **3. Objects**

The objects of the Association are

- (1) the advancement of the amateur sports of lawn bowls, football, lawn tennis and petanque at Shakespeare Park Avon Road, Braunstone Town for the public benefit by the provision of pavilion facilities for participation in sport
- (2) to further or benefit the residents of the Parish of Braunstone without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to provide sports pavilion facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents

### **4. Powers**

The Association has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the powers include power to:

- (1) employ and remunerate such staff as are necessary for carrying out the work of the Association. The Association may employ or remunerate a Committee Member only to the extent that it is permitted to do so by clause 6 (Benefits and payments to Committee Members and connected persons) and provided it complies with the conditions of those clauses,
- (2) deposit or invest funds and employ a professional;

### **5. Application of income and property**

- (1) Income and property must be applied solely towards the promotion of the objects.
  - (a) A Committee member is entitled to be reimbursed from the property of the Association or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Association.

- (b) A Committee Member may benefit from indemnity insurance cover purchased at the Association's expense in accordance with, and subject to conditions.
- (2) None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Association. This does not prevent a member who is not also a Committee Member receiving:
- (a) a benefit from the Association as a beneficiary of the Association,
  - (b) reasonable and proper remuneration for any goods or services supplied to the Association.
- (3) Nothing in this clause shall prevent a Committee Member or connected person receiving any benefit or payment which is authorised by Clause 6.

## **6. Benefits and payments to Committee Members and connected persons**

### **(1) General provisions**

No Committee Member or connected person may:

- (a) buy or receive any goods or services from the Association on terms preferential to those applicable to members of the Association or general public;
- (b) sell goods, services, or any interest in land to the Association;
- (c) be employed by, or receive any remuneration from, the Association;
- (d) receive any other financial benefit from the Association;

unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

### **(2) Scope and powers permitting Committee Members' or connected persons' benefits**

- (a) A Committee Member or connected person may receive a benefit from the Association provided that it is available generally to the beneficiaries of the Association
- (b) A Committee Member or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Association
- (c) Subject to sub-clause (3) of this clause a Committee Member or connected person may provide the Association with goods that are not supplied in connection with services provided to the Association by the Committee Member or connected person.

(d) A Committee Member or connected person may receive interest on money lent to the Association at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A Committee Member or connected person may take part in the normal trading and fundraising activities of the Association on the same terms as members of the public

**(3) Payment for supply of goods only – controls**

The Association and its Committee Members may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the Association and the Committee Member or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other Committee Members are satisfied that it is in the best interests of the Association to contract with the supplier rather than with someone who is not a Committee Member or connected person. In reaching that decision the Committee Members must balance the advantage of contracting with a Committee Member or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Association.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Committee Members is present at the meeting.

(f) The reason for their decision is recorded by the Committee Members in the minute book

(g) A majority of the Committee Members then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause: "connected person" includes any person within the definition set out in clause [30] (Interpretation);

**7. Conflicts of interest and conflicts of loyalty**

A Committee Member must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Association or in any

- transaction or arrangement entered into by the Association which has not previously been declared; and
- (2) absent himself or herself from any discussions of the Committee Members in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Association and any personal interest (including but not limited to any financial interest).

Any Committee Member absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Committee Members on the matter.

## **8. Liability of members to contribute to the assets of the Association if it is wound up**

- (1) If the Association is wound up, each member of the Association is liable to contribute to the assets of the Association such amount, but not more than £5, as may be required for payment of the debts and liabilities of the Association contracted before that person or organisation ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves
- (2) In sub-clause (1) of this clause "member" includes any person or organisation that was a member of the Association within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the Association have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute

## **9. Membership of the Association**

### **(1) Admission of new members**

#### **(a) Eligibility**

Membership of the Association is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated.

#### **(b) Admission procedure**

The Committee Members:

- (i) may require applications for membership to be made in any reasonable way that they decide;
- (ii) shall, if they approve an application for membership, notify the

- applicant of their decision within 21 days;
- (iii) may refuse an application for membership if they believe that it is in the best interests of the Association for them to do so;
- (iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
- (v) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

## **(2) Transfer of membership**

Membership of the Association cannot be transferred to anyone else except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the Association has received written notification of the transfer.

## **(3) Duty of members**

It is the duty of each member of the Association to exercise his or her powers as a member of the Association in the way he or she decides in good faith would be most likely to further the purposes of the Association.

## **(4) Termination of membership**

- (a) Membership of the Association comes to an end if:
  - (i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
  - (ii) the member sends a notice of resignation to the Committee Members; or
  - (iii) any sum of money owed by the member to the Association is not paid in full within six months of its falling due; or
  - (iv) the Committee Members decide that it is in the best interests of the Association that the member in question should be removed from membership, and pass a resolution to that effect.
- (b) Before the Committee Members take any decision to remove someone from membership of the Association they must:
  - (i) inform the member of the reasons why it is proposed to remove him, her or it from membership,
  - (ii) give the member at least 21 clear days notice in which to make



representations to the Committee Members as to why he, she or it should not be removed from membership;

- (iii) at a duly constituted meeting of the Committee Members, consider whether or not the member should be removed from membership;
- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed, and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

#### **(5) Membership fees**

The Association may require members to pay reasonable membership fees to the Association.

#### **(6) Informal or associate (non-voting) membership**

- (a) The Committee Members may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (b) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

### **10. Members' decisions**

#### **(1) General provisions**

Except for those decisions that must be taken in a particular way as indicated in sub-clause (3) of this clause, decisions of the members of the Association will be taken by vote at a general meeting as provided in sub-clause (2) of this clause.

#### **(2) Taking ordinary decisions by vote**

Subject to sub-clause (3) of this clause, any decision of the members of the Association may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

#### **(3) Decisions that must be taken in a particular way**

- (a) Any decision to amend this constitution must be taken in accordance with clause 28 of this constitution (Amendment of Constitution).
- (b) Any decision to wind up or dissolve the Association must be taken in

accordance with clause 29 of this constitution (Voluntary winding up or dissolution).

## **11. General meetings of members**

### **(1) Types of general meeting**

There must be an annual general meeting (AGM) of the members of the Association. The first AGM must be held within 18 months of the establishment of the Association, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts and annual report, and must elect Committee Members as required under clause 13

Other general meetings of the members of the Association may be held at any time

All general meetings must be held in accordance with the following provisions.

### **(2) Calling general meetings**

#### **(a) The Committee Members:**

- (i) must call the annual general meeting of the members of the Association in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
- (ii) may call any other general meeting of the members at any time.

#### **(b) The Committee Members must, within 21 days, call a general meeting of the members of the Association if**

- (i) they receive a request to do so from at least 10% of the members of the Association; and
- (ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

#### **(c) If, at the time of any such request, there has not been any general meeting of the members of the Association for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.**

#### **(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.**

#### **(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.**

#### **(f) Any general meeting called by the Committee Members at the request of the members of the Association must be held within 28 days from the date on which it is called**

- (g) If the Committee Members fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
- (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
- (i) The Association must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the Committee Members to duly call the meeting, but the Association shall be entitled to be indemnified by the Committee Members who were responsible for such failure.

**(3) Notice of general meetings**

- (a) The Committee Members, or, as the case may be, the relevant members of the Association, must give at least 14 clear days' notice of any general meeting to all of the members, and to any Committee Member of the Association who is not a member.
- (b) If it is agreed by not less than 90% of all members of the Association, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3)(a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution or by Regulations.
- (c) The notice of any general meeting must:
  - (i) state the time and date of the meeting;
  - (ii) give the address at which the meeting is to take place;
  - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
  - (iv) if a proposal to alter the constitution of the Association is to be considered at the meeting, include the text of the proposed alteration;
  - (v) include, with the notice for the AGM, the annual statement of accounts and annual report, details of persons standing for election or re-election as a Committee Member, or where allowed under clause 22 (Use of electronic communication), details of where the information may be found on the Association's website.
- (d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
- (e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because

of accidental omission by the Association.

**(4) Chairing of general meetings**

The person nominated as chair by the Committee Members under clause 10(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the Association who are present at a general meeting shall elect a chair to preside at the meeting.

**(5) Quorum at general meetings**

- (a) No business may be transacted at any general meeting of the members of the Association unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must be notified to the Association's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the Committee but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

**(6) Voting at general meetings**

- (a) Any decision other than one falling within clause 10(3) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote unless otherwise provided in the rights of a particular class of membership under this constitution.
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person at the meeting.
- (c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other

matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

- (d) A poll may be taken:
  - (i) at the meeting at which it was demanded; or
  - (ii) at some other time and place specified by the chair; or
  - (iii) through the use of postal or electronic communications.
- (e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
- (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

#### **(7) Representation of organisations and corporate members**

An organisation or a corporate body that is a member of the Association may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the Association.

The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the organisation or corporate body could exercise as an individual member of the Association.

#### **(8) Adjournment of meetings**

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

### **12. Committee Members**

#### **(1) Functions and duties of Committee Members**

The Committee Members shall manage the affairs of the Association and may for that purpose exercise all the powers of the Association. It is the duty of each Committee Member:

- (a) to exercise his or her powers and to perform his or her functions as a Committee Member of the Association in the way he or she decides in good faith would be most likely to further the purposes of the Association; and
- (b) to exercise, in the performance of those functions, such care and skill as is

reasonable in the circumstances having regard in particular to:

- (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
- (ii) if he or she acts as a Committee Member of the Association in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

**(2) Eligibility**

- (a) Every Committee Member must be a natural person.
- (b) No one may be appointed as a Committee Member:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause 15(1)(f).
- (c) No one is entitled to act as a Committee Member whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Committee Members decide, his or her acceptance of the office of Committee Member.
- (d) At least one of the trustees of the Association must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the Committee Members, or appoint a new Committee Member.

**(3) Number of Committee Members**

- (a) There should be:
  - Not more than six elected Committee Members; and
  - Not less than six nor more than ten nominated Committee Members
- (b) There must be at least three Committee Members. If the number falls below this minimum, the remaining Committee Members may act only to call a meeting of the Committee Members, or appoint a new Committee Member.
- (c) The maximum number of Committee Members that can be appointed is as provided in sub-clause (a) of this clause. No Committee Member appointment may be made in excess of these provisions.

### **13. Appointment of Committee Members and Officers**

#### **(1) Elected Committee Members**

- (a) At every annual general meeting of the members of the Association, one-third of the elected Committee Members shall retire from office. If the number of elected Committee Members is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one Committee Member, he or she shall retire;
- (b) The Committee Members to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any Committee Members were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- (c) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (e) of this clause;
- (d) The members or the Committee Members may at any time decide to appoint a new Committee Member, whether in place of a Committee Member who has retired in accordance with clause 15 (Retirement of Committee Members), or as an additional Committee Member, provided that the limit specified in clause 12(3) on the number of Committee Members would not as a result be exceeded;
- (e) A person so appointed by the members of the Association shall retire in accordance with the provisions of sub-clauses (b) and (c) of this clause. A person so appointed by the Committee Members shall retire at the conclusion of the annual general meeting next following the date of his appointment, and shall not be counted for the purpose of determining which of the Committee Members is to retire by rotation at that meeting.

#### **(2) Nominated Committee Members**

- (a) The following bodies 'the appointing bodies' may appoint the following number of Committee Members:
  - (i) Braunstone Town Council – two
  - (ii) the sports clubs with Pitch Licences at Shakespeare Park, issued by Braunstone Town Council – at least one Committee Member and no more than two Committee Members each (with a minimum total number of four and a maximum total number of eight)
- (b) Any appointment must be made at a meeting held according to the ordinary practice of the respective appointing body.
- (c) Each appointment will be until the next annual general meeting of the members of the Association.

- (d) The appointment will be effective from:
  - (i) the annual general meeting of the Association at which the appointing body informs the Association of the appointment; or
  - (ii) where a Committee Member has retired in accordance with clause 15 (Retirement of Committee Members) the date on which the Association is informed of the appointment.
- (e) The person appointed need not be a member of the relevant appointing body.
- (f) A Committee Member appointed by an appointing body has the same duty under Clause 12(1) as the other Committee Members to act in the way he or she decides in good faith would be most likely to further the purposes of the Association.

### **(3) Officers**

- (a) The Association will appoint Officers from among the Committee Members a Chair, Treasurer and Secretary. Election of these officers shall take place each year at the Annual General Meeting and they shall take office at the end of that meeting.
- (b) Prior to the first Annual General Meeting of the Association and where an Officer vacancy arises between Annual General Meetings, appointment can be made by the Committee from among the Committee Members to serve until the next Annual General Meeting.

## **14. Information for new Committee Members**

The Committee Members will make available to each new Committee Member, on or before his or her first appointment:

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the Association's latest annual report and statement of accounts.

## **15. Retirement of Committee Members**

A Committee Member ceases to hold office if he or she:

- (a) retires by notifying the Association in writing (but only if enough Committee Members will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated;
- (c) dies;
- (d) in the written opinion, given to the Association, of a registered medical



practitioner treating that person, has become physically or mentally incapable of acting as a Committee Member and may remain so for more than three months.

#### **16. Reappointment of Committee Members**

Any person who retires as a Committee Member by rotation or by giving notice to the Association is eligible for reappointment.

#### **17. Taking of decisions by Committee**

All decisions must be taken at a meeting of the Committee, either

- at an address where the meeting is notified to take place; or
- participation using electronic means in accordance with Clause 19(4).

#### **18. Delegation by Committee**

- (1) The Committee may delegate any of their powers or functions to a sub-committee, and, if they do, they must determine the terms and conditions on which the delegation is made. The Committee may at any time alter those terms and conditions, or revoke the delegation but cannot override or substitute a decision of a Sub-Committee made within the delegated powers it has been given.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Committee, but is subject to the following requirements -
  - (a) a sub-committee may consist of three or more persons, but at least one member of each sub-committee must be a Committee Member;
  - (b) the sub-committee must be chaired by a Committee Member;
  - (c) the acts and proceedings of any sub-committee must be brought to the attention of the Committee as a whole as soon as is reasonably practicable; and
  - (d) the Committee shall from time to time review the arrangements which they have made for the delegation of their powers.

## **19. Meetings and proceedings of the Committee**

### **(1) Calling meetings**

- (a) The Chair of the Committee may call a meeting of the Committee Members by giving at least 7 clear days' notice to each Committee Member.
- (b) Any Committee Member may call a meeting of the Committee by giving at least 14 clear days' notice to the other Committee Members.
- (c) A meeting of the Committee may decide by resolution to call meetings of the Committee as required.
- (d) The notice of any meeting must:
  - (i) state the time and date of the meeting;
  - (ii) give the address at which the meeting is to take place,
  - (iii) give particulars of the nature of the business to be dealt with at the meeting,
  - (iv) proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent; and
  - (v) the proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the Association.

### **(2) Chairing of meetings**

The Chair of the Committee will be appointed in accordance with clause 13(3). If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Committee Members present may appoint one of their number to chair that meeting.

### **(3) Procedure at meetings**

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three Committee Members, or the number nearest to one-third of the total number of Committee Members, whichever is greater, or such larger number as the Committee Members may decide from time to time. A Committee Member shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
  - (c) In the case of an equality of votes, the chair shall have a second or casting vote.
- (4) **Participation in meetings by electronic means**
- (a) A meeting may be held by suitable electronic means agreed by the Committee in which each participant may communicate with all the other participants.
  - (b) Any Committee Member participating at a meeting by suitable electronic means agreed by the Committee in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
  - (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes

## 20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the Committee, or of a sub-committee, shall be valid notwithstanding the participation in any vote of a Committee Member:
- who was disqualified from holding office;
  - who had previously retired or who had been obliged by the constitution to vacate office;
  - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that Committee Member and that Committee Member being counted in the quorum, the decision has been made by a majority of the Committee Members at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a Committee Member to keep any benefit that may be conferred upon him or her by a resolution of the Committee or of a sub-committee if, but for clause (1), the resolution would have been void, or if the Committee Member has not complied with clause 7 (Conflicts of interest).

## 21. Execution of documents

- (1) The Association shall execute documents either by signature or by affixing its seal (if it has one).
- (2) A document is validly executed by signature if it is signed by at least two of the Committee Members

- (3) If the Association has a seal:
- (a) it must comply with the provisions of the General Regulations; and
  - (b) it must only be used by the authority of the Committee or of a sub-committee duly authorised by the Committee. The Committee may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two Committee Members.

## 22. Use of electronic communications

- (1) **General**  
The Association will provide within 21 days, to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (2) **To the Association**  
Any member or Committee Member of the Association may communicate electronically with the Association to an address specified by the Association for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the Association.
- (3) **By the Association**
- (a) Any member or Committee Member of the Association, by providing the Association with his or her email address or similar, is taken to have agreed to receive communications from the Association in electronic form at that address, unless the member has indicated to the Association his or her unwillingness to receive such communications in that form.
  - (b) The Committee may, subject to compliance with any legal requirements, by means of publication on its website –
    - (i) provide the members with the notice referred to in clause 11(3) (Notice of general meetings); and
    - (ii) give Committee Members notice of their meetings in accordance with clause 19(1) (Calling meetings)
  - (c) The Committee must:
    - (i) take reasonable steps to ensure that members and Committee Members are promptly notified of the publication of any such notice or proposal;
    - (ii) send any such notice or proposal in hard copy form to any member or Committee Member who has not consented to receive communications in electronic form.

## 23. Keeping of Registers

The Association must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and Committee

**Members.**

#### **24. Minutes**

The Association must keep minutes of all:

- (1) appointments of officers;
- (2) proceedings at general meetings of the Association;
- (3) meetings of the Committee and subcommittees including.
  - the names of those present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;

#### **25. Accounting records, accounts, annual reports and returns, register maintenance**

The Association must keep accounting records, prepare statements of accounts, and prepare annual reports and returns. The statements of accounts, reports and returns must be made available to all members, Committee Members and appointing bodies within 10 months of the financial year end.

#### **26. Rules**

The Committee may from time to time make such reasonable and proper rules as they may deem necessary or expedient for the proper conduct and management of the Association, but such rules must not be inconsistent with any provision of this constitution.

Copies of any such rules currently in force must be made available to any member of the Association and appointing body on request.

#### **27. Disputes**

If a dispute arises between members of the Association about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

#### **28. Amendment of constitution**

- (1) This constitution can only be amended.
  - (a) by resolution agreed in writing by all members of the Association; or
  - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the Association

- (2) Any alteration of clause 3 (Objects), clause 13 (Appointment of Committee Members and Officers), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Committee Members or members of the Association or persons connected with them, requires the prior written consent of the appointing bodies.
- (3) A copy of any resolution altering the constitution, together with a copy of the Association's constitution as amended, must be sent to the all members and appointing bodies within 15 days from the date on which the resolution is passed.

## 29. Voluntary winding up or dissolution

- (1) The Association may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Association can only be made:
  - (a) at a general meeting of the members of the Association called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
    - (i) by a resolution passed by a 75% majority of those voting, or
    - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
  - (b) by a resolution agreed in writing by all members of the Association
- (2) Subject to the payment of all the Association's debts:
  - (a) Any resolution for the winding up of the Association, or for the dissolution of the Association without winding up, may contain a provision directing how any remaining assets of the Association shall be applied.
  - (b) If the resolution does not contain such a provision, the Committee must decide how any remaining assets of the Association shall be applied.

## 30. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Committee Member;
- (b) the spouse or civil partner of the Committee Member or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the Committee Member or with any person falling within sub-clause (a) or (b) above;

- (d) an institution which is controlled –
  - (i) by the Committee Member or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - (i) the Committee Member or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest

**"Committee Member"** means a Committee Member of the Association.

A **'poll'** means a counted vote or ballot, usually (but not necessarily) in writing.

**BRAUNSTONE TOWN COUNCIL**

Braunstone Civic Centre  
Kingsway, Braunstone Town  
Leicester, LE3 2PP  
Telephone (0116) 2899270  
Fax (0116) 2824785  
[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

**GRANTS FOR INDIVIDUALS**

Braunstone Town residents are able to apply for a small grant that could support them in progressing a project or opportunity that could not go ahead without a grant.

This grant is not a hardship fund to support day to day issues but is to assist and help residents undertake a limited project or opportunity. The Town Council can also advise on funding from other sources and will encourage and assist local residents in making applications for funding from other sources

**APPLICATION CRITERIA**

- Grant applications can only be accepted from individuals who have been residents of Braunstone Town for at least twelve months. Evidence of this will need to be submitted with the application form.
- Individuals applying for a grant must be able to show evidence that they qualify for **all three** of the following criteria
  - Show evidence of an outstanding skill or talent or provide details of an exceptional opportunity, especially where this involves elements of service to the community
  - Show how a modest grant will make a real difference in developing their skill or talent or in enabling them to take up an opportunity and
  - Demonstrate how financial hardship or other circumstances would bar their progress unless a grant were made
- A breakdown of costs will be required for each item in your application including three most recent bank statements
- The grant cannot be used to fund a private business or pay for general day to day items due to financial hardship
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the sole discretion of the Town Council
- The Council will expect the individual to show that it is making some contribution to the costs from their own efforts through fundraising or applying for other grants
- Please specify an amount that you wish to apply for – if you do not specify a figure the application will be refused. The maximum grant to be approved is £300 per individual



- Individuals will be expected to provide Braunstone Town Council with a written report on the project/trip (outcomes/experiences) within 4 weeks of the finish date
- Individuals are required to repay all monies received from Braunstone Town Council should the trip/project not proceed for any reason
- Individuals will be asked to provide details of past applications and funding granted by the Town Council
- Applications cannot be considered for activities which have already taken place or have started at the time the application is made

There may be other suitable sources of funding available from other organisations for your project and the Town Council would be happy to offer support and advice in applying for other grants if required.

**GRANT APPLICATION COVER SHEET – INDIVIDUAL**

<b>INDIVIDUAL</b>	Becky Cook	
<b>PROJECT</b>	To support with tuition, uniform and costs to a National Band competition	
<b>AMOUNT REQUESTED</b>	£300	
<b>RESIDENCY</b>	Resident of Braunstone Town for at least 12 months?	yes
<b>PURPOSE OF GRANT</b>	Purpose of grant matches all criteria?  Comments	Yes  The individual applied for a grant in 2023 for the same competition and a grant of £300 was approved
<b>PROJECT COSTS</b>	Comments	Individual will be covering the majority of the cost for the trip
<b>INCOME</b>	Balances with project costs?  Comments on other grants  Amount requested from Braunstone Town Council?	Yes  No other grants applied for  £300
<b>PREVIOUS APPLICATIONS</b>	YES / NO  How much?	Yes May 2022  £300
<b>REQUIRED DOCUMENTATION</b>	All received as required?  Documents not included and reason for not including	Bank Account details outstanding  Report on the outcomes of the previous trip is outstanding have been requested
<b>SIGNATURE</b>	Signed and date?	No
<b>RECOMMENDATION</b>	That the grant be approved, subject to a written report being received from the previous grant, 3 bank statements being received and the form signed and dated	
<b>REASON</b>	A written report on the outcomes of a project or event that funding is approved for is a criteria of the grant application. Three bank statements are required as part of the fund application. The application must be signed and dated	



**APPLICATION FOR A GRANT - INDIVIDUAL**

NAME OF INDIVIDUAL **Becky Cook (Nee Moss)**

ADDRESS [REDACTED] Braunstone Town, Leicester,

POST CODE [REDACTED] TELEPHONE [REDACTED]

EMAIL [REDACTED]

HOW LONG HAVE YOU LIVED IN BRAUNSTONE TOWN? Since 2004

**PURPOSE OF GRANT** (Please ensure that the project is compatible with all our criteria - Please attach any supporting documents, evidence for your application)

To support with tuition, uniform, music and rehearsal and performance opportunities to perform with Ratby Senior Band who were champion band at the Midland regional Brass Band Championships who have been invited to compete at the National Brass Band Championships on 21<sup>st</sup> October 2023. Royal Albert Hall, London.

Travelling to rehearsals and Contest venue  
 Hotel costs for competing

START DATE OF PROJECT May 2023 FINISH DATE OF PROJECT October 2023

**GRANT CRITERIA**

An application for an Individual Grant must comply with all three criteria in order to be considered. Please complete each of the following boxes showing how your project matches the criteria

**Show evidence of an outstanding skill or talent or provide details of an exceptional opportunity, especially where this involves elements of service to the community**

I have been playing with Ratby Band for nearly 40 years and as a player and leader of the youth section my heart and dedication has also been rewarded by the Braunstone Town Council Awards in the past. As a teacher at Ravenhurst Primary school for over 18 years my service to the community has also been second to none. As a player for the band I am a dedicated musician and regularly play for the community. As a family we played on the streets of Braunstone during the lock down.

**Show how a modest grant will make a real difference in developing their skill or talent or in enabling them to take up an opportunity**

The grant will enable me to have extra tuition, purchase uniform, and be able to purchase the music needed and enable me to take part in the National Finals of Great Britain representing Braunstone Town, Leicestershire and the Midlands

**Demonstrate how financial hardship or other circumstances would bar their progress unless a grant were made**

As my family will all be taking part, us alone will be facing the funding of over £6000 to enable us to take part. We are a family who play music together and perform together and regularly play at Braunstone Civic Centre. We will be trying to fund raise however the total cost will be unreachable.

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
Tuition	£750
Music purchasing	£100
Travel expenses	£100
Hotel Costs	£400
<b>TOTAL COSTS</b>	<b>£1350</b>

INCOME FROM	AMOUNT
Your own contribution	£900
Other organisations/grant scheme	£0
Fundraising	£150
Other	£
Amount requested from Braunstone Town Council up to £300	£300
<b>TOTAL INCOME</b>	<b>£1350</b>

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT   yes

FUNDING RECEIVED £300

DATE RECEIVED May 2022

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area.

Will your application have a positive or negative impact on Crime Reduction and if so, please give details –

I UNDERTAKE TO

- a) To provide Braunstone Town Council with three of my latest bank statements
- b) Provide Braunstone Town Council with a written report on the project/trip (outcomes/experiences etc) within 4 weeks of the finish date
- c) To repay all monies received from Braunstone Town Council should the project/trip not proceed for any reason

IF GRANT IS AGREED PLEASE ADVISE HOW YOU WISH TO BE PAID

BACS (Please complete the enclosed form)

**DATA PROTECTION.** *by applying for a grant you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.*

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

It may be useful for you to discuss your project before making an application or request assistance in completing the form. Please do not hesitate to contact Pauline Snow, Deputy Executive Officer & Community Services Manager on telephone 0116 2899270 or pauline.snow@braunstonetowncouncil.org.uk if you require any advice or help with the grant application.  
Insufficient or incomplete information may result in the application being refused

# Financial Budget Comparison

**ITEM 16**

## for 7. Community Development

Comparison between 01/04/23 and 27/06/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>2023/2024</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
<b>7. Community Development</b>					
<b>Income</b>					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£87.50	£87.50
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	£347.11	£347.11
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	£347.11	£347.11
775	Civic Functions	£0.00	£0.00	£764.75	£764.75
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£135.00	£135.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£213.64	£213.64
786	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00
790	Consumer Products (Sales)				
790/1	History Publications	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	£0.00	-£50.00
790/3	General	£50.00	£0.00	£0.00	-£50.00
790	Total	£100.00	£0.00	£0.00	-£100.00
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	£0.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£100.00</b>	<b>£0.00</b>	<b>£1,548.00</b>	<b>£1,448.00</b>

### Expenditure

7040 Town Mayor's Allowance

# Financial Budget Comparison

## for 7. Community Development

Comparison between 01/04/23 and 27/06/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>2023/2024</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£0.00	£375.00
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£84.00	£291.00
7040	Total	£750.00	£0.00	£84.00	£666.00
7070	Projects				
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
7070	Total	£0.00	£0.00	£0.00	£0.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£1,872.50	£2,557.50
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£1,139.00	£2,861.00
7710	Summer Fete				
7710/1	Current Year	£2,800.00	£0.00	£0.00	£2,800.00
7710/2	Next Year	£200.00	£0.00	£0.00	£200.00
7710	Total	£3,000.00	£0.00	£0.00	£3,000.00
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£1,509.00	£1,491.00
7720	General Events				
7720/1	General	£0.00	£0.00	£0.00	£0.00
7720/2	Apple Day	£400.00	£0.00	£0.00	£400.00
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00
7720	Total	£500.00	£0.00	£0.00	£500.00

# Financial Budget Comparison

## for 7. Community Development

Comparison between 01/04/23 and 27/06/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/2024</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
7750 Civic Functions	£1,500.00	£0.00	£72.10	£1,427.90
7760 Town Mayor's Charity - Pre May	£0.00	£0.00	£4,953.49	-£4,953.49
7770 Town Mayor's Charity - after May	£0.00	£0.00	£0.00	£0.00
7850 Community Grants	£5,000.00	£0.00	£2,256.46	£2,743.54
7860 Community / Social Inclusion Project Grant	£0.00	£0.00	£20.60	-£20.60
7880 Grants for King's Coronation	£1,000.00	£0.00	£0.00	£1,000.00
7900 Consumer Products (Purchase for resale)				
7900/1 History Publications	£0.00	£0.00	£0.00	£0.00
7900/2 Crime Prevention	£100.00	£0.00	£0.00	£100.00
7900 Total	£100.00	£0.00	£0.00	£100.00
7940 Social Inclusion Initiatives				
7940/1 General	£800.00	£0.00	£109.20	£690.80
7940/2 Warm Spaces Initiative	£200.00	£0.00	£0.00	£200.00
7940 Total	£1,000.00	£0.00	£109.20	£890.80
7950 Community Safety	£500.00	£0.00	£0.00	£500.00
7990 Miscellaneous	£100.00	£0.00	£72.50	£27.50
<b>Total Expenditure</b>	<b>£25,380.00</b>	<b>£0.00</b>	<b>£12,088.85</b>	<b>£13,291.15</b>

# Paid Expenditure Transactions

paid between 17/05/23 and 27/06/23, for the 7. Community Development

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230512J AAAKAWARD	22/05/23	18552		£84.00	£0.00	£84.00	7. CD	JAAAK LTD	3 White & 3 Red bottles of wine for Mayors Awards Night 11.05.23	7040/2
BACS230522 GRIFFI6578	30/05/23	18623	4283	£279.50	£0.00	£279.50	7. CD	Griffin Designs	Banners for TA on the beach event	7715
BACS230523A MAZOABEI	30/05/23	18630	4280	£8.97	£1.50	£7.47	7. CD	Amazon UK	Craft supplies for Craft and Chatter	7940/1
BACS230523S 2BCOLLECT	30/05/23	18632		£500.00	£0.00	£500.00	7. CD	Space To Breath Collective	Community Grant	7850
BACS230522A MAZO7584	30/05/23	18634		£8.99	£1.50	£7.49	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
BACS230522A MAZO2328	30/05/23	18635		£16.99	£2.83	£14.16	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
BACS230522A MAZO3158	30/05/23	18636		£28.97	£4.83	£24.14	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
BACS230522A MAZO4805	30/05/23	18637		£16.82	£2.80	£14.02	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
BACS230523A MAZO7730	30/05/23	18638		£24.95	£4.16	£20.79	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
BACS230523A MAZO3375	30/05/23	18639	4282	£6.79	£1.13	£5.66	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
BACS230523A MAZO8901	30/05/23	18640		£6.59	£1.10	£5.49	7. CD	Amazon UK	Craft supplies for Craft N Chatter group	7940/1
BACS230606 GRIFFI6616	12/06/23	18685		£279.50	£0.00	£279.50	7. CD	Griffin Designs	Banners for TA on the beach event	7715
BACS230602B ANANA0723	12/06/23	18688	4288	£400.00	£0.00	£400.00	7. CD	Banana Brain Fun Shows	Balance of cost for Punch & Judy and balloon modelling TA on the beach	7715
110878	12/06/23	18690		£300.00	£0.00	£300.00	7. CD	3rd Braunstone Brownies	Community Grant	7850
110877	12/06/23	18691		£300.00	£0.00	£300.00	7. CD	Winstanley Wizards Table Tennis Club	Community Grant	7850
110876	12/06/23	18692		£150.00	£0.00	£150.00	7. CD	3rd Braunstone Rainbows	Community Grant	7850
DD230516BD C3263	15/06/23	18579		£121.46	£0.00	£121.46	7. CD	Blaby District Council	Repayment of Warm Space Grant	7850
BACS230608P ARCPO4298	16/06/23	18703	4298	£550.00	£0.00	£550.00	7. CD	Parc Ponies Ltd	Balance of payment for donkeys for TA on the Beach event	7715
<b>Total</b>				<b>£3,083.53</b>	<b>£19.85</b>	<b>£3,063.68</b>				