

# THORNBURY TOWN COUNCIL

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Town Clerk: Kath MacConnachie, CILCA



Town Hall  
35 High Street  
Thornbury  
Bristol BS352AR

7 December 2023

**To Councillors:** Helen Ball (Chair), Chris Davies, Simon Johnson, Fiona Deas, Chris Woodhouse, John Reynolds, Jayne Stansfield, Maggie Tyrrell, James Murray

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 12 December 2023 at 7.30pm**.

Committee members are here by **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Kath MacConnachie, Town Clerk

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.*

**Public participation:** Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

**Emergency Evacuation procedure:** Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.

## AGENDA

1. Apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public relating to items on the agenda
4. To approve the minutes of the Finance & General Purpose Committee meeting held on 10 October 2023
5. To consider the following financial matters:
  - 5.1. To approve the Accounts for Payment (to be tabled at the meeting) and note payments made out of meeting.
  - 5.2. To approve the setting up of a direct debit to Grenke (on behalf of KN Office) for a photocopier contract
6. To note officer decisions made under delegated powers
7. To consider a quote for repairs to the Town Clock

**8. Small grant applications:**

**8.1 To consider grant applications and recommendations from the Grant Awarding Working Group**

**8.2 To agree grant awards**

**9. Draft Budget 2024/2025:**

**9.1 To consider the draft Budget for 2024/2025**

**9.2 To agree any recommendations to be made to Full Council on 9 January 2024**

**10. Date of the next meeting:**

**7.30pm on 14 February 2024 to be held in the Council Chamber of the Town Hall**

**MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 10 October 2023, at the Town Hall**

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Present: Cllr Helen Ball (Chair)  
Cllr Chris Davies  
Cllr Fiona Deas  
Cllr Simon Johnson  
Cllr John Reynolds  
Cllr Jayne Stansfield  
Cllr Chris Woodhouse  
Cllr James Murray (arrived during item 5.1)

Kath MacConnachie (Town Clerk)  
1 member of Council administration staff (minutes)  
5 members of the public were in attendance

Absent: Cllr Maggie Tyrrell

**F&GP2324.36. APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Maggie Tyrrell.

**F&GP2324.37. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

No members declarations of interest were declared.

**F&GP2324.38. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

Members of the public present wished to speak when their organisation came up in item 5.

**F&GP2324.39. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE MEETING HELD ON 18 JULY 2023**

It was **RESOLVED** to approve the minutes of the Finance and General Purpose meeting held on 18 July 2023, which were then signed by the Chair.

**F&GP2324.40. TO CONSIDER AND APPROVE ANY FUNDING AMOUNTS, SPECIFIC CONDITIONS AND PERIOD FOR, THE FOLLOWING SLA FUNDING REQUESTS (1 APRIL 2024 ONWARDS)**

It was **RESOLVED** in enter into a Service Level Agreement for funding of up to £12,000 with the Thornbury and District Heritage Trust, to cover rent and running costs, subject to terms and outcomes to be negotiated by the Clerk to be agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement with Thornbury Christmas Lights Association, for funding of up to £5,000, split between core running costs and additional ring

fenced funds to be drawn down as criteria are met, subject to terms and outcomes to be negotiated by the Clerk and agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement with Thornbury Arts Festival Trust, for funding of up to £5,000, split between core running costs and additional ring fenced funds to be drawn down as events run, subject to terms, outcomes, and weightings of funding for individual events to be negotiated by the Clerk and agreed by council.

It was **RESOLVED** in enter into a Service Level Agreement for funding of up to £5,000 with Phase, to cover running costs, subject to terms and outcomes to be negotiated by the Clerk and agreed by council.

**F&GP2324.41. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS:**

- **To approve the Accounts for Payment and note payments made out of meeting**

It was **RESOLVED** to approve the accounts for payment, and payments made out of meeting were noted.

<b>ACCOUNTS PAID OUT OF MEETING (13 September - 10 October 2023)</b>		
UNITY TRUST BANK	TOTAL BANK CHARGES - CURRENT ACCOUNT	57.00
UNITY TRUST BANK	TOTAL BANK CHARGES - WAGES ACCOUNT	44.66
THORNBURY TOWN COUNCIL	MONTH 6 PAYROLL	33,362.32
SOUTH GLOS COUNCIL	RATES - CEMETERY - (DD)	351.00
SOUTH GLOS COUNCIL	RATES - MPF CARETAKER FLAT - (DD)	150.00
SOUTH GLOS COUNCIL	RATES - TOWN HALL - (DD)	1,297.00
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	233.88
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	601.02
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	36.06
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	47.40
PITNEY BOWES	QUARTERLY RENTAL IN ADVANCE FOR FRANKING MACHINE (DD)	118.69
PWL B LENDING FACILITY	PUBLIC WORKS LOAN REPAYMENT (DD)	6,037.44
ICO INFO COMM OFFICE	DATA PROTECTION ANNUAL FEE (DD)	55.00
UNITY TRUST BANK	CHAPS PAYMENT FEE - REF CCLA DEPOSIT	28.00
EQUALS MONEY PLC	FUNDS TO TOP UP STAFF PRE-PAID CARD ACCOUNT	500.00
DIRECT365 ONLINE LTD	CC544 - MOUNTED BABY CHANGING BENCH	678.17
NATIONALTOOLHIRE.CO.UK	CC545 - HIRE OF SCARIFIER (WILDFLOWER LAWN)	299.40
EMORSGATE SEEDS	CC546 - WILDFLOWER SEED	207.85

ONLINE PLAYGROUNDS	CC547 - GATE BUFFERS FOR PLAY AREA	53.20
AMAZON	CC548 - FOOTBALL GOAL NETS/CLEANING MATERIALS	67.46
ARGOS	CC549 - MICROWAVE OVEN FOR STAFF KITCHEN	73.95
SOUTH GLOS COUNCIL	CC550 - REMOVAL OF WASP NEST	164.00
AMAZON	CC551 - CLEANING MATERIALS/WEED KILLER/ STATIONERY	121.26
ONLINE PLAYGROUNDS	CC552 - SPRINGS FOR PLAY AREA GATES	82.00
AMAZON	CC554 - WHITE NOTICE BOARD	18.98
GIFFGAFF	CC555 - STAFF MOBILE PHONE TOP UP	10.00
WORKTOP EXPRESS	CC556 - LAMINATE WORKTOPS FOR BABY CHANGING UNITS	265.99
SOUTH GLOS COUNCIL	CC557 - TRANSFER OF MPF PREMISES LICENCE TO THORNBURY ROUND TABLE	23.00
AMAZON	CC558 - MAGNETIC WEEKLY PLANNER	11.95
AMAZON	CC559 - OFFICE CHAIR	94.99
GIFFGAFF	CC560 - DATA TOP UP STAFF TABLET	8.00
MARK HARROD	CC562 - REPLACEMENT WHEEL FOR GOAL	45.62
AMAZON	CC564 - AMAZON PRIME MONTHLY MEMBERSHIP	8.99
HSQE VITAL SKILLS	CC565 - STAFF ONLINE TRAINING COURSES	72.00
HSQE VITAL SKILLS	CC566 - STAFF ONLINE TRAINING COURSES	510.00
PROPERTY REGISTRY	CC567 - PROPERTY BOUNDARY SEARCH	14.00
THE METAL STORE	CC568 - GALVANISED RAILINGS	93.36
PEAR TECHNOLOGY SERVICES LTD	CEMETERY MAP MAINTENANCE ANNUAL FEE	108.00
SULLIVANS	HEDGE CUTTER WITH PARTS	512.06
BIFFA WASTE SERVICES	WASTE DISPOSAL – MUNDY PLAYING FIELD	247.25
SOCIETY OF LOCAL COUNCIL CLERKS SLCC	ANNUAL MEMBERSHIP FEE	403.00
THE SAFETY CHAIR	SAFETY EVACUATION CHAIR FOR TOWN HALL	830.64
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	145.48
ABBEY LOOS LTD	RENTAL - PORTABLE TOILETS LOCATED AT CHANTRY FIELD	264.00
HORDERS THORNBURY PRESS	A4 WOODLANDS TRUST COPY PAPER	34.75
FALON NAMEPLATES LTD	BRONZE PLAQUE	133.99

OLDOWN TREE SURGEONS	WORKS AT KINGTON LANE CEMETERY	370.00
RELYON GUARDING	MONTHLY SECURITY SERVICES FOR MPF - AUGUST 23	518.40
T H WHITE GROUP	BATTERY FOR TTC VEHICLE	138.00
TOWER LEASING LTD	QUARTERLY RENTAL INSTALMENT FOR PHOTOCOPIER	137.61
ECOTRICITY	MONTHLY GAS SUPPLY -TOWN HALL	135.68
ECOTRICITY	MONTHLY GAS SUPPLY – PAVILION	68.03
PROLUDIC	PLAY EQUIPMENT - TANGO SEAT	905.52
HELYN GULLEY	SIGN WRITING FOR TOWN COUNCIL	125.00
WATER2BUSINESS	WATER AND SEWAGE - TOWN HALL & MUNDY PLAYING FIELD	767.02
WATER2BUSINESS	WATER AND SEWAGE - 67 HIGH STREET	448.19
DIRECT IT SERVICES	IT SUPPORT, PHONE & BROADBAND - TOWN HALL & PAVILION	721.72
SIMPLY CLEANING	MONTHLY CLEANING CONTRACT - TOWN HALL	1,470.00
WHEATSHEAF (STEAMERS)	COMMUNITY TOILET SCHEME - 1ST & 2ND QUARTER	300.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME	150.00
THE SWAN	COMMUNITY TOILET SCHEME	250.00
AVON DISPLAYS LTD	VARIOUS SIGNAGE FOR TTC OUTSIDE LOCATIONS	376.80
TURNBERRIES COMMUNITY CENTRE	ROOM HIRE FOR YOUTH FUNCTION - 5.09.2023	46.00
SOUTH GLOS COUNCIL	COUNCIL RATES - BAKERY ANNEX (BACS)	95.00
KRUNCH SOUTHWEST UK	YOUTH SLA (QUARTER 3)	9,250.00
FIRST AID BRISTOL	FIRST AID AT WORK - 3 DAY COURSE FOR STAFF	468.00
SUMMERS MEMORIALS	LAY DOWN 16 UNSAFE (LARGE) MEMORIALS AT CEMETERY	2,400.00
FLOW PLATES LTD	REPLACEMENT HEIGHT BARRIER – MUNDY PLAYING FIELD	2,760.00
AVON DISPLAYS LTD	SIGNAGE FOR TOWN COUNCIL SITES	378.00
	<b>Total Expenditure:</b>	<b>70,801.78</b>
<b>ACCOUNTS NOW DUE FOR PAYMENT - 10 OCTOBER 2023</b>		
BROXAP	GALVANISED LITTER BIN INCLUDING FIXINGS	465.54
FORD FUELS	ULTRA LOW SULPHUR DIESEL	1,559.40

FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
YATE SUPPLIES	COMPACTOR BLACK SACKS	474.07
IHASCO LTD	ACCIDENT REPORTING COURSES FOR TTC STAFF	288.00
SOUTH WEST HYGIENE	MUNDY PLAYING FIELD - SANITARY & NAPPY BINS - QUARTERLY RENTAL/SERVICE	186.58
SOUTH WEST HYGIENE	TOWN HALL - SANITARY BINS DISPOSAL UNITS - QUARTERLY RENTAL/SERVICE	78.87
ALCA	ESSENTIAL COUNCILLOR COURSE	40.00
ALCA	E-LEARNING COURSE	14.00
HORDERS THORNBURY PRESS	WOODLAND TRUST COPIER PAPER	208.50
GLASDON UK LTD	BENCH AND X2 WHEELCHAIR PICNIC TABLES – MUNDY PLAYING FIELD	2,141.15
BDO LLP	(AGAR) EXTERNAL AUDIT - YEAR ENDED 31.03.2023	2,520.00
DIRECT IT SERVICES	PHONE, BROADBAND, & IT SUPPORT	740.92
HORDERS THORNBURY PRESS	THORNBURY MAP PRINT	9.95
BIFFA WASTE SERVICES	WASTE DISPOSAL – MUNDY PLAYING FIELD	597.12
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	183.46
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	134.54
BIFFA WASTE SERVICES	WASTE DISPOSAL – CEMETERY	136.86
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
FASTFIX DRAINAGE	DRAINAGE WORKS AT TOWN HALL	969.54
ABBEYLOOS LTD	RENTAL - PORTABLE TOILETS LOCATED AT CHANTRY FIELD	252.00
PROLUDIC	PLAY EQUIPMENT MAINTENANCE	352.06
SLCC ENTERPRISES LTD	CAPITAL STRATEGY DEVELOPMENT - STAGE 2	2,637.60
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	80.91
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	32.11
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	88.00
SLCC ENTERPRISES LTD	STAFF TRAINING COURSE	42.00
	<b>Total Expenditure:</b>	<b>14,472.36</b>

CC[N] = credit card payment

DD = direct debit payment

**PRE-PAID DEBIT CARD TRANSACTIONS 13.09.23 – 10.10.23:**

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
Katherine MacConnachie	5339*****4302	23-10-07	Co-op Group Food Retai, Bristol, GBR		£3.55	£3.55	£0
Site Team	5339*****1450	23-10-07	GAP Supplies LTD, Bristol, GBR		£72.23	£72.23	£0
Site Team	5339*****1450	23-10-05	Screwfix, Thornbury		£117.98	£117.98	£0
Katherine MacConnachie	5339*****4302	23-10-04	Co-op Group Food Retai, Bristol, GBR		£3.80	£3.80	£0
Site Team	5339*****1450	23-10-03	Thornbury Motors LTD Bristol		£60.08	£60.08	£0
Site Team	5339*****1450	23-10-03	Card load	£200			
Site Team	5339*****1450	23-10-01	Amazon Market Place		£219.87	£219.87	£0
Katherine MacConnachie	5339*****4302	23-09-29	Post Office Counter, Bristol		£6.85	£6.85	£0
Katherine MacConnachie	5339*****4302	23-09-28	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-27	Card load	£200			
Katherine MacConnachie	5339*****4302	23-09-26	Horders Thornbury		£8.00	£8.00	£0
Site Team	5339*****1450	23-09-26	Amazon Market Place		£34.49	£34.49	£0
Katherine MacConnachie	5339*****4302	23-09-23	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-22	Hawkins of Thornbury Bristol, GBR		£6.37	£6.37	£0
Site Team	5339*****1450	23-09-22	Lees Mend-A-Shoe, Bristol		£49.98	£49.98	£0
Katherine MacConnachie	5339*****4302	23-09-19	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-09-13	Card load	£200			

**PRE-PAID DEBIT CARD TRANSACTIONS 18.07.23 – 12.09.23:**

Owner	Card no	Date	Description	Credit	Debit	Net	Fee
Katherine MacConnachie	5339*****4302	23-09-12	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-09-09	Horders Thornbury Pres, Bristol		£3.15	£3.15	£0
Site Team	5339*****1450	23-09-08	Amazon Market Place		£11.95	£11.95	£0
Site Team	5339*****1450	23-09-08	Screwfix, Thornbury Bristol		£103.96	£103.96	£0
Katherine MacConnachie	5339*****4302	23-09-06	Lees Mend-A-Shoe, Bristol		£11.98	£11.98	£0
Site Team	5339*****1450	23-09-05	Hawkins of Thornbury, Bristol		£26.97	£26.97	£0
Katherine MacConnachie	5339*****4302	23-09-02	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-09-02	Aldi 9 780 Thornbury		£2.67	£2.67	£0



Katherine MacConnachie	5339*****4302	23-08-30	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-08-25	GAPS Bristol		£61.81	£61.81	£0
Katherine MacConnachie	5339*****4302	23-08-25	Post Office Counter, Bristol		£2.65	£2.65	£0
Katherine MacConnachie	5339*****4302	23-08-24	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Site Team	5339*****1450	23-08-24	Card load	£100			
Site Team	5339*****1450	23-08-15	Hawkins of Thornbury Bristol		£1.98	£1.98	£0
Site Team	5339*****1450	23-08-15	Hawkins of Thornbury Bristol		£4.65	£4.65	£0
Site Team	5339*****1450	23-08-15	Screwfix Thornbury Bristol		£79.97	£79.97	£0
Katherine MacConnachie	5339*****4302	23-08-13	Aldi Stores Limited Thornbury		£1.75	£1.75	£0
Katherine MacConnachie	5339*****4302	23-08-08	Co-op Group Food Retai, Bristol, GBR		£1.90	£1.90	£0
Katherine MacConnachie	5339*****4302	23-08-04	Boots 0491, Thornbury		£2.00	£2.00	£0
Katherine MacConnachie	5339*****4302	23-08-03	Post Office Counter, Bristol		£2.25	£2.25	£0
Katherine MacConnachie	5339*****4302	23-08-03	Horders Thornbury Pres		£2.75	£2.75	£0
Katherine MacConnachie	5339*****4302	23-07-29	Co-op Group Food Retai, Bristol, GBR		£1.85	£1.85	£0
Katherine MacConnachie	5339*****4302	23-07-28	Post Office Counter, Bristol		£2.25	£2.25	£0
Site Team	5339*****1450	23-07-26	Hawkins of Thornbury Bristol		£7.79	£7.79	£0

- **To receive a report from Cllr Reynolds on the Q3 2023/24 bank reconciliation**

Cllr Reynolds confirmed that he had been into the Town Hall to check the bank reconciliation and all was in order.

- **Q1 2023/24 Income & Expenditure report and budget monitoring**

The Q1 2023/24 Income and Expenditure report against the budget was noted, with attention brought to the considerable amount of interest being gained on money now

invested by the council in the CCLA investment fund and increased income as a result of commercial rental agreement reviews undertaken by the Clerk.

**F&GP2324.42. TO NOTE DELEGATED DECISIONS TAKEN OUT OF MEETING**

Decisions taken under delegated authority where the expenditure/commitment was greater than £1,500 were noted, including the creation of the sandpit on the Mundy Playing Fields, mower servicing and replacement of a damaged height barrier at the Mundy Playing Fields.

**F&GP2324.43. TO CONSIDER REPORT FROM THE TOWN CLERK ON PROPOSED TRANSITION TO ELECTRIC VEHICLES, FOR RECOMMENDATION TO FULL COUNCIL**

It was **RESOLVED** to recommend to Full Council that Council:

- Support the transition from diesel to electric vehicles at Thornbury Town Council
- Support the investment in line with option (A) on the Clerk's report for inclusion in the 2023/24 budget development
- Recommend to Council CIL expenditure to purchase an electric UTV in 2023/24

**F&GP2324.44. SOAPERS LANE CYCLE RACKS**

- To consider the opportunity to relocate these to the north side of the Town Hall
- If agreed, to grant permission to South Gloucestershire Council to relocate to this location

It was **RESOLVED** to liaise with South Gloucestershire Council to relocate the existing cycle racks on the north side of the Town Hall.

**F&GP2324.45. BUDGET 2024/25 CONSIDERATIONS:**

- To consider request from Open Spaces to include £7k for additional benches around Thornbury (non-Town Council land) for 2024/25 budget inclusion (potentially CIL funded)
- To consider any items for inclusion in the 2024/25 budget (above and beyond existing/planned)

It was **RESOLVED** to increase the budget for benches to £10k, for all locations which could include South Glos Council land.

There were no other new items that the Finance & General Purpose Committee wished to be included in the 2024/25 budget.

**F&GP2324.46. TO CONSIDER QUOTES AND AWARD THREE YEAR CONTRACT FOR THE TOWN HALL PRINTER/PHOTOCOPIER**

It was **RESOLVED** to award the contract to KN Office, for a value of £2853.46 over three years.

**F&GP2324.47. TO CONSIDER AND APPROVE THE COMPLAINTS POLICY AND PROCEDURE**

With minor amendments for clarity made at the meeting it was **RESOLVED** to adopt the revised Complaints Policy and Procedure.

**F&GP2324.48.      DATE OF THE NEXT MEETING:** 7:30PM ON 12 DECEMBER 2023 TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

The date of the next meeting was noted to be 7:30pm on 12 December at the Town Hall.

DRAFT

Officer Decisions Made Under Delegated Powers – to be noted by the F&GP Committee on 12 December 2023

DATE	DECISION TAKEN	AMOUNT £ (IF APPLICABLE)	REASON FOR DECISION	ANY ALTERNATIVES CONSIDERED AND REJECTED	ANY RELEVANT COUNCILLOR CONFLICT OF INTEREST	AUTHORISED BY	MEETING TO REPORT TO
17/11/23	Cover cost of works to Pavilion floor - replacement of rotten floor joists discovered while Football Club were carrying out agreed extension works.	£1,950.00	Football Club unable to complete works until joists replaced - the replacement would have become necessary at some point and it is not reasonable for the Club to cover the cost of this unforeseeable problem.	No alternative - necessary in order to complete the works. Not practical to obtain alternative quotes as it is was part of ongoing works. Facilities Officer and Clerk are satisfied that it is a reasonable quote.	Not applicable	Clerk	F&GP

## GRANT APPLICATIONS (OPENING 2 2023/24)

GRANT CATEGORY	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
ORGANISATION	Thornbury In Bloom
TITLE OF PERSON COMPLETING FORM	Treasurer
INFO ON ORGANISATION	Community Interest Group planting flowers and hanging baskets round the town
REGISTERED CHARITY?	No
CHARITY NUMBER	N/A
AFFILIATED TO NATIONAL ORG?	No
DETAILS OF NATIONAL ORG	N/A
LOCATION OF PROVISION	In Thornbury
HOW IS ORG FUNDED?	Public donations, grants and plant sales
CURRENT FEES/CHARGES	N/A
ORGANISATIONAL BANK ACCOUNT?	Yes
CURRENT RESERVES	£2100
EXPLANATION OF RESERVES	Normally at this time of year we would expect reserves of £8000. This would allow us to plan planting for the following year. Unfortunately due to lower donations in 2023 and being stuck with an unfunded watering requirement, we only have £2100.
<b>SECTION 2: PROJECT INFORMATION</b>	
HAS PROJECT COMMENCED?	The project has not yet commenced
BRIEF DESCRIPTION OF PROJECT	Spring planting in the Town
IDENTIFIED NEED	Continuing 30 year support for making the Town attractive to visitors
WHO WILL IT BENEFIT AND HOW?	Residents and traders will find the Town more attractive and encourage use of the Town for shopping.
HOW MANY PEOPLE IN TOTAL TO BENEFIT?	15000
HOW MANY FROM THORNBURY PARISH?	12000
HOW DOES APPLICATION MEET POLICY REQUIREMENTS?	To assist in the resurrection of the attraction of the High Street and environs following 3 years of shambles. The provision of planting is also supporting the climate.
ENVIRONMENTAL STATEMENT	Making the Town attractive
PROPOSED PROJECT START	01/03/2024
PROPOSED PROJECT END	31/03/2024

COMPLETE WITHIN 12 MONTHS OF AWARD?	Yes		
IF NOT, WHY?	N/A		
SECTION 3: FINANCES			
TOTAL PROJECT COST	£1800	FUNDING SOUGHT FROM TTC	£750
OTHER FUNDING SOUGHT/OBTAINED?	We have not applied for funding from other sources, but intend to		
DETAILS OF OTHER FUNDING	Advertising campaign for donations and volunteers to allow Thornbury in Bloom to continue		
IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?	As above		
IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?	Maybe - provide information below where it says 'Other'		
CAN YOU RECLAIM VAT?	No, we cannot reclaim VAT		
SUPPLEMENTARY INFORMATION	<i>Planting costs provided</i>		



## GRANT APPLICATIONS (OPENING 2 2023/24)

<b>GRANT CATEGORY</b>	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
<b>ORGANISATION</b>	Thornbury Christmas Lights Association
<b>TITLE OF PERSON COMPLETING FORM</b>	Treasurer
<b>INFO ON ORGANISATION</b>	We are an voluntary group dedicaticated to supplying and fitting the Town's Christmas light displays
<b>REGISTERED CHARITY?</b>	No
<b>CHARITY NUMBER</b>	N/A
<b>AFFILIATED TO NATIONAL ORG?</b>	No
<b>DETAILS OF NATIONAL ORG</b>	N/A
<b>LOCATION OF PROVISION</b>	The Committee meets in the Swan in Thornbury
<b>HOW IS ORG FUNDED?</b>	By Grants, Donations, Collections and Collecting boxes throughout the town's businesses
<b>CURRENT FEES/CHARGES</b>	N/A
<b>ORGANISATIONAL BANK ACCOUNT?</b>	Yes
<b>CURRENT RESERVES</b>	£6000
<b>EXPLANATION OF RESERVES</b>	We have approx £6000, which includes a £5000 contingency allowance to continue another year. This is our approx costs per year
<b>SECTION 2: PROJECT INFORMATION</b>	
<b>HAS PROJECT COMMENCED?</b>	The project has not yet commenced
<b>BRIEF DESCRIPTION OF PROJECT</b>	To offset the cost of our insurance for our operation
<b>IDENTIFIED NEED</b>	Insurance is essential to our operation, in case of damage, to property or persons, while we operate
<b>WHO WILL IT BENEFIT AND HOW?</b>	We believe we help to raise the spirits of the townsfolk and those from the surrounding areas, during the festive season and hopefully increase the footfall and local business throughput.
<b>HOW MANY PEOPLE IN TOTAL TO BENEFIT?</b>	The whole of the population who are able to access the High Street areas
<b>HOW MANY FROM THORNBURY PARISH?</b>	As above
<b>HOW DOES APPLICATION MEET POLICY REQUIREMENTS?</b>	The benefit to the Town Council, is that they don't have to directly fund the Christmas Lights directly, as many local towns do. As we are all volunteers, so our labour costs are negligible

ENVIRONMENTAL STATEMENT	Our gradual change over to LED lighting is having a great benefit in that so much less electricity is being used, for the same, or we believe a better display		
PROPOSED PROJECT START	23-11-30		
PROPOSED PROJECT END	24-01-13		
COMPLETE WITHIN 12 MONTHS OF AWARD?	Yes		
IF NOT, WHY?	N/A		
SECTION 3: FINANCES			
TOTAL PROJECT COST	approximately £1600	FUNDING SOUGHT FROM TTC	£750
OTHER FUNDING SOUGHT/OBTAINED?	We have not applied for funding from other sources, but intend to		
DETAILS OF OTHER FUNDING	We will be approaching South Gloucester Council		
IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?	We will fund it ourselves		
IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?	Yes		
CAN YOU RECLAIM VAT?	No we cannot reclaim VAT		
SUPPLEMENTARY INFORMATION	We hope you are sympathetic to our request, as we were unable to receive any monies from the Revenue Grant system earlier in the year  Cannot open quote/costs document		





## GRANT APPLICATIONS (OPENING 2 2023/24)

GRANT CATEGORY	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
ORGANISATION	St Mary's CEVA Primary School Parent Teacher Friends Association
TITLE OF PERSON COMPLETING FORM	Event Organiser
INFO ON ORGANISATION	St Mary's CEVA Primary PTFA is made up from an enthusiastic group of people including parents, teachers, governors and friends of St Mary's who help to organise events, both fund raising and social. We are a dedicated team of volunteers.
REGISTERED CHARITY?	Yes
CHARITY NUMBER	1038861
AFFILIATED TO NATIONAL ORG?	No
DETAILS OF NATIONAL ORG	N/A
LOCATION OF PROVISION	St Mary's PTFA meets at St Mary's CEVA Primary. Our activities are centred around the school community, but in the case of our Christmas and Summer fairs, and Festivals, are open to the whole community
HOW IS ORG FUNDED?	Our PTFA is funded by fundraising events and donations from our local community. We use all funding and profits from events for the good of the school community and the wider community.
CURRENT FEES/CHARGES	N/A
ORGANISATIONAL BANK ACCOUNT?	Yes
CURRENT RESERVES	£3000
EXPLANATION OF RESERVES	All our current funds are earmarked towards current school projects that cannot be funded by the school, including new water filters and outdoor equipment. Due to the School being a Voluntary-aided school, it gets significantly less statutory and government funding than other primary school, so we try to fill in the gaps. We don't have a reserves policy as we have no overhead expenses and all our committee are volunteers.
<b>SECTION 2: PROJECT INFORMATION</b>	
HAS PROJECT COMMENCED?	The project has not yet commenced
BRIEF DESCRIPTION OF PROJECT	<p>The inaugural St Mary's Creative Festival is planned for February 2024. After the success of multiple Science Fairs that the PTFA have held bi-annually, the Creative Arts Festival is something that we are very excited about. Although it is being organised by St Mary's PTFA (registered charity number 1038861), it is a community event, and we will be advertising it to all the local schools and organisations.</p> <p>The aim of the Creative Arts Festival is to be an event where families can come and take</p>

	<p>part in creative workshops, interact with local artists and musicians, and try out new activities. We already have several local organisations and individuals signed up to participate, including BALPA, Thornbury Area Youth Music, St Mary's School Choir, Panache Steel Band, Nick Thain Artist, Thornbury FM Radio, and local film, West End and TV actor Anya Cooke (Paw Patrol, School of Rock, BBC's The Dumping Ground).</p> <p>We are also very excited that a prominent local artist Rich Edwards is being commissioned to produce a piece of community art on the day that will be displayed locally.</p> <p>The festival will run from 10am til 2pm with SEND (Special Educational Needs and Disabilities) sessions during the last hour. There will be workshops, activities to try, a cafe and performance area, and an art gallery of entries for a competition we will be running, with prizes for different age categories.</p>
<b>IDENTIFIED NEED</b>	<p>After the success of the Science Fair which is held bi-annually, feedback has indicated that a fair that focuses on the arts would be well received. The team running the event are all involved in the creative arts themselves and are passionate about making it accessible to all. The number of organisations and individuals that have already signed up to be involved demonstrates the enthusiasm of the local community to be involved.</p> <p>The event is aimed at local children of primary school age, and their families and friends. The festival will also be accessible to all, and during the final hour of the festival, there will be sessions for children with additional needs who may prefer a quieter and less busy environment.</p> <p>Ticket prices will be kept to a minimum (between £2 and £5) to make it financially accessible to all. We anticipate tickets sales to generate approximately £2000.</p>
<b>WHO WILL IT BENEFIT AND HOW?</b>	<p>Our Creative Arts Festival is open to all, not just the families of St Mary's. We will be advertising it to all the local schools and organisations. We have many different organisations and exhibits lined up already which will enable these local activities to showcase themselves, and give local children the chance to try out new activities.</p> <p>The beneficiaries will be the local children and families who attend the event. The whole project is benefitting the community and residents of Thornbury by bringing people together to share knowledge and skills, and have fun together.</p>
<b>HOW MANY PEOPLE IN TOTAL TO BENEFIT?</b>	We have spaces for 600 people to attend the event.
<b>HOW MANY FROM THORNBURY PARISH?</b>	Due to the way we are going to be marketing the event, we would expect the majority of attendees, at least 550 people to be members of the parish of Thornbury.
<b>HOW DOES APPLICATION MEET POLICY REQUIREMENTS?</b>	<p>Our Creative Arts Festival meets several of the requirements of the Grant Awarding Policy.</p> <p>Alignment to Town Council Strategy.</p> <ul style="list-style-type: none"> <li>- Develop enhanced support and services for young people in recognition of Thornbury's growing younger population.</li> </ul> <p>Our event will be helping to develop enhanced support and services for Young People by giving them access to try out new activities that they may not have experienced before, such as Steel Pan drums, canvas painting and Musical Theatre.</p> <ul style="list-style-type: none"> <li>- Implement Thornbury's Climate Change and Local Nature Action Plan to deliver the council's commitment to tackle the Climate Emergency</li> </ul>

	<p>This is covered under the Awarding Grant Policy point below.</p> <ul style="list-style-type: none"> <li>- Promote community activities to build Thornbury's sense of community and pride.</li> </ul> <p>We are very proud of our town and our school. This event will bring communities and families from all the other schools in the town together as one. Our community art commission on the day will be a joint project that everyone who attends can get involved with and will then be displayed somewhere in the town centre (tbc).</p> <ul style="list-style-type: none"> <li>- Proportionate benefit against project cost.</li> </ul> <p>The festival project is being run completely by a team of volunteers. Most exhibitors are attending for free and donating their time. We are keeping our ticket prices as low as possible so as not to exclude anyone on a financial basis, and there will be free tickets for children on Pupil Premium. We estimate the initial costings of the project to be in the region of £2500 to £3000, of which approximately £2000 we estimate to come from ticket sales. However, this is going to enable up to 600 people from our local area to benefit and take part in this event.</p> <ul style="list-style-type: none"> <li>- Consideration of climate change, nature conservation and biodiversity.</li> </ul> <p>Our event will be sustainable as much as possible. We have recycling policies in place, and all refreshment cups/plates, etc. will be recyclable and compostable. We will also be having a couple of activities taking place which will be reusing items and 'rubbish' to create pieces of art. We will also be encouraging everyone to travel sustainably to the event if they can.</p> <ul style="list-style-type: none"> <li>- Delivery of something new or widening participation.</li> </ul> <p>St Mary's Creative Arts Festival is the first of its kind in Thornbury that is specifically aimed at Primary aged children across all the schools and parish. We hope that it will encourage and create wider participation in the Creative Arts by showcasing what our area has to offer and giving children the chance to try out new things.</p> <ul style="list-style-type: none"> <li>- Evidence that organisations have made efforts to seek funding from a wide range of sources.</li> </ul> <p>So far, we have applied for funding from South Gloucestershire Member Awarded Funding, Thornbury Round Table, and Thornbury Rotary. (We are still awaiting any responses). We are also being given 'funding in kind' from the organisations who are giving their time on the day to exhibit and run workshops. Our Event team is completely voluntary so that is 'funding in kind'.</p>
<b>ENVIRONMENTAL STATEMENT</b>	Our event will be sustainable as much as possible. We have recycling policies in place, and all refreshment cups/plates, etc. will be recyclable and compostable. We will also be having a couple of activities taking place which will be reusing items and 'rubbish' to create pieces of art. We will also be encouraging everyone to travel sustainably to the event if they can.
<b>PROPOSED PROJECT START</b>	24/02/2024
<b>PROPOSED PROJECT END</b>	24/02/2024
<b>COMPLETE WITHIN 12 MONTHS OF AWARD?</b>	Yes
<b>IF NOT, WHY?</b>	N/A

SECTION 3: FINANCES			
TOTAL PROJECT COST	£2500	FUNDING SOUGHT FROM TTC	£750
OTHER FUNDING SOUGHT/OBTAINED?	We have applied for funding from other sources but have not heard back yet		
DETAILS OF OTHER FUNDING	We have applied to South Gloucestershire MAF, Thornbury Round Table and Thornbury Rotary Club.		
IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?	The remaining amount will come from ticket sales to the event.		
IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?	Yes		
CAN YOU RECLAIM VAT?	No we cannot reclaim VAT		
SUPPLEMENTARY INFORMATION	<i>Accounts document will not load</i> <i>Event costings provided</i>		



## GRANT APPLICATIONS (OPENING 2 2023/24)

<b>GRANT CATEGORY</b>	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
<b>ORGANISATION</b>	Jigsaw Thornbury
<b>TITLE OF PERSON COMPLETING FORM</b>	CEO
<b>INFO ON ORGANISATION</b>	<p>JIGSAW Thornbury (charity number 1172953) is a charity that for 10 years has worked with children and young people aged 0-25 who have additional needs or disabilities, engaging 850 families over this time. We provide friendship, support, compassion and fun, along with innovative services that empower the whole family to connect, fit in and thrive. Everyone can join in, with or without a diagnosis. We currently support families living in postcode areas beginning BS, BA and GL.</p> <p>We are proud to offer 17 different services with something for the whole family, including support groups, SENSory Lending Library, Home Ed Group, holiday activities, Young Volunteers, Youth Club, Forest Fun, parent wellbeing events, and training and awareness sessions. Everything we do is driven by the passion of our staff and volunteers, the majority of whom have personal experience of our cause. This lived experience means that our team understand the needs of the families we support in a way that others can't. We have a JIGSAW Thornbury staff member and often volunteers at all the groups and activities we run. This helps to make the activities more accessible where families might not have the confidence or the right support to access them on their own and therefore miss out on benefits of joining in.</p> <p>"The JIGSAW family goes above and beyond to make parents feel special and included. It's a safe space to be yourself with no judgement, tears or laughter." Parent carer</p> <p>In the last financial year, we aimed to increase the percentage of our members engaging in our services. We added an additional 7 services and saw a 107% increase in engagement between March 2022 and March 2023. Our objective for this year is to maintain high engagement levels and adapt services based on feedback.</p> <p>We have a film to share with you, which was created by an autistic young person to capture our unique impact and bring our services to life: <a href="https://tinyurl.com/y4swh98w">https://tinyurl.com/y4swh98w</a></p> <p>We use a bespoke wellbeing impact measurement approach to fit the needs of our families. Our feedback form asks about the wellbeing of the parent, child or young person, and any siblings. It can be completed together as a family to capture the child or young person's input in a way that works for them. We also use a smiley face sticker chart with children at activities to capture their immediate feedback on how much they enjoyed the session. 96% of those who responded to the feedback survey last year stated that their wellbeing had improved as a result of attending.</p> <p>As well as being life changing for the children, young people, and families we support, our services are invaluable for the wider community too. We enhance inclusion by raising awareness to help everyone understand the challenges that those with additional needs or disabilities face, and celebrate the unique strengths and qualities they bring. We are proud to have led the first Thornbury Fun Palace community event in 2021, which grew in 2022 through working with 31 community partners to welcome 1000 local people joining in with 25 free activities across 10 locations around Thornbury High Street.</p> <p>We are well embedded within Thornbury as part of the local community, broadening the skills and experience we have access to through connections. We are represented on local networks which exist to identify common themes coming up for the people we support and discuss how we can work together to best address these. Key groups</p>

	<p>include the Early Help Community Network, South Gloucestershire Youth Partnership, and voluntary sector networks.</p> <p>JIGSAW Thornbury is led by a board of 8 trustees. A skills audit is carried out annually to identify any skills gaps and inform decisions about trustee appointments. We currently have strong skills and experience in finance, governance, risk management, law, health and wellbeing, monitoring and evaluation, stakeholder engagement, marketing and communications, and HR. 50% of our board have lived experience of being a parent of children with additional needs. The day to day running of JIGSAW is led by the CEO, who works closely with the team of 20 paid part time staff (5.5 FTE) and 20 volunteers. Over the last 2 years we have reviewed and improved our governance. This includes implementing a project management framework as a mechanism for developing new ideas in response to need and transitioning these into sustainable areas of work. We have introduced 4 working groups containing a mixture of trustees, expert friends (volunteers), and staff members as appropriate to the scope of the group. This helps us make the most of the skills and experience in our team to achieve our charitable purpose and deliver our business plan with confidence, keeping everyone and everything safe.</p> <p>Our values of compassion, empowerment, innovation, community, and uniqueness are a guide for everything we do. These capture the key ingredients for delivering our impact based on our experience of working with families. Our values combined with excellent governance mean that JIGSAW Thornbury is able to maximise impact for children and young people with additional needs, and their families, in a sustainable way.</p> <p>Our charity is at a pivotal moment, having grown rapidly coming out of lockdown in September 2021 due to increased need. We saw 165 families join JIGSAW Thornbury as members between April 2022 and March 2023. This was a 45% increase in member numbers, which clearly shows that the need for our work is continuing to grow. Alongside this, we experienced a 22% increase in our costs which could impact on our ability to continue our current level of service delivery.</p>
<b>REGISTERED CHARITY?</b>	Yes
<b>CHARITY NUMBER</b>	1172953
<b>AFFILIATED TO NATIONAL ORG?</b>	No
<b>DETAILS OF NATIONAL ORG</b>	N/A
<b>LOCATION OF PROVISION</b>	15-17 St Mary Street, Thornbury, BS35 2AB
<b>HOW IS ORG FUNDED?</b>	We are funded through a mixture of grants, donations, and a small amount of income from activities we provide. Between April 2022 - March 2023 (last full FY), our income was 77% grants, 17% donations, 6% activity income. Our forecast income in our budget for FY 2023-24 is 77% grants, 16% donations, 7% activity income.
<b>CURRENT FEES/CHARGES</b>	We are funded through a mixture of grants, donations, and a small amount of income from activities we provide. Between April 2022 - March 2023 (last full FY), our income was 77% grants, 17% donations, 6% activity income. Our forecast income in our budget for FY 2023-24 is 77% grants, 16% donations, 7% activity income.
<b>ORGANISATIONAL BANK ACCOUNT?</b>	Yes
<b>CURRENT RESERVES</b>	59000
<b>EXPLANATION OF RESERVES</b>	We do not hold any restricted reserves. Our reserves policy states that our minimum range for reserves should be between £59-69k. This is based on the costs for winding the charity down over 3 months. We feel confident that we will soon be back to mid-range of our reserves policy.

SECTION 2: PROJECT INFORMATION	
HAS PROJECT COMMENCED?	The project has not yet commenced
BRIEF DESCRIPTION OF PROJECT	We will use this grant to fund part of a project to repair and improve our heating system in the venue we rent in Thornbury. At the moment the heating system is broken and we do not have enough working radiators to provide a warm and safe place for families accessing support with JIGSAW. This grant would benefit the wellbeing of the 1000 people who access our venue each year to receive support for their families. They are some of the most isolated people in our community, often not accessing other community spaces.
IDENTIFIED NEED	Life can be very difficult for the families we support. The child may have medical, physical, educational, or mental health difficulties. Parents and carers often deal with challenging or even violent behaviour, difficulty accessing appropriate services or support and a relentlessness not experienced by other families. They have described to us their feelings of loneliness, disconnection, guilt and isolation, all of which impact on their wellbeing. Our venue provides a space for the whole family to join in with activities and connect with others. We are very proud that our venue is a safe space for our families, however it is quickly becoming less safe as we head into colder months with limited heating. We discovered that our heating system had a leak underground in September. We have since had a quote from a plumber who recommends re-piping above ground, rather than taking up the floor to fix the leak. We will also need to install 2 new radiators to make the heating system more efficient and effective, as currently the whole space cannot be heated well even with all existing radiators plumbed back into the system. This is due to 2 old wall mounted electric heaters in the middle of the long building no longer working.
WHO WILL IT BENEFIT AND HOW?	We run our support groups and activities from our home in the heart of Thornbury. It is a safe space for our families to be themselves without judgement, with many families not accessing any other community spaces successfully. It provides consistency and safety for children and young people with additional needs or disabilities, and their families, in a way that public spaces cannot. Our members are able to participate in activities that they would not be able to do otherwise, because of how comfortable they feel when at JIGSAW. We really couldn't deliver the life changing impact we have without it.
HOW MANY PEOPLE IN TOTAL TO BENEFIT?	This grant would benefit the wellbeing of the 1000 people who access our venue each year to receive support for their families.
HOW MANY FROM THORNBURY PARISH?	750 per yr
HOW DOES APPLICATION MEET POLICY REQUIREMENTS?	<p>This project aligns closely with the Town Council's priority to develop enhanced support and services for young people in recognition of Thornbury's growing younger population. The grant will enable the timely provision of appropriate services, infrastructure and community facilities for families who have children and young people with additional needs or disabilities. The importance of our venue can be forgotten at times when the life changing impact of services is in the spotlight. But at the end of the day, the impact we are able to have through our services just can't happen unless families feel safe enough attend, join in, and open up. We have purposefully laid out our venue in a way that will feel safe for families - white paint, less visual clutter, sensory lights, soft and comfy areas, an accessible toilet - all of these things help families feel safe enough to engage in a way they struggle to in other settings. Even with all this thought and effort, if we can't meet the basic need to be warm then the benefits we achieve for families through our services will be severely impacted.</p> <p>We have spent a lot of time negotiating with our landlord in an effort to avoid or</p>



	<p>minimise the financial impact of the heating system being broken. It has been fully confirmed it is our responsibility to fix the heating system. We have so far been successful in gaining an anonymous donation and a donation from the Lions to support with the costs. We have also applied for a small grant from Warburtons. If we are successful in being awarded these grants, we will reach £1,900 of the £2,000 that this work will cost. We feel confident we would be able to fundraise the remaining amount through a Christmas campaign.</p> <p>We have tried to balance the financial and environmental costs when deciding the best way forwards. It would not currently be financially viable for us to explore alternative eco heating systems. Re-piping the existing gas boiler system is the cheapest option and also the best option for the environment, considering our financial restrictions. Our boiler is fairly new and the re-piping work requires minimal changes to the system, therefore we won't be left with old radiators and pipes to dispose of.</p>		
ENVIRONMENTAL STATEMENT	<p>We have sought advice from a plumber on the best way forward. They have recommended the installation of 2 new radiators to make the heating system more efficient. The new radiators will replace 2 broken old electric heaters, which would have been more costly to run and less efficient, therefore having a larger negative impact on the environment. The additional radiators will also mean that heat is distributed more evenly through the long building, so that the existing radiators won't have to work so hard to heat inefficiently. Our gas boiler is fairly new, so will work efficiently once we have a better spread of radiators.</p>		
PROPOSED PROJECT START	02/01/2024		
PROPOSED PROJECT END	31/01/2024		
COMPLETE WITHIN 12 MONTHS OF AWARD?	Yes		
IF NOT, WHY?	N/A		
SECTION 3: FINANCES			
TOTAL PROJECT COST	£2000	FUNDING SOUGHT FROM TTC	£750
OTHER FUNDING SOUGHT/OBTAINED?	Yes, we have obtained funding from other sources		
DETAILS OF OTHER FUNDING	£500 anonymous donation, £250 Lions donation, £400 applied for from Warburtons		
IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?	The above funding sources would equal £1900. We will run a Christmas campaign encouraging people to donate to help us reach the total cost of the project.		
IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?	We need to go ahead with this project, as there may come a point where it is unsafe to continue delivering services from our venue if it gets too cold. If we do not receive 100% of the funding we have requested, then we will be left with a greater amount to fundraise through donations. This will delay the heating system being fixed and increase the risk of needing to pause service delivery from our venue.		
CAN YOU RECLAIM VAT?	No, we cannot reclaim VAT		
SUPPLEMENTARY INFORMATION	Quotes/evidence document won't load		





## GRANT APPLICATIONS (OPENING 2 2023/24)

<b>GRANT CATEGORY</b>	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
<b>ORGANISATION</b>	Thornbury & District Museum (TDHT)
<b>TITLE OF PERSON COMPLETING FORM</b>	Treasurer
<b>INFO ON ORGANISATION</b>	Our purpose is to interpret and document the culture and heritage of Thornbury and the Lower Severn Vale for the education and enjoyment of the public, through the use of accessible permanent collections, temporary displays, lectures & events, and to do so to national standards of best practice.
<b>REGISTERED CHARITY?</b>	Yes
<b>CHARITY NUMBER</b>	296345
<b>AFFILIATED TO NATIONAL ORG?</b>	No
<b>DETAILS OF NATIONAL ORG</b>	N/A
<b>LOCATION OF PROVISION</b>	Thornbury & District. 4 Chapel St
<b>HOW IS ORG FUNDED?</b>	Grants & Donations together with fees from walks & talks
<b>CURRENT FEES/CHARGES</b>	N/A
<b>ORGANISATIONAL BANK ACCOUNT?</b>	Yes
<b>CURRENT RESERVES</b>	£15,235.00
<b>EXPLANATION OF RESERVES</b>	Total reserves are £68694.00 - £10,001.00 belonging to Friends of Thornbury Museum whose activities are temporally suspended. The balance is a contingency reserve in the event of the need to move to new premises. Our current income has been inflated for two previous years for additional fees for talks that are not guaranteed to continue.
<b>SECTION 2: PROJECT INFORMATION</b>	
<b>HAS PROJECT COMMENCED?</b>	The project has commenced
<b>BRIEF DESCRIPTION OF PROJECT</b>	We require a grant for the funding for the annual rent paid to the Armstrong Hall.
<b>IDENTIFIED NEED</b>	In previous years the Town Council gave a grant for the rent and additional utility expenses. Owing to reorganisation and some misunderstanding, an early application for funds for 2022/23 was missed.
<b>WHO WILL IT BENEFIT AND HOW?</b>	Since 1986 T&DHT has provided an opportunity for community involvement in local history and heritage by opening a lively and friendly museum to the public with permanent displays and special exhibitions. It responds to enquiries from local people and from people all over the world with local connections. The museum encourages families with children and has various interactive activities and exhibits that can be handled to stimulate interest.

	Engagement with local schools is a priority and other outreach activities include guided town walks and well-researched talks. T&DHT plays an important part in the representation of heritage in South Gloucestershire. As a member of the South Gloucestershire Museums Group, supported by South Gloucestershire Council and Thornbury Town Council. T&DHT participates in projects and activities, representing the history of Thornbury.		
HOW MANY PEOPLE IN TOTAL TO BENEFIT?	2350 in person & above 150,000 via media		
HOW MANY FROM THORNBURY PARISH?	1900		
HOW DOES APPLICATION MEET POLICY REQUIREMENTS?	Outreach to schools and local youth groups; Heritage trail promotes outdoor activity; Provision of volunteering opportunities for adults; Promotion of Thornbury's heritage builds a sense of community and pride in the Town.		
ENVIRONMENTAL STATEMENT	By maintaining a museum in the Town, local people have access to a museum service without having to travel further afield. The museum is run with environmental concerns at the forefront of its operation.		
PROPOSED PROJECT START	1023-11-17		
PROPOSED PROJECT END	31/03/2024		
COMPLETE WITHIN 12 MONTHS OF AWARD?	Yes		
IF NOT, WHY?	N/A		
SECTION 3: FINANCES			
TOTAL PROJECT COST	£3450	FUNDING SOUGHT FROM TTC	£3450
OTHER FUNDING SOUGHT/OBTAINED?	No, we have not applied for funding from other sources		
DETAILS OF OTHER FUNDING	Not for this purpose		
IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?	N/A		
IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?	Yes		
CAN YOU RECLAIM VAT?	No, we cannot reclaim VAT		
SUPPLEMENTARY INFORMATION	Costs/evidence uploaded		



## GRANT APPLICATIONS (OPENING 2 2023/24)

<b>GRANT CATEGORY</b>	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
<b>ORGANISATION</b>	Thornbury Community Permaculture Project (TCPP)/Sustainable Thornbury
<b>TITLE OF PERSON COMPLETING FORM</b>	Volunteer
<b>INFO ON ORGANISATION</b>	<p>Thornbury Community Permaculture Project (TCPP) is a subgroup of Sustainable Thornbury, which is an established group where the aim is to promote biodiversity and provide local volunteers to address the climate emergency.</p> <p>The purpose of TCPP is to create a space and place in which volunteers can learn about the principles of permaculture of 'Earth care, People care, Future care'. So far we have used a no-dig low impact approach to plant pollinator friendly beds, meadows; increasing biodiversity by maintaining insect houses and zoning. We are working towards creating a wildlife corridor to adjoining land, and bridge the gap between habitats which otherwise would be small and isolated and join them together. This not only helps the land and wildlife, but also the residents, staff and visitors of Alexandra Way Care home, where the project is based, the volunteers and the wider community.</p>
<b>REGISTERED CHARITY?</b>	No
<b>CHARITY NUMBER</b>	N/A
<b>AFFILIATED TO NATIONAL ORG?</b>	No
<b>DETAILS OF NATIONAL ORG</b>	We are a subgroup of the local organisation Sustainable Thornbury
<b>LOCATION OF PROVISION</b>	Alexandra Way Care Home, Thornbury.
<b>HOW IS ORG FUNDED?</b>	We are predominately funded by grants, but do have some unrestricted funds from donations.
<b>CURRENT FEES/CHARGES</b>	N/A
<b>ORGANISATIONAL BANK ACCOUNT?</b>	Yes
<b>CURRENT RESERVES</b>	£443
<b>EXPLANATION OF RESERVES</b>	<p>TCPP have £443 in unrestricted funds and have £3.97 left of restricted funding. The reserves is to cover any unexpected costs or if we fail to get grant funding.</p> <p>TCPP is a subgroup of Sustainable Thornbury, who hold our allocated funds within their bank account along with other subgroups such as The Orchard Group.</p>
<b>SECTION 2: PROJECT INFORMATION</b>	
<b>HAS PROJECT COMMENCED?</b>	The project has not yet commenced
<b>BRIEF DESCRIPTION OF PROJECT</b>	<p>We are looking to set up better signage for this project to improve community engagement about what we are doing and educate the community/ visitors about the principles of permaculture. This includes the benefits to wildlife and to people, and an opportunity to pause and learn in a mindful way.</p> <p>We plan to have 3 fixed signs which will contain information about the project,</p>

	<p>information about permaculture philosophy, and another blank one that can be updated with current/ future projects. We will also then have a selection of either slate or wooden blackboards where we can put changeable information on the different sections of the gardens, the benefits of different plants etc. to help improve people's knowledge. We would also like to have some mindful/ motivational nature related quotes to promote a time for pause and mindful moments to improve wellbeing while spending time in the garden.</p> <p>We would also like to use some of the funding to produce posters about the project which can be distributed locally to raise awareness of the project. We are considering being involved in the Thornbury Fun Palaces event next year, so may need to produce advertising for this.</p>
<b>IDENTIFIED NEED</b>	<p>The project has been running for 18 months now, but we are aware that the local community and visitors to the home may not be aware of the project and what we are aiming to achieve why there are additional people on site . So the signage will allow us to have better community engagement.</p>
<b>WHO WILL IT BENEFIT AND HOW?</b>	<p>The project will benefit the local community by providing clear information about the health and wellbeing benefits of permaculture, and promote the space as a place to connect with others, take part in gentle activity through gardening and to give back to the community through gardening something which will be lasting and a source of joy for many. These benefits align with the NHS' '5 Steps to Wellbeing'. The residents and their guests will benefit by the signage which offers information about what the garden is doing as well as mindful opportunities to pause and reflect. The aim here is to create further opportunities for the guests and residents to engage in a sensory way with the space.</p> <p>We have discussed the project with the Thornbury Men's Shed which is also another project run by local Thornbury volunteers, and is a cost effective way for us to purchase the signs and maximise the impact of the grant.</p>
<b>HOW MANY PEOPLE IN TOTAL TO BENEFIT?</b>	<p>We hope over 100 people will benefit from this project</p>
<b>HOW MANY FROM THORNBURY PARISH?</b>	<p>We think the majority will be from Thornbury and the surrounding villages</p>
<b>HOW DOES APPLICATION MEET POLICY REQUIREMENTS?</b>	<p>This grant fulfils all the eligibility criteria set out by TTC. By being a subgroup of Sustainable Thornbury we are covered by their insurance, policies and procedures and their constitution.</p> <p>This project aligns well with the councils current strategy, with particular focus on of climate change, nature conservation and biodiversity, promoting community activities to build a sense community and pride, the beneficiaries are from a wide age range and sectors of the community, meaning the project provides good value for the relatively small investment. The project promotes physical activity in the volunteers and other health benefits to the residents, staff and visitors by providing a space in nature where they can pause mindfully and appreciate the beauty of the space, resulting in better well being.</p> <p>Although we haven't sourced funding from alternative sources for this project, we have for other aspects of TCPP. We are a very new group who is just gradually increasing the number of volunteers, we hope with the additional advertising we will be able to attract a wider range of skills within the volunteers we recruit, and focus more on our own fundraising, sourcing alternative grant funding.</p>
<b>ENVIRONMENTAL STATEMENT</b>	<p>The ethos of the Permaculture gardening methodology is to re-use as much waste generated by the site as possible. For example, collecting leaves to be used as mulch later in the year, composting, creating comfrey tea and using as fertiliser. In this way, no chemicals are added, biodiversity and soil health are promoted, and the project treads lightly on the land.</p>

	Through better education, the hope is that the local community will learn new ways of gardening that they can transfer to their own gardens, increasing the impact of the project beyond the grounds of the nursing home.		
PROPOSED PROJECT START	01/03/2024		
PROPOSED PROJECT END	01/07/2024		
COMPLETE WITHIN 12 MONTHS OF AWARD?	Yes		
IF NOT, WHY?	N/A		
SECTION 3: FINANCES			
TOTAL PROJECT COST	£750	FUNDING SOUGHT FROM TTC	£750
OTHER FUNDING SOUGHT/OBTAINED?	No, we have not applied for funding from other sources		
DETAILS OF OTHER FUNDING	We have applied to TADLOF for funding to extend the sensory beds and install a herb spiral		
IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?	N/A		
IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?	We would have to source other funding or try and get donations/ fundraise		
CAN YOU RECLAIM VAT?	No, we cannot reclaim VAT		
SUPPLEMENTARY INFORMATION	TCPP funding is held within the Sustainable Thornbury account, but specifically allocated and spending monitored by a TCPP volunteer. The Bank Statement attached is from the Sustainable Thornbury account. We have requested a copy of their accounts and will forward on when we have it available.  <i>Costs provided</i>		



## GRANT APPLICATIONS (OPENING 2 2023/24)

<b>GRANT CATEGORY</b>	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
<b>ORGANISATION</b>	Thornbury Town Football Club (Thornbury Town Tigers - Girls Team)
<b>TITLE OF PERSON COMPLETING FORM</b>	Parent volunteer / Coach
<b>INFO ON ORGANISATION</b>	Thornbury Town Tigers are the girls teams (U12, U14 & U16) who are part of Thornbury Town Football Club
<b>REGISTERED CHARITY?</b>	No
<b>CHARITY NUMBER</b>	N/A
<b>AFFILIATED TO NATIONAL ORG?</b>	Yes
<b>DETAILS OF NATIONAL ORG</b>	Football Association
<b>LOCATION OF PROVISION</b>	Thornbury - train out of Marlwood School
<b>HOW IS ORG FUNDED?</b>	The girls teams are funded via subs.
<b>CURRENT FEES/CHARGES</b>	£150 per year
<b>ORGANISATIONAL BANK ACCOUNT?</b>	Yes
<b>CURRENT RESERVES</b>	Currently have a surplus of £549.39 as of 31st October 2023
<b>EXPLANATION OF RESERVES</b>	The account is currently in credit as some players have paid the subs for the year up front. The funds are earmarked for future pitch hire and for paying referees etc... See the balance sheet for further details. The budget for 2023-2024 predicts a surplus of £150 (this assumes sponsorship of £1000)
<b>SECTION 2: PROJECT INFORMATION</b>	
<b>HAS PROJECT COMMENCED?</b>	The project has not yet commenced
<b>BRIEF DESCRIPTION OF PROJECT</b>	<p>To provide equipment specifically for the girl's teams:</p> <ul style="list-style-type: none"> <li>Corner flags as the under 14's team don't have any and the under 16's teams flags are damaged</li> <li>Flat markers for astroturf</li> <li>Football training mannequins</li> <li>Warm coverups for the substitutes on match days.</li> <li>End of season trophies</li> </ul>
<b>IDENTIFIED NEED</b>	<p>Interest in girl's football in Thornbury is growing rapidly. The girl's team has grown from 7 players in early 2019 to now three full teams of approximately 60 girls.</p> <p>This project would provide equipment specifically for the girl's teams.</p> <p>The girl's teams were previously training on the grass behind Castle School 6th form, but this had become unsuitable. They have recently had to move to train on an astro</p>

	<p>pitch and do not have suitable equipment for this type of pitch.</p> <p>As the teams have developed and become more experienced, they would also benefit from equipment, such as football training mannequins to practice free free kicks.</p> <p>The teams have grown in size and now all three teams play competitive matches in the Bristol Girl's League. There are now enough players that there are now substitutes during matches. They would benefit from warm, rainproof coverups so that the girls can stay warm and dry when on the subs bench or if they have to come off, if injured.. These would be full length robes, different from the usual coats the girls usually own.</p> <p>We would also like to be able to recognise the girl's achievements at the end of the year, by providing trophies for all the girls in the older team.</p> <p>The girls teams are self-supporting and all coaches are volunteers.</p>		
WHO WILL IT BENEFIT AND HOW?	Girls in Thornbury who already play football and who want to play in the future. These are girls between the age of 10 and 16. In the future there are plans for a girl's younger development team (Wild Cats) and a women's team.		
HOW MANY PEOPLE IN TOTAL TO BENEFIT?	There are 60 current girls members - but this is growing rapidly year on year.		
HOW MANY FROM THORNBURY PARISH?	55		
HOW DOES APPLICATION MEET POLICY REQUIREMENTS?	<p>By investing in more equipment for the girl's football teams we will be able to continue to provide opportunities for girls in Thornbury to play football. Participation in girl's football in the Thornbury area has increased by 80% in the last 4 years and by continuing to invest we will be able to widen participation. The benefits of being able to play in a dedicated girls' team include increased self-confidence and self-esteem, improved mental health and better physical health.</p> <p>For many of the girls this is the only opportunity to play competitive football in Thornbury, as generally the local schools only offer competitive football to boys.</p> <p>This fits with the Town Council's priority to: Develop enhanced support and services for young people Engage all parts of the community, such as older and young people; new residents and communities; cultural and historical organisations; sports and recreation clubs. Give inclusive services</p>		
ENVIRONMENTAL STATEMENT	The equipment will be passed onto the other teams as the older girls leave. There are always younger girls joining the club and all equipment and kit bought would be reused.		
PROPOSED PROJECT START	01/01/2024		
PROPOSED PROJECT END	14/08/2024		
COMPLETE WITHIN 12 MONTHS OF AWARD?	Yes		
IF NOT, WHY?	N/A		
SECTION 3: FINANCES			
TOTAL PROJECT COST	£656.11	FUNDING SOUGHT FROM TTC	£656.11
OTHER FUNDING SOUGHT/OBTAINED?	We have not applied for funding from other sources, but intend to		

<b>DETAILS OF OTHER FUNDING</b>	We also attend to approach Thornbury Round Table and The Thornbury Lions.
<b>IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?</b>	N/A
<b>IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?</b>	Depends on funding. We would also approach other funders.
<b>CAN YOU RECLAIM VAT?</b>	No, we cannot reclaim VAT
<b>SUPPLEMENTARY INFORMATION</b>	<p>We have provided the most recent accounts to show the income and expenditure for the girl's team as of 31st October 2023 against the budget for 2023/2024 - the girl's teams are self funded, separate to the main club.</p> <p>We would welcome a visit from Thornbury Town Council, as we are sure the girls would be happy to share what football means to them and how having this opportunity in Thornbury has made a big difference to their lives.</p> <p>If awarded funding for awards, we would add 'Supported by Thornbury Town Council' on the awards and would like to invite a Town Councillor to present them, at our presentation afternoon, later in the year.</p> <p>Note on attachments - Please open the costing details in Excel. The Equality and Diversity policy is attached with accounts and this was the only place we could attach additional document.</p> <p><i>Accounts document won't open</i></p>





## GRANT APPLICATIONS (OPENING 2 2023/24)

GRANT CATEGORY	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
ORGANISATION	Great Western Air Ambulance Charity
TITLE OF PERSON COMPLETING FORM	Supporter Engagement Coordinator
INFO ON ORGANISATION	<p>Great Western Air Ambulance Charity saves lives by bringing the emergency department to critically ill and injured patients in Thornbury, and our wider region, within minutes.</p> <p>Our vision is that everyone receives the lifesaving pre-hospital emergency care they need, wherever they are, whenever they need it. We achieve this in our region by equipping our specialist doctors and paramedics with advanced clinical skills and equipment and transporting them as quickly as possible to the patient, whether it be by critical care car or our helicopter. Whether it's at home in your kitchen, or in the pouring rain by the roadside, our incredible critical care team can adapt, carrying out complex interventions and surgeries to stabilise a loved one before taking them to the best specialist hospital for their needs.</p>
REGISTERED CHARITY?	Yes
CHARITY NUMBER	1121300
AFFILIATED TO NATIONAL ORG?	Yes
DETAILS OF NATIONAL ORG	We are members of an umbrella organisation, Air Ambulances UK (AAUK), but we are a standalone regional organisation.
LOCATION OF PROVISION	Great Western Air Ambulance Charity has an established charity office at Great Western Air Ambulance Charity, Floor 3, County Gates, Ashton Road, Bristol, BS3 2JH. Our Emergency Operations Base, home to our helicopter and critical care cars, is based in Almondsbury, South Gloucestershire at BS32 4FB. We operate across a broad region including Bristol, South Gloucestershire, Gloucestershire, Bath and Somerset.
HOW IS ORG FUNDED?	Our organisation is funded by donations, legacies, gifts in kind, grants, lottery income and retail income. We rely almost exclusively on the generosity of individuals and groups and receive no government funding.
CURRENT FEES/CHARGES	N/A
ORGANISATIONAL BANK ACCOUNT?	Yes
CURRENT RESERVES	£2,601,204 (as of end of 2022, listed in our Annual Report)
EXPLANATION OF RESERVES	£2,601,204 (as of end of 2022, listed in our Annual Report). N.B. The charity seeks to maintain unrestricted and undesignated reserves sufficient to meet one year of forecast costs excluding direct costs of fundraising (lottery fees and direct retail costs). Any reserves exceeding this will provide a fund that could be used to invest in areas such as developing the airbase or building up a new income stream. The target level of reserves is currently £3.7 million so the charity is working on increasing income to close this gap

	of £1.1m. In the present economic climate, the Board of Trustees have decided to continue with the current level of investment in service delivery and to accept a shortfall of reserves against this target.
<b>SECTION 2: PROJECT INFORMATION</b>	
<b>HAS PROJECT COMMENCED?</b>	The project has not yet commenced
<b>BRIEF DESCRIPTION OF PROJECT</b>	<p>We are asking for a grant today to help fund one of our potentially lifesaving missions in the year ahead. We are set to face our busiest year on record on 2023, with over 2000 missions expected to take place across our full region, and approximately 15-20 missions in Thornbury alone, based on previous mission statistics. We anticipate the need for our service will only continue to grow.</p> <p>The average cost of just one of these missions is Â£2,000, and your support would support with associated mission costs including our helicopter, our Critical Care Cars, our Critical Care Doctors, Specialist Paramedics in Critical Care, our pilot, their kit, the hangar, the blood we carry on board our cars and helicopter, the drugs and specialist equipment that enable our crew to do incredible things by the roadside.</p> <p>Your grant would relieve the needs of some of the most critically ill and injured people living in Thornbury and surrounding areas. Your support could save a life.</p>
<b>IDENTIFIED NEED</b>	<p>We never know who might need our services and when, which is precisely why our support is so needed. Whether it's a loved one having a cardiac arrest in their home, a friend who has experienced severe trauma from a road traffic collision - no matter what kind of serious incident someone is experiencing, we are there for the community.</p> <p>Each and every day our team are called out to an average of 5 patients, with current figures anticipating over 2000 call outs in 2023. In the simplest terms, there will always be a need for our service.</p>
<b>WHO WILL IT BENEFIT AND HOW?</b>	<p>It is only one person that directly benefits from each of our missions, but each of those people is a loved one - a sibling, a parent, a child, a friend.</p> <p>We sincerely hope that our organisation never has to benefit the residents of Thornbury, but by supporting our work you're supporting the longevity of Great Western Air Ambulance Charity, safeguarding our future, and ensuring our critical care team can be there for you if you need us. Your support allows us to give your loved ones their best chance on their worst day.</p> <p>The Great Western Air Ambulance Charity is there for local residents like Logan, who was only 12 years old when he suffered a life-threatening medical emergency, leaving him in need of critical care from our team.  <a href="https://greatwesternairambulance.com/logans-story/">https://greatwesternairambulance.com/logans-story/</a></p> <p>In the words of his Mum, 'Thanks to everyone's actions that day, Logan is alive and well, with no side effects due to the quick response of the paramedics and the specialist skills that only your air ambulance team could bring. I am so thankful to everyone who helped us that day.'</p>
<b>HOW MANY PEOPLE IN TOTAL TO BENEFIT?</b>	1 per mission ('project')
<b>HOW MANY FROM THORNBURY PARISH?</b>	15 - 20 per year in Thornbury with 2,000 missions overall across our wider region.
<b>HOW DOES APPLICATION MEET</b>	Great Western Air Ambulance Charity works directly to support the health and wellbeing of Thornbury residents, supporting them in their darkest hours. Despite being

<b>POLICY REQUIREMENTS?</b>	a regional charity, we carry out extensive work in Thornbury each year, usually attending between 15-20 patients. We appreciate that our costs may be significantly higher than traditional applicants for these small grants, but our work can absolutely save lives. We know compared to other regional air ambulance services, that we deliver exceptional value for money, and an incredible positive impact in our local area.		
<b>ENVIRONMENTAL STATEMENT</b>	We are working hard on reducing our environmental impact as a charity, and have a staff Green Action Group to work to target this, and a target to be carbon neutral by 2030. We take all opportunities to address our environmental impact where possible, and we believe that reducing our impact in as many areas as possible means our unavoidable impacts (critical care car fuel, helicopter fuel) are mitigated without compromising our service. You can read our more thorough sustainability statement online here: <a href="https://greatwesternairambulance.com/useful-info/sustainability/">https://greatwesternairambulance.com/useful-info/sustainability/</a>		
<b>PROPOSED PROJECT START</b>	01/12/2023		
<b>PROPOSED PROJECT END</b>	01/12/2024		
<b>COMPLETE WITHIN 12 MONTHS OF AWARD?</b>	Yes		
<b>IF NOT, WHY?</b>	N/A		
<b>SECTION 3: FINANCES</b>			
<b>TOTAL PROJECT COST</b>	£2,000 (average mission cost)	<b>FUNDING SOUGHT FROM TTC</b>	£750
<b>OTHER FUNDING SOUGHT/OBTAINED?</b>	We have applied for funding from other sources but have not heard back yet		
<b>DETAILS OF OTHER FUNDING</b>	We would look to supplement the £750 from Thornbury Town Council with an additional £1,250 from other Thornbury-based funders in order to cover the full cost of a mission in this area. We have a range of other fundraising activities to cover the full costs of all our missions each year, including local grant applications, community-based fundraising initiatives, lottery and retail. We rely on the generosity of the public and local groups to continue our work.		
<b>IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?</b>	As mentioned above, we would look to supplement the £750 from Thornbury Town Council with an additional £1,250 from other Thornbury-based funders in order to cover the full cost of a mission in this area.		
<b>IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?</b>	Yes		
<b>CAN YOU RECLAIM VAT?</b>	We can reclaim VAT on all mission costs within the context of this application.		
<b>SUPPLEMENTARY INFORMATION</b>	<i>Costs provided</i>		



## GRANT APPLICATIONS (OPENING 2 2023/24)

<b>GRANT CATEGORY</b>	Small grant
<b>SECTION 1: ORGANISATION INFORMATION</b>	
<b>ORGANISATION</b>	Thornbury Duke of Edinburgh Award Open Award Centre (DofE)
<b>TITLE OF PERSON COMPLETING FORM</b>	Expedition Supervisor
<b>INFO ON ORGANISATION</b>	<p>The DofE aims to have a positive impact on young people's lives, in terms of their personal development and employability, and on wider society, from charities gaining active and engaged volunteers to businesses hiring work-ready recruits. All leaders are unpaid volunteers giving time freely to support Thornbury's young people.</p> <p>We work with young people aged 14yrs to 25yrs, and are increasing focussed on supportive disadvantaged young people facing additional challenges. The scheme encourages self-reliance, social responsibility, an ambition to fulfil their potential, and a sense of community contribution.</p> <p>We deliver a flexible, assessed, programme that helps develop young people for life and work, and encourages an ethos of 'giving back', it includes:</p> <ul style="list-style-type: none"> <li>* Expeditions in Wild UK Country, including all required training and practice events</li> <li>* Providing voluntary service in the local community for a period of time between 3months and 12months per participant, dependant on Award level.</li> <li>* Development of a personal skill.</li> <li>* A programme of personal health/fitness and well-being.</li> </ul> <p>93% of participants feel that DofE has helped them to work in a team 84% feel that they have become a more responsible person</p>
<b>REGISTERED CHARITY?</b>	Yes
<b>CHARITY NUMBER</b>	1072490
<b>AFFILIATED TO NATIONAL ORG?</b>	Yes
<b>DETAILS OF NATIONAL ORG</b>	The Duke of Edinburgh Award Scheme
<b>LOCATION OF PROVISION</b>	Weekly meetings at The Chantry. Expeditions nationally.
<b>HOW IS ORG FUNDED?</b>	Participant annual "subs", for normal running costs. Expeditions funded by participants on an "at cost" basis (typically 20-25% of the charge made by schools and other organisations).
<b>CURRENT FEES/CHARGES</b>	£30 annual subs.
<b>ORGANISATIONAL BANK ACCOUNT?</b>	Yes
<b>CURRENT RESERVES</b>	£3,196
<b>EXPLANATION OF RESERVES</b>	Reserves held to cover the cost of replacement kit, compulsory leader certification training, and money held in reserve to support those for whom cost could be a barrier to entry to the scheme. At our recent AGM we made a renewed commitment to offer financial support for Subs and/or personal equipment to enable participation. As yet we

	have not identified a need in this respect, but we are just starting a new DofE year, so that would not be apparent yet.
<b>HAS PROJECT COMMENCED?</b>	The project has commenced
<b>BRIEF DESCRIPTION OF PROJECT</b>	<p>First Aid Training for 3 leaders - this is an essential component to maintain the Outdoor Leadership qualifications required to deliver the Expedition and ensure participant safety. We continue to expand our activity to focus on less-advantaged young people in our area, as we do so there is an increased need for qualified leaders to support expeditions without compromising quality of provision or safety for all.</p> <p>Support for Room Hire Costs: We've been quite exceptional in running the Award and are starting to be recognised as a 'model of excellence', and believe it to be critical to young people's well-being and self-worth. We know, from direct feedback, that we have young people with mental health challenges and that the DofE scheme is an important part in their overcoming these challenges.</p>
<b>IDENTIFIED NEED</b>	<p>Young people are increasingly feeling marginalised, suffering mental health issues and feeling daunted by what that the life ahead of them may be like.</p> <p>There is a significant need to develop confidence, self-sufficiency, and a sense of belonging to a community, with empowerment to contribute to that community.</p> <p>The Duke of Edinburgh Award Scheme delivers on all of these things.</p> <p>The Thornbury Open Award Centre provides for those unable or unwilling to participate in a school environment.</p>
<b>WHO WILL IT BENEFIT AND HOW?</b>	<p>The scheme uncovers and develops hidden abilities in young people, giving them a sense of self-worth, achievement and involvement in their community. The programme run by our group extends the opportunity to those unable or reluctant to pursue it through other organisations, such as school, scouts and clubs.</p> <p>A key aspect of the scheme is the 'Volunteering Section' where young people give between 3months and 12months of weekly volunteering to local causes e.g. Scouting leadership, Guiding leadership, Support to the Elderly, visits to Care Homes etc. We frequently see our young people continue to volunteer their time beyond the time required by the scheme.</p> <p>DofE gives young people the chance to do something new or improve on things they already do. It builds confidence, resilience, responsibility - skills for work and skills for life; a sense of a duty of care for themselves, and for those around them and their community. It develops young people with a sense of belonging and drive to make a positive contribution to society. The DofE helps young people to carve out a better future. Colleges, universities and employers regard a DofE Award highly - it adds another dimension to their character, demonstrating capabilities that academic qualifications do not. Throughout the challenges of Covid, when many young people have been particularly impacted, we worked hard as a team, with South Gloucestershire Council framework support, to continue to deliver for young people in the area.</p> <p>We increased our engagement with less advantaged young people with inspiring</p>

	<p>results.</p> <p>We deliver a great outdoor experience, when other providers have offered diluted programmes, helping young people realise what they are capable of and that life can still be enjoyed to the full, and helping maintain mental well-being.</p>
<b>HOW MANY PEOPLE IN TOTAL TO BENEFIT?</b>	We have about 50 active participants registered in any year. The benefit is far wider due to the support participants give to volunteering activity.
<b>HOW MANY FROM THORNBURY PARISH?</b>	75-80%
<b>HOW DOES APPLICATION MEET POLICY REQUIREMENTS?</b>	<p>Thornbury has a growing young person population, and that population has an increasing need for services to help develop the skills and attributes to play a full and active role in their community. The DoFE scheme is designed to specifically help them achieve this, and to make active contributions back to the community in which they live. The Thornbury Open Award Centre is making active efforts to not only reduce our impact on the environment, but to encourage our young people to do the same. This ranges from lift-sharing to and from weekly meetings, to shared transport to expedition areas, to running more training in the country-side immediately around Thornbury, rather than travel further afield. We also train our participants to have full consideration for those living and working in the countryside, and for the flora and fauna they encounter on a daily basis as well as while on expedition. We teach them about the impact they can have while in the countryside and how to minimise this.</p> <p>On occasion we use the Mundy playing field for training. This has been very successful with participants having an increased sense of 'ownership' and appreciation for the area.</p> <p>In the past 3 years we have run an additional Taster programme for young people with learning difficulties, young carers, home-educated, or who are otherwise disadvantaged. We are now seeing an increasing number of youngsters transition from that Taster to undertaking the Award Scheme which they would previously have imagined was beyond their reach. We are also working with other Thornbury groups (Face and Crunch) to widen the opportunity to more young people. This year the Castle School DoFE capability is over-subscribed and running an application process. At the Open Award Centre we aim to cater for those who will benefit most but are perhaps least able to compete in selective environments.</p> <p>This year we have had to increase our annual subs as means of ensuring we can cover ongoing costs of operating. In past years we have applied for and received small charitable donations from a local paid-entry outdoor event organiser which makes charitable donations to good causes - we did not receive a donation in 2023 but will apply again in future.</p>
<b>ENVIRONMENTAL STATEMENT</b>	The Thornbury Open Award Centre is making active efforts to not only reduce our impact on the environment, but to encourage our young people to do the same. This ranges from lift-sharing to and from weekly meetings, to shared transport to expedition areas, to running more training in the country-side immediately around Thornbury, rather than travel further afield. We also train our participants to have full consideration for those living and working in the countryside, and for the flora and fauna they encounter on a daily basis as well as while on expedition. We teach them about the impact they can have while in the countryside and how to minimise this.
<b>PROPOSED PROJECT START</b>	01/01/2024
<b>PROPOSED PROJECT END</b>	31/12/2024
<b>COMPLETE WITHIN 12 MONTHS OF AWARD?</b>	Yes

IF NOT, WHY?	Ours is an ongoing programme. While we will complete one year of activity, demand is such that we will be running again in subsequent years.		
SECTION 3: FINANCES			
TOTAL PROJECT COST	£1,106, £522 Identified essentail First Aid training, £584 anticipated room hire based on last year.	FUNDING SOUGHT FROM TTC	£750
OTHER FUNDING SOUGHT/OBTAINED?	No, we have not applied for funding from other sources		
DETAILS OF OTHER FUNDING	N/A		
IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?	Reserves and annual subs.		
IF AWARDED LESS THAN 100% OF REQUESTED AMOUNT, PROJECT STILL VIABLE?	Yes		
CAN YOU RECLAIM VAT?	No, we cannot reclaim VAT		
SUPPLEMENTARY INFORMATION	Costs provided		

RAW SCORES/10							WEIGHTED SCORES					WEIGHTED TOTAL SCORE/10	Working Group Recommended Award	FUNDING RUNNING TOTAL
ORGANISATION NAME	Funding sought from TTC	ALIGNMENT TO STRATEGY	PROPORTION ATE BENEFIT AGAINST PROJECT COST	CONSIDERATI ON OF CLIMATE CHANGE, NATURE AND BIODIVERSITY	DELIVERY OF SOMETHING NEW/WIDENI NG PARTICIPATI ON	EVIDENCE OF WIDER FUNDRAISIN G EFFORTS FOR PROJECT	ALIGNMENT TO STRATEGY	PROPORTION ATE BENEFIT AGAINST PROJECT COST	CONSIDERATI ON OF CLIMATE CHANGE, NATURE AND BIODIVERSITY	DELIVERY OF SOMETHING NEW/WIDENI NG PARTICIPATI ON	EVIDENCE OF WIDER FUNDRAISIN G EFFORTS FOR PROJECT			
Thornbury In Bloom	£750.00	7	9	3	8	2	1.4	1.8	1.05	1.6	0.1	5.95	750	£750.00
Thornbury Christmas Lights Association	£750.00	5	9	7	7	1	1	1.8	2.45	1.4	0.05	6.7	750	£1,500.00
St Mary's CEVA Primary School Parent Teacher Friends Association	£750.00	9	9	6	9	7	1.8	1.8	2.1	1.8	0.35	7.85	750	£2,250.00
Jigsaw Thornbury	£750.00	9	7	5	1	9	1.8	1.4	1.75	0.2	0.45	5.6	750	£3,000.00
Thornbury & District Heritage Trust	£3,450.00	8	7	1	1	1	1.6	1.4	0.35	0.2	0.05	3.6	3450	£6,450.00
Thornbury Community Permaculture Project (TCPP)/Sustainable Thornbury	£750.00	10	4	10	8	5	2	0.8	3.5	1.6	0.25	8.15	750	£7,200.00
Thornbury Town Football Club (Thornbury Town Tigers - Girls Team)	£656.11	10	7	3	8	5	2	1.4	1.05	1.6	0.25	6.3	656.11	£7,856.11
Great Western Air Ambulance Charity	£750.00	3	8	1	5	8	0.6	1.6	0.35	1	0.4	3.95	750	£8,606.11
Thornbury Duke of Edinburgh Award Open Award Centre (DofE)	£750.00	8	7	2	6	1	1.6	1.4	0.7	1.2	0.05	4.95	750	£9,356.11

**TOTAL SPEND**                   **£9,356.11**  
**REMAINING BUDGET**  
**£12,134.60**  
**OVER/UNDER SPEND**       **£2,778.49**

NOTES

Specify can only for used for funding of sustainable drought resistant plants  
Query which year it is for as if 2024 then SLA should cover

We cant rate participation score as high due to lack of wider impact  
Thank you for acknowledging TTC and we would be happy to present the awards later in the year. We would still like to see an overall 5 year plan which includes integration of females/girls in to the heading of Thornbury Football Club

Check with deputy clerk if we have granted before and make note to maybe only support every few years?



# THORNBURY TOWN COUNCIL



## Grant Awarding Policy and Procedure

Date Ratified:	14 February 2023
Meeting:	Finance and General Purpose Committee
Next review date:	February 2026 ( <i>3 yearly review</i> )
Supersedes:	Grant Aims and Terms and Conditions 21-22

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## **1. INTRODUCTION AND AIMS**

Thornbury Town Council offers grant funding streams (Community Development Grant Aid and Small Grants) which eligible groups and organisations can apply for.

## **2. SCOPE**

The policy applies to all grant funding awarded by the Town Council.

Thornbury Town Council awards grants to projects which will provide direct benefit to the local community. Grants will not be awarded to offset normal, ongoing running/revenue costs, but will be awarded for developments, projects, or capital/equipment investments.

Grants will be assessed, and scored according to how well the proposal delivers the values and priorities in the Town Council strategy. Full details of the Town Council's current Strategy can be found on the Town Council's website.

Additionally, grant funding will be prioritised for projects which:

- Give consideration to the challenges of climate change or work to conserve nature and biodiversity
- Deliver something new, or serve a sector of the population not previously supported

Grant funding will only awarded to groups, organisations and projects where there is a direct, proportionate benefit to the residents of Thornbury.

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations with a local base
- Youth/Senior Citizen Groups
- Amateur Sports Clubs and Arts groups where there is a community or charitable element
- Advice Organisations
- Organisations assisting the Disabled
- Friends of Thornbury Town Council Facilities Groups
- Community groups

Please see section 5 full terms and conditions, including information on eligibility and exclusions.

Grant awarding may be awarded for existing organisations, or to provide start-up funding for new organisations, which may include revenue funding for a defined, limited period.

## **3. GRANT FUNDING CATEGORIES**

### **3.3 Community Development Grant Aid (maximum £3,000)**

The upper limit of Community Development grant aid available for any applicant seeking funding for project-based activities is a maximum of £3,000 per project. Project means the programme of activities, capital investment/equipment or time-limited developmental running costs for which you are seeking grant aid.

Applications for Community Development Grant Aid are invited once a year, around April/May. The availability of grant funding will be widely publicised using the usual Town Council communications channels.

Any organisation applying for Community Development grant funding may be required to attend a meeting to give a five minute presentation (maximum time allowed) and answer any subsequent questions from the members present on the project for which grant funding is requested. Advance notice of the time and date of the meeting will be given.

Only one Community Development Grant will be considered per organisation in a rolling three-year period.

### 3.4 Small Grants (maximum £750)

Small Grants funding is available for any applicant seeking funding for project-based activities up to a maximum of **£750 per Organisation per Financial Year in one application**.

**Project** means the a programme of activities, capital investment/equipment, or time-limited development costs for which you are seeking grant aid.

## 4. TIMINGS

Exact dates will be confirmed on a year-by-year basis, based on confirmed meeting dates.

ACTIVITY	COMMUNITY DEVELOPMENT GRANTS	SMALL GRANTS	
Open to applications	April/May	April/May	October/November
Working Group review	End of May/beginning of June	End of May/beginning of June	End of November/beginning of December
Finance & General Purpose Committee decision	July	July	December
Payment of grant funding	Beginning of August	Beginning of August	Beginning of January
Evaluation form and evidence of grant funding expenditure	By the end of March <sup>1</sup> (following year). Six-monthly written progress report to be provided	By the end of March (following year)	By the end of March (following year)

## 5. TERMS AND CONDITIONS

### 5.3 Eligibility and exclusions:

- Grant funding is only available to groups and organisations and cannot be paid to, or benefit, individuals or commercial businesses.

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<sup>1</sup> Extension may be sought subject to project completion timescales

- No grant funding can be awarded for expenditure on the fabric of any church owned properties. For the purposes of fairness this policy will extend to the building of any religion or denomination.
- Grant funding will not be awarded to organisations/for items which are the statutory responsibility of another public body, in order to avoid 'double taxation'. For example, grant funding is not available to schools, the police, NHS bodies. Funding may be sought by school PTAs, for non-core items.
- Grant funding will not be made to organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
- Grant funding will not be awarded for general appeals (e.g. national/international disasters, fundraisers, or for national/regional charities or 'upwards funders' that do not provide specific benefit to residents)
- Grant funding will not be awarded for retrospective projects, or where costs have already been incurred.
- Where the conditions of a previous grant award have not been complied with (including evaluation feedback requirements), the application may be rejected, or any agreed funding partial, or subject to remedy of non-compliance.
- Grant funding will not be awarded to projects which exclude certain members of society on the basis of religion. Events which are run by a religious organisation, but are open to the public as a whole, however, will be considered.
- Organisations must be properly constituted and will be required to provide a formally adopted written constitution clearly defining its purpose.
- The organisation is required to submit a statement in support of its request and audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous year or, in the case of a newly formed organisation, an outline budget and business plan
- **Revenue costs:** Thornbury Town Council will not award funding to cover revenue costs/normal running costs of an organisation. This will include, but is not limited to, items such as core staffing, utility bills or rent. It is a reasonable expectation that organisations should be operationally viable in their own right. Organisations who wish to request long-term revenue funding from the Town Council should see section 8.3.
- **Grant dependency:** Thornbury Town Council grants are awarded for one-off projects or events. Successful grant award in one year does not mean that grant funding will be awarded in future years. There is no 'entitlement' to grant funding, and no organisation is considered a priority over another. All grant applications are taken on a case-by-case basis, judged on the annual application alone.
- **Staffing:** Applications for funding of staff costs are not normally approved. An application towards the cost of a member of staff if it represents a specific fixed-term post to deliver a specific short-term project may be considered. In this instance, applicants must accept that funding will only be awarded on an annual basis; and as such posts should be recruited on a one-year fixed term basis, or the organisation must clearly set out the plans for funding the

post beyond the first year. Thornbury Town Council will bear no responsibility for the ongoing employment costs or arrangements beyond one year.

- Organisations must have a dedicated bank account in the organisation's name. For startup funding for new organisations, the grant funding will not be paid until a dedicated bank account has been set up. Grant funding will only be paid by BACS.
- Where start-up funding is applied for, information must be provided on how the organisation plans to become self-sufficient on an ongoing basis.
- Grant funding must be spent for the purpose for which it was awarded (reasonable variation between individual item costs originally estimated is acceptable).

#### **5.4 Deadline for project/event:**

Grant funding should be spent within 12 months of funding approval, unless alternative project timescales have been made clear in the application.

If there is a delay to the project, a formal request must be made to the Town Council to extend this period. If the expenditure for the project has not been incurred within 12 months, and no approach has been made to request an extension, the grant approval will be withdrawn and the funds must be returned to the Town Council for reallocation. Town Council debt procedures will be enacted in this instance.

#### **5.5 Publicity**

Grant recipients undertake to clearly credit the Town Council for its funding contribution. This should include the featuring of the Town Council logo on promotional material, and credit on press releases, websites and social media. The Town Council logo will be provided for this specific purpose alone and permission is not given for its use for any other purpose. Evidence of Town Council credit in publicity will be required as part of the evaluation form.

Grant funding must be spent for the purpose for which it was granted. Any funding which is unspent within a year (or at project completion where an extension is agreed in line with 5.4) must be repaid in full to the Town Council.

Grant recipients undertake to assist the Town Council with its own publicity in relation to the grant funding, for example photo opportunities.

#### **5.6 Evaluation and evidence of expenditure:**

A condition of receiving all types of grant funding from Thornbury Town Council is the completion and return of an evaluation form on the completion of the project, which must include evidence of grant expenditure in line with the purpose for which it was granted. This evaluation form can be found on the Town Council website, or requested by emailing [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk).

It is the responsibility of the grant recipient to return this evaluation form. Failure to return an evaluation form will 1) be taken into account (negatively) when considering any future applications and 2) may result in the drawdown of any future grant funding being delayed/withheld until the evaluation form is received.

Additionally, for **Community Development Grant Aid**, a written update report is required every six months in order that council can see the progress of the project throughout the year. The Town

Council would expect the report to reflect on the content of the original application/project proposals.

Town Council meeting papers are public documents so care should be taken not to include any personal sensitive, or commercially sensitive information in any reports provided.

## **5.7 Evidence/audit**

Grant recipients will be required to provide evidence of grant award expenditure, by way of receipts or an appropriate statement of accounts. This evidence will be required at the same time as the evaluation form.

The Town Council reserves the right to request further evidence/information as required for audit and assurance purposes.

## **6. REQUIREMENTS/GUIDANCE FOR COMPLETION OF GRANT APPLICATIONS:**

It is recognised that there are many voluntary organisations in Thornbury which provide valuable benefit in all different ways to residents of the parish. The Town Council funds available for grants are limited, and not all organisations can be supported. Therefore, applications will be prioritised on the basis set out above.

When completing the application form it is critical that effort is put into evidencing how the project/event aligns with the aims and objectives of the Town Council, and other priorities (see 2 SCOPE). A full and well explained grant application will provide assurance when the Council assess the completed grant applications. To this end, the following guidance is provided to assist in the completion of the application form:

**Evidence in support of project costs:** Grant applications must fully detail the costs of the project. It is not acceptable to simply request '£750 for X project'. There should be a full breakdown provided to explain the funding requirement. Evidence should be provided (quotes, screenshot of web prices etc) to justify the significant cost elements.

**Quantified reach and impact/benefit:** To be successful, grant applications must show how they represent a direct benefit to the residents of Thornbury. It is important to include clear evidence of reach on the application form including the number of service users/Thornbury parish residents who will benefit from the grant funding. If some beneficiaries may be outside of the parish boundary, this should be noted and quantified. Some benefit outside of the parish does not preclude grant award, but will give context and help the Council assess the benefit to residents.

The claimed impact/benefit should be set out in quantifiable SMART terms (specific, measurable, achievable, relevant and time-bound).

The parish boundary map for the town of Thornbury is included at Appendix A.

**Financial reserves explanation:** Applicants are asked to provide details of financial reserves held. This should be accompanied by a full explanation of the requirement for reserves, and purposes, as it is recognised that high levels of reserves does not always mean readily accessible funds for projects. For example, an organisation may have a requirement to maintain X months of revenue expenditure as general reserves, or may have earmarked reserves for a particular project or purpose. Where reserves are not adequately explained, it will lead the council to assume that the applicant has sufficient funds to cover the expenditure from their own resources and that Town Council support is not necessary.

**Checklist:** A checklist is provided at Appendix B to assist with drafting the grant application form.

**Other funding sources:** Applicants are required to give details of efforts that have been made by the organisation in seeking funding from other sources (including for this project or other purposes). This helps to reassure the council of the organisation's prudent financial management and to ensure value for money for the precept paying residents where grant funding is agreed.

## 7. ASSESSMENT OF APPLICATIONS

Thornbury Town Council reserve the right to award a proportion of the amount requested. All grant aid is awarded strictly on a case-by-case merit basis.

Applications will be scored according to:

AREA	WEIGHTING
• Alignment to Town Council Strategy	20%
• Proportionate benefit against project cost	20%
• Consideration of climate change, nature conservation and biodiversity	35%
• Delivery of something new or widening participation	20%
• Evidence that organisations have made efforts to seek funding from a wide range of sources	5%

Thornbury Town Council reserve the right to award whatever sum is felt appropriate by the Members discussing the individual application. All grant aid is awarded strictly on a merit basis.

## 8. OTHER FUNDING ROUTES

### 8.3 Service Level Agreements

Thornbury Town Council currently fund Service Level Agreements with local groups and organisations. These operate within a separate, fixed budget, which is not part of the grant awarding process.

If your organisation wishes to discuss recurrent, or long-term SLA funding or support for a service, contact should be made separately outside of the grant awarding procedure. There is no budget routinely earmarked for new SLA funding, so any such funding would be subject to negotiation with the Town Council for potential inclusion in future year budgets. Such SLAs are funded through the precept, which is levied on residents through their council tax. The approval threshold is therefore high to ensure prudent use of taxpayer funds.

Please see the Service Level Agreement Funding Request Guidance available at Appendix C.

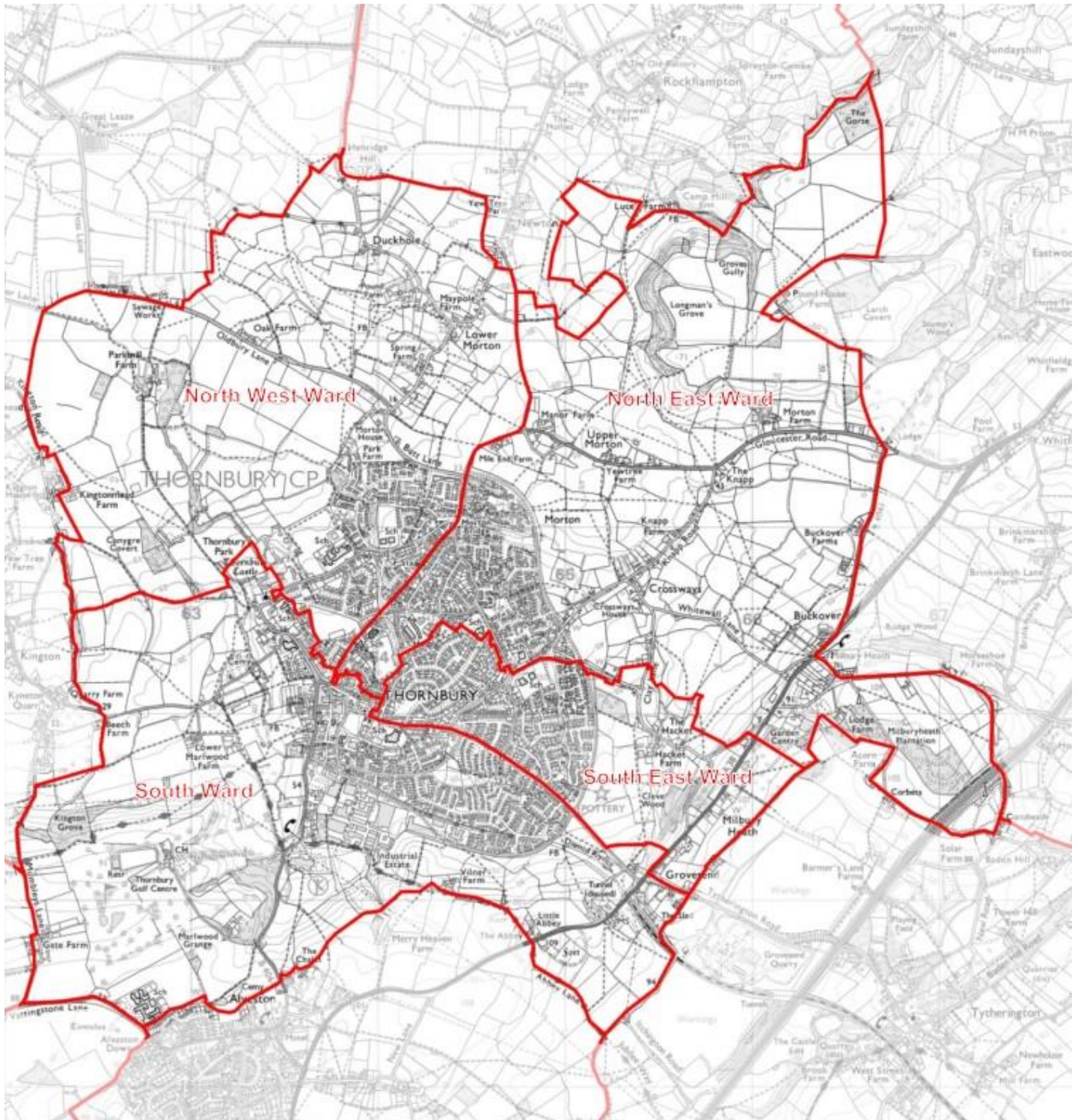


## 9. POLICY IMPACT ASSESSMENT (for council use only)

IMPACT ASSESSMENT	
<b>Strategic</b>	Grant awarding scope and assessment explicitly refers to Town Council strategic aims and objectives
<b>Equalities</b>	The adoption of a clear policy and procedure will allow the Council to award grant funding in a transparent, objective and equitable way. Application assessment methodology includes 'widening participation'. Terms and conditions exclude projects which would exclude people on the basis of religion. High weighting in the scoring of applications against 'widening participation'.
<b>Environmental/Sustainability</b>	Application assessment methodology includes 'Contribution to tackling the challenges of climate change or to conserve nature and biodiversity'. High weighting in the scoring of applications against Consideration of climate change, nature conservation and biodiversity
<b>Crime and Disorder</b>	No impact
<b>Financial</b>	No impact other than grants budget allocation.
<b>Resource</b>	No impact
<b>Risk management</b>	No impact

- END OF POLICY

## APPENDIX A: Parish boundary map



## APPENDIX B: Checklist

- Have you provided contact details?
- Have explained the benefit to residents of your proposed project/initiative?
- Have you explained the proportion of residents to benefit?
- Have you adequately explained your other funding sources and fundraising efforts?
- Have you provided your most recent accounts and balance sheet?
- Have you provided a copy of your constitution?
- Have you provided quotes and evidence of costs?
- Do you accept the terms and conditions as set out in this policy?
- Have you provided your equality and diversity policy?




## APPENDIX C: SLA Guidance

### Thornbury Town Council

## Service Level Agreement Funding Request Guidance

### INTRODUCTION

The Thornbury Town Council Grant Awarding Policy and Procedure (February 2023) sets out in section 8 the potential for local groups and organisations to request funding from the Town Council in the format of a Service Level Agreement..

This facility is intended for use where the Town Council wishes to provide medium to long term support for a valued community service within the Town. Due to the longer-term funding commitment associated with Service Level Agreements, the applicant will need to demonstrate that the service provides a significant community benefit over a continuing period of time. Service level agreements are typically awarded for a period of three years.

### TIMESCALES

New Service Level Agreement funding needs to be agreed in advance of budget setting for the following financial year. This means that proposals would have to be received for consideration by Full Council by the end of October at the latest for inclusion in budget development for following financial year (commencing 1 April).

Larger bids will ultimately mean greater scrutiny by councillors and additional information may be required. Therefore, it is always worth getting in applications for funding earlier rather than later, as requirement for additional research, or potentially public engagement activities may prolong the timetable. Please do not leave it to the last minute!

### HOW TO APPLY/INFORMATION REQUIRED

Please contact the Town Clerk as soon as possible, in order that guidance and advice can be provided in terms of the information that will be required for consideration of the bid.

Those seeking funding under a Service Level Agreement will need to make a robust case for funding. This should not be on a grant application form, but the guidance provided in the Grant Awarding Policy and Procedure, and the grant application form, is likely to provide a helpful steer as to the kind of information that would be required to allow Full Council to adequately assess the application.

In particular the following areas should be covered:

- What is the service provision?
- How does the service provision meet the values and priorities of the Town Council Strategy (available on the Town Council's website)?
- What is the benefit to the community, including what demographic and proportion of the community would benefit?
- The total cost of the service, how much is sought from the Town Council, and details of other funding sources and fundraising efforts that have been made.
- Information on support for the service amongst the Town (user data, surveys, feedback etc).

Applications should be made in writing, preferably in electronic format emailed to:  
[info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk).

### **Value for money**

It is worth bearing in mind that council funds do not represent 'free money'; they are raised through the precept charged alongside the council tax, so any funds are funded directly by residents. As such, council must be robust in reviewing applications and ensuring that the application provides proportionate benefit to residents for the investment.

SLAs, as for the majority of council activities, are funded through the precept, which is levied on residents through their council tax. The approval threshold is therefore high to ensure prudent use of taxpayer funds.

If an application is for a large amount, the Town Council may feel it necessary to carry out a small engagement exercise with residents to gauge if there is adequate support to justify the commitment of public funds. This may extend the approval timetable.

### **THE SERVICE LEVEL AGREEMENT**

If you are successful in securing a Service Level Agreement, the agreement would be provided by the Town Council and both organisations would be required to sign it. The agreement would set out the service level to be provided in return for the funding, and may include other conditions such as reporting and publicity.

### **SUPPORT**

If you have any questions or require guidance, please contact [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk), marking the email 'FAO: The Town Clerk', or phone: 01454 412103.

You may find it helpful to engage Town Councillors/a Town Councillor who may wish to support you in your application.