

WESTBURY SUB MENDIP PARISH COUNCIL GRANTS AWARDING POLICY

Introduction

The Parish Council welcomes grant applications from village organisations, and organisations that provide some benefit to the local community.

Please note the invitation (at the end of the application form below) to provide supporting information on a separate page if this is more convenient than putting all the information onto the application form.

Please return application forms to the Clerk.

If you have any questions or need advice please contact the Clerk,
email: clerk@westburysubmendip-pc.gov.uk

This Grants Awarding Policy was approved by Westbury Sub Mendip Parish Council at their meeting on 25 / Nov / 2015. It was revised at the meeting of 28/09/16 to remove the requirement for signatures, to allow submission by email attachment.

Context

A grant is any payment made by the Parish Council to be used by an organisation for a specific purpose for the well-being of the local community.

The Parish Council can lawfully issue grants pertaining to its statutory powers, and can issue grants not covered by these powers under the Local Government Act 1972, s137. This act empowers a local council to spend up to a prescribed amount in any one year. This 'free resource' must be for the benefit of the inhabitants of the area or part of them. The Parish Council may also issue grants using the General Power of Competence, if it qualifies for this power.

Policy

1. Grants may be made to organisations or projects that are dedicated to the benefit of Westbury Sub Mendip and the surrounding area. Grants are not normally available to individuals.
2. The policy will be reviewed every year by the Westbury Sub Mendip Parish Council.
3. Grants may be Planned or Short Notice:
 - Planned Grants. The decision to issue a Planned Grant will be made by the Parish council in September and the grant cheque raised in October. Applications for Planned Grants must be submitted to the Parish Clerk by 20th September 2017.
 - Short Notice Grants. In the event of an emergency these can be applied for at any time throughout the year. Applications must be made to the Parish Clerk at least a week prior to the meeting at which the application will be discussed.
4. Notices will be displayed within the parish advising organizations/groups that any application for a Planned Grant must be made to the Parish Clerk a week before the meeting at which Grant applications will be discussed.
5. All grant applications should be made on a completed application form. The application must be accompanied by annual accounts or six months of bank

Application for a grant from the Village Shop.docx

statements. Application Forms (see appendix below) are available from the Clerk, and from the Parish Council webpages on www.westburysubmendip-pc.gov.uk

6. Grant applicants will be informed when their application will be discussed by the Parish Council.
7. All grant recipients will be required to provide evidence of how the grant was spent within a year of the issue of the grant.
8. Grants will not be considered for projects that have already been completed.
9. Grants that run over a period of more than one year will not normally be considered.
10. Grants cannot be used to fund religious or political activities.
11. The Parish Council may refuse any application that is considered inappropriate.

WESTBURY SUB MENDIP PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application must be accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months may be enclosed.

1.	Name of Organisation Westbury-sub-Mendip Community Shop Ltd
2.	Name, Address and Status of Contact Axel Goodbody Chairman West Acre, Mares Lane, Westbury sub Mendip, Wells, Somerset, BA5 1HX
3.	Telephone Number of Contact 01749 870633 Email address of Contact mlsahg@bath.ac.uk
4.	Bank Account Sort Code and Account Number for receipt of grant, if awarded. Co-operative Bank Acc: 65683996 Sort: 089299
5.	Is the Organisation a Registered Charity? No
6.	Amount of grant requested. £1,040 being £20 per week for a year.

7.	<p>For what purpose or project is the grant requested?</p> <p>The Shop staff and Committee have been thinking for some time about selling bulk dry goods and refills of eco-cleaning products from the back room of the Shop. This would achieve two aims: savings for customers and reducing packaging, which is good for the environment.</p> <p>Unfortunately, dispenser units for bulk dry goods are expensive: multi-units cost several thousand pounds, and so do the self-serve scales with printer which go with them. The Shop cannot afford such an outlay. But with a Parish Council grant of £1000 we could make a modest start, by purchasing a few countertop dispensers, gravity drop dispensers and scoop bins for cereals, rather than a large dispenser unit.</p> <p>Products we might sell include oats, cornflakes, muesli, rice, flour, nuts, dried fruit, pasta and lentils. Depending on sales, we could expand at a later date.</p> <p>Customers are returning to supermarkets now that the COVID infection rate has declined, and village shops must look for niches in the market to retain their turnover. We see selling bulk dry goods and refills as an initiative which could help to address this problem, as well as having the benefits already mentioned for customers and the environment.</p>										
8.	<p>What will be the total cost of the above project?</p> <p>To begin with, we would purchase:</p> <table data-bbox="276 1167 1313 1373"> <tr> <td>1 Nisbets countertop cereal dispenser (double VAT)</td> <td style="text-align: right;">£160 (ex VAT)</td> </tr> <tr> <td>5 UKpos gravity bin dispensers (counter standing or wall mounted)</td> <td style="text-align: right;">440</td> </tr> <tr> <td>2 UKpos scoop bins (12 litre)</td> <td style="text-align: right;">184</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL 784</td> </tr> <tr> <td>plus £98 VAT (@ 12.5%)</td> <td style="text-align: right;">= 882</td> </tr> </table> <p>A standalone label printer that can be linked to a cheap smartphone or tablet would also be useful. If we add a Brother QL-810W Direct Thermal Label Printer (£108 incl VAT), that brings the grand total up to £990</p> <p>If we go without the printer, we could buy more dispensers.</p>	1 Nisbets countertop cereal dispenser (double VAT)	£160 (ex VAT)	5 UKpos gravity bin dispensers (counter standing or wall mounted)	440	2 UKpos scoop bins (12 litre)	184		TOTAL 784	plus £98 VAT (@ 12.5%)	= 882
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9.	<p>If the total cost of the project is more than the grant, how will the residue be financed?</p> <p>The shop does have some cash in the bank that could be used to make up a shortfall.</p>										

10.	<p>Have you applied for grant for the same project to another organisation? No</p> <p>If so, which organisation and how much?</p>
11.	<p>What finances or resources will your organisation contribute?</p> <p>Additional costs to be covered by the Shop would be opening stock (£500?), bags, labels and ink. There will also be an ongoing cost in terms of staff time. We will try to keep this to a minimum by having customers bag their goods, and our volunteers weigh the bags on our existing scales. A volunteer has offered to take responsibility for cleaning the dispensers weekly.</p>
12.	<p>Who will benefit from the project?</p> <p>The project will allow the shop to provide a more eco-friendly alternative for certain products. Customers will help themselves from dispensers, thereby saving on packaging as well as the cost of the goods, so there will be an environmental benefit as well as a financial one. Current and former staff believe this will be of interest to many in the community, and are keen to proceed.</p>
13.	<p>Approximately how many of those who will benefit are residents within the parish?</p> <p>The vast majority of the shop's customers are residents within the parish.</p>

You may use a separate sheet of paper to submit any other information which you feel will support this application. Please return the completed form to the Clerk. (Please find attached accounts for the shop.)

Print Name.....Mark Fraser.....

Date.....25/10/2021