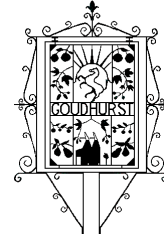


Goudhurst Parish Council



Finance Committee 04/07/23

MEETING
4 July 2023 19:00

PUBLISHED
29 June 2023

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
Goudhurst Village Hall	4/07/23	

1. Members to Elect a chair
2. To receive apologies for absence and to approve the reasons given.
3. Declarations of Interest
4. To approve as a correct record the Minutes of a Meeting of the Finance Committee held on 19 December 2022.

Members are reminded that the only issues relating to the Minutes that can be discussed are their accuracy.
5. To receive questions from the Public and Press
6. To sign off April and May bank reconciliations
7. Management Accounting
 - 7.1. To review the existing Accounting processes
 - 7.2. To consider the new reporting spreadsheet - CB
8. To review spending on Project Budgets
9. To consider new Projects for 2023-24
10. To consider the grant requests 2023-24
11. Donation of coin to charity
12. To decide on the date of the next meeting.

Goudhurst Parish Council



FINANCE COMMITTEE

Minutes of a Meeting held on 19 December 2022 at 6.30pm in Goudhurst Village Hall

Present: Cllrs Antony Harris (Chairman), Phil Kirkby, David Knight and Geoff Mason.
Mrs Claire Reed, Clerk; Mrs Panetta Horn, RFO and Rebecca Barden, Assistant Clerk.

1. **Apologies** were accepted from Cllr Jill Andrew (unwell). Cllr Craig Broom was absence.
2. **Declarations of Interest:** Cllr Phil Kirkby declared an interest in the project relating to ventilation at the Chequer pavilion.
3. **Minutes of the Last Meeting:** It was **resolved** that the minutes of the Finance Committee meeting held on 17 October 2022, and previously distributed to members via Board Intelligence, be accepted as a correct record.
4. **Budget for 2023 – 24**
Members considered the latest draft budget for 2023-24 and made some minor amendments; a revised draft budget will be prepared by the RFO for the meeting of council in January. It was **agreed** to recommend to council that the amended budget for 2023-24 be resolved. **Action: RFO, Clerk to agenda.** It was **noted** that a meeting will be held in January to discuss the terms of the new maintenance contracts.
5. **Precept for 2023-24**
It was **agreed** to recommend to council that the precept be increased by between 3.2 and 3.9%.
6. **The awarding of grants for 2023-24**
This was not discussed.
7. **Date of the next meeting**
No decision was made.

The meeting closed at 7.30pm

Claire Reed
Clerk

Bank Reconciliation up to 30/04/2023 for Cashbook No 4 - Unity Trust Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/04/2023	22470	600.00		600.00		R <input checked="" type="checkbox"/>	Robert Hillier
03/04/2023	22476	63.50		63.50		R <input checked="" type="checkbox"/>	TWBC
03/04/2023			135.00	135.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/04/2023			666.68	666.68		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/04/2023			196.40	196.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/04/2023			196.40	196.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/04/2023			196.00	196.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/04/2023	22469	1,739.19		1,739.19		R <input checked="" type="checkbox"/>	Capel Ground Care
11/04/2023	22471	414.26		414.26		R <input checked="" type="checkbox"/>	Microshade Business Consultant
11/04/2023			20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/04/2023			450.00	450.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/04/2023	Shorter		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/04/2023			707.16	707.16		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	22442	160.00		160.00		R <input checked="" type="checkbox"/>	GVH
14/04/2023	22443	620.00		620.00		R <input checked="" type="checkbox"/>	John Fermor
14/04/2023	22444	61.50		61.50		R <input checked="" type="checkbox"/>	Envirocure Ltd
14/04/2023	22445	9,934.08		9,934.08		R <input checked="" type="checkbox"/>	Capel Ground Care
14/04/2023	22446	150.00		150.00		R <input checked="" type="checkbox"/>	Pear Technology Services Ltd
14/04/2023	22447	1,600.32		1,600.32		R <input checked="" type="checkbox"/>	GroundsCare & General Services
14/04/2023	22448	390.00		390.00		R <input checked="" type="checkbox"/>	Castle Cleaning
14/04/2023	22449	919.98		919.98		R <input checked="" type="checkbox"/>	Scouts
14/04/2023	22450	550.00		550.00		R <input checked="" type="checkbox"/>	Dance On
14/04/2023	22451	1,780.80		1,780.80		R <input checked="" type="checkbox"/>	CH Events
14/04/2023	22452	886.80		886.80		R <input checked="" type="checkbox"/>	f&c cleaning services
14/04/2023	22453	37.80		37.80		R <input checked="" type="checkbox"/>	Reed
14/04/2023	22454	180.00		180.00		R <input checked="" type="checkbox"/>	Pearson's Landscapes
14/04/2023	22455	1,860.00		1,860.00		R <input checked="" type="checkbox"/>	Jubilee Hire
14/04/2023	22456	1,780.80		1,780.80		R <input checked="" type="checkbox"/>	Tate & Tonbridge Fencing Ltd
14/04/2023	22457	110.00		110.00		R <input checked="" type="checkbox"/>	Communicorp
14/04/2023	22458	2,170.00		2,170.00		R <input checked="" type="checkbox"/>	RMR
14/04/2023	22459	234.00		234.00		R <input checked="" type="checkbox"/>	Ann Milward
14/04/2023	22460	400.00		400.00		R <input checked="" type="checkbox"/>	David Bull
14/04/2023	22461	1,001.57		1,001.57		R <input checked="" type="checkbox"/>	HMRC
14/04/2023	22462	741.19		741.19		R <input checked="" type="checkbox"/>	Panetta Horn
14/04/2023	22463	2,072.06		2,072.06		R <input checked="" type="checkbox"/>	Claire Reed
17/04/2023	22468	31.31		31.31		R <input checked="" type="checkbox"/>	EE
18/04/2023	22465	387.64		387.64		R <input checked="" type="checkbox"/>	Nest
18/04/2023			35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	22384	5,627.03		5,627.03		R <input checked="" type="checkbox"/>	LPM Bohemia
19/04/2023	22475	321.76		321.76		R <input checked="" type="checkbox"/>	BT
20/04/2023			277.03	277.03		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/04/2023	22464	1,020.58		1,020.58		R <input checked="" type="checkbox"/>	Rebecca Barden
26/04/2023	22436	23.14		23.14		R <input checked="" type="checkbox"/>	NPower Ltd
26/04/2023	22436	-23.14		-23.14		R <input checked="" type="checkbox"/>	NPower Ltd
26/04/2023	22436	23.99		23.99		R <input checked="" type="checkbox"/>	NPower Ltd
26/04/2023			168.00	168.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/04/2023			1,000.00	1,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/04/2023	22466	184.18		184.18		R <input checked="" type="checkbox"/>	VEOLIA Environmental Services

Bank Reconciliation up to 30/04/2023 for Cashbook No 4 - Unity Trust Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
28/04/2023	22467	158.33		158.33		R <input checked="" type="checkbox"/>	Infinity Technology Solutions
28/04/2023	22474	46.16		46.16		R <input checked="" type="checkbox"/>	Castle Water
28/04/2023			109,900.00	109,900.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/04/2023			230.00	230.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/04/2023			135.00	135.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>38,258.83</u>	<u>114,347.67</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/05/2023 for Cashbook No 4 - Unity Trust Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/05/2023	23042	600.00		600.00		R ■	Robert Hillier
02/05/2023	23046	62.00		62.00		R ■	Tunbridge Wells Borough Council
02/05/2023			35.00	35.00		R ■	Receipt(s) Banked
03/05/2023			35.00	35.00		R ■	Receipt(s) Banked
05/05/2023			58.60	58.60		R ■	Receipt(s) Banked
05/05/2023			2,000.00	2,000.00		R ■	Receipt(s) Banked
05/05/2023			20.00	20.00		R ■	Receipt(s) Banked
05/05/2023			35.00	35.00		R ■	Receipt(s) Banked
07/05/2023	23041	33.43		33.43		R ■	EE
09/05/2023			117.20	117.20		R ■	Receipt(s) Banked
10/05/2023	23043	414.26		414.26		R ■	Microshade Business Consultant
10/05/2023	23044	40.18		40.18		R ■	Lloyds Multicard
11/05/2023	23045	57.68		57.68		R ■	Southern Electric
11/05/2023			2,038.48	2,038.48		R ■	Receipt(s) Banked
11/05/2023			39.00	39.00		R ■	Receipt(s) Banked
16/05/2023			1,690.00	1,690.00		R ■	Receipt(s) Banked
18/05/2023	23001	583.48		583.48		R ■	PHS Group
18/05/2023	23002	306.00		306.00		R ■	Ann Millward
18/05/2023	23003	995.00		995.00		R ■	David Bull
18/05/2023	23004	1,641.41		1,641.41		R ■	Capel Ground Care
18/05/2023	23005	408.00		408.00		R ■	Capel Ground Care
18/05/2023	23006	361.73		361.73		R ■	CH Events
18/05/2023	23007	136.25		136.25		R ■	Claire Reed
18/05/2023	23008	14.85		14.85		R ■	Rebecca Barden
18/05/2023	23009	95.00		95.00		R ■	ICCM
18/05/2023	23010	218.40		218.40		R ■	Envirocure Ltd
18/05/2023	23011	300.00		300.00		R ■	Envirocure Ltd
18/05/2023	23012	620.00		620.00		R ■	John Fermor
18/05/2023	23013	883.20		883.20		R ■	f&c cleaning services
18/05/2023	23014	44.40		44.40		R ■	Kent Assoc of Local Councils
18/05/2023	23015	1,238.74		1,238.74		R ■	Kent Assoc of Local Councils
18/05/2023	23016	60.00		60.00		R ■	Cool Plumbing
18/05/2023	23017	255.00		255.00		R ■	MI Drainage
18/05/2023	23018	446.39		446.39		R ■	Rialtas Business Solutions
18/05/2023	23019	172.17		172.17		R ■	Rialtas Business Solutions
18/05/2023	23020	288.00		288.00		R ■	Stuart Mason
18/05/2023	23021	279.11		279.11		R ■	Risebridge
18/05/2023	23022	1,382.40		1,382.40		R ■	JS Facilities Management
18/05/2023	23023	1,250.32		1,250.32		R ■	GroundsCare & General Services
18/05/2023	23024	198.00		198.00		R ■	Pearson's Landscapes
18/05/2023	23025	100.80		100.80		R ■	Iden Signs
18/05/2023	23026	23.50		23.50		R ■	Microshade Business Consultant
18/05/2023	23027	61.50		61.50		R ■	Envirocure Ltd
18/05/2023	23028	354.00		354.00		R ■	Community Heartbeat Trust
18/05/2023	23029	250.00		250.00		R ■	Community Heartbeat Trust
18/05/2023	23030	114.53		114.53		R ■	Craig Bloom
18/05/2023	23033	198.00		198.00		R ■	Pearson's Landscapes
18/05/2023	23034	620.00		620.00		R ■	John Fermor

Bank Reconciliation up to 31/05/2023 for Cashbook No 4 - Unity Trust Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
18/05/2023	23035	1,641.41		1,641.41		R <input type="checkbox"/>	Capel Ground Care
18/05/2023	23036	1,045.20		1,045.20		R <input type="checkbox"/>	f&c cleaning services
18/05/2023	23037	243.90		243.90		R <input type="checkbox"/>	Living Forest Ltd
18/05/2023	23014	0.30		0.30		R <input type="checkbox"/>	Kent Assoc of Local Councils
18/05/2023	credit 048		600.00	600.00		R <input type="checkbox"/>	Receipt(s) Banked
19/05/2023			140.00	140.00		R <input type="checkbox"/>	Receipt(s) Banked
23/05/2023	23029	250.00		250.00		R <input type="checkbox"/>	Sarah Gorbutt
23/05/2023	23038	294.04		294.04		R <input type="checkbox"/>	Nest
23/05/2023	23047	741.19		741.19		R <input type="checkbox"/>	Panetta Horn
23/05/2023	23048	2,072.06		2,072.06		R <input type="checkbox"/>	Claire Reed
23/05/2023	23049	1,020.58		1,020.58		R <input type="checkbox"/>	Rebecca Barden
30/05/2023	23039	178.84		178.84		R <input type="checkbox"/>	VEOLIA Environmental Services
31/05/2023	23040	155.51		155.51		R <input type="checkbox"/>	Infinity Technology Solutions
		<u>22,750.76</u>	<u>6,808.28</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/04/2023
for Cashbook 4 - Unity Trust Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current a/c	30/04/2023		128,296.40
			<u>128,296.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			128,296.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			128,296.40
		Balance per Cash Book is :-	128,296.40
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 4 - Unity Trust Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current a/c	31/05/2023		112,353.92
			<u>112,353.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,353.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,353.92
		Balance per Cash Book is :-	112,353.92
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Current Accounting Process – RFO

Accounts Payable listing → Unity Trust Bank → Authorised → Rialtas

1. Invoice received by Clerk and saved in New Invoices folder as approved for payment.
2. RFO creates an Accounts Payable listing from payments in New Invoices folder.(Around 26th Month)
3. RFO downloads bank statement (From 2nd Month)
4. RFO enters payments from bank statement into Rialtas Accounting System
5. RFO produces Bank Reconciliation.
6. RFO creates RFO report for Council meeting (prior to first Wednesday of the Month)
7. RFO includes the payment listing in the RFO report to accompany Council meeting agenda.
8. RFO enters the payments into Unity Trust Bank
9. Council approves payments at meeting (2nd Tuesday of the month) and appoints 2 councillors to authorise payments.
10. RFO sends invoices and Accounts Payable listing to Councillors designated to authorise (2nd Tuesday of the month – after meeting)
11. 2 Councillors approve payments in unity within 24 hours of the meeting

Proposed Accounting Process - RFO

Rialtas → Authorised → Unity

1. Invoice received by Clerk and saved in New Invoices folder as approved for payment. **Clerk adds the authorisation reference to the name of the file.**
2. RFO enters the payments into Rialtas **directly from the invoices and downloads a cashbook report of payments for authorisation. (Last Thursday of month) This is earlier in the process which will enable the new proposed spreadsheet to be update ahead of the Council Meeting.**
3. RFO creates the RFO report for Council meeting **using transaction statement from Unity. The report will list balances and transactions in the last calendar month but not to the end of the month. (Last Thursday of the Month)**
4. RFO includes the payment listing **report from Rialtas** in the RFO report to accompany Council meeting agenda.(Last Thursday of the Month)
5. **The RFO updates the new proposed budget monitoring spreadsheet by downloading data from Rialtas**
6. Council approves payments at meeting (2nd Tuesday of the month) and appoints 2 councillors to authorise payments.
7. **Using a download from Rialtas, RFO uploads the payments listing into Unity Trust Bank – Automated (2nd Thursday)**

By updating the format of the Accounts Payable listing, the payments can be uploaded from the spreadsheet using Unity Bank's Faster Payments option and avoid duplicating the entries and potential for error.

8. RFO sends invoices and Accounts Payable listing to Councillors designated to authorise (2nd Thursday – after meeting)
- 9 RFO downloads bank statement (From 2nd Month)
10. RFO produces Bank Reconciliation.

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Administration												
101	Administration											
1076	Precept	210,000	210,000	0	0	219,800	0	219,800	109,900	0	0	0
1090	Interest Received	50	397	0	0	0	0	0	0	0	0	0
1203	Gov't Support Grant	0	1,313	0	0	0	0	0	277	0	0	0
1205	Misc Receipts	0	6	0	0	0	0	0	0	0	0	0
	Total Income	210,050	211,715	0	0	219,800	0	219,800	110,177	0	0	0
4137	S137 - use for Poppy Appeal Wr	0	50	0	0	0	0	0	0	0	0	0
5101	Telephone / Broadband Hopbine	2,000	2,692	0	0	2,000	0	2,000	315	0	0	0
5106	Hopbine cleaning & maint	1,000	1,230	0	0	1,000	0	1,000	0	0	0	0
5107	NNDR Rates village green	900	250	0	0	300	0	300	126	0	0	0
5109	The Plain Utilities	0	238	0	0	0	0	0	0	0	0	0
5110	Graffiti Cleaning	0	1,328	0	0	0	0	0	0	0	0	0
5120	Computer Equipt. Maint. Citrix	2,500	4,621	0	0	3,000	0	3,000	970	0	0	0
5121	Software BI	3,000	3,000	0	0	3,000	0	3,000	-3,000	0	0	0
5122	Mapping Pear Technology	300	270	0	0	300	0	300	125	0	0	0
5123	Website Costs	500	368	0	0	500	0	500	0	0	0	0
5124	Planning (Hugo Fox)	150	120	0	0	0	0	0	0	0	0	0
5126	Rialtas Accounting Software	0	729	0	0	0	0	0	0	0	0	0
5140	Insurance	1,700	1,765	0	0	1,800	0	1,800	0	0	0	0
5141	Land Registry Services	100	18	0	0	100	0	100	6	0	0	0
5142	Bank Charges	200	295	0	0	200	0	200	3	0	0	0
5143	Data Protection GDPR	500	0	0	0	500	0	500	0	0	0	0

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5160	HopBine Rent and Oil	8,000	7,319	0	0	8,000	0	8,000	1,479	0	0	0
5161	Minor Expenses	500	1,018	0	0	500	0	500	3	0	0	0
5162	Postage	100	102	0	0	100	0	100	0	0	0	0
5163	Stationery	300	772	0	0	300	0	300	0	0	0	0
5164	Photocopying	100	0	0	0	100	0	100	0	0	0	0
5165	Travel Expenses	200	363	0	0	200	0	200	82	0	0	0
5181	GPC newsletter, AR, Consult	200	0	0	0	200	0	200	0	0	0	0
5201	Training	1,000	1,444	0	0	2,000	0	2,000	37	0	0	0
5211	Audit	1,300	1,179	0	0	1,300	0	1,300	0	0	0	0
5215	RFO Contract	0	2,348	0	0	0	0	0	0	0	0	0
5216	Payroll services	0	250	0	0	0	0	0	0	0	0	0
5220	Meeting Rm hire & Refresh	900	1,531	0	0	2,000	0	2,000	238	0	0	0
5230	Subscriptions	1,900	1,602	0	0	1,900	0	1,900	1,237	0	0	0
5241	Election Costs	0	0	0	0	3,000	0	3,000	0	0	0	0
5401	Chairmans Expenses	100	38	0	0	100	0	100	0	0	0	0
5700	Grants	1,880	1,400	0	0	2,000	0	2,000	0	0	0	0
5901	NDP	1,000	350	0	0	0	0	0	0	0	0	0
5903	National Events	8,000	11,558	0	0	4,000	0	4,000	7,926	0	0	0
	Overhead Expenditure	38,330	48,246	0	0	38,400	0	38,400	9,548	0	0	0
	Movement to/(from) Gen Reserve	171,720	163,469			181,400		181,400	100,629	0		
102	Staff Costs											
5004	Employers Pension Contribution	9,000	2,598	0	0	3,500	0	3,500	224	0	0	0
5005	NI Employer	6,000	5,230	0	0	6,000	0	6,000	329	0	0	0

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5006	Clerks Pay	57,500	63,374	0	0	60,000	0	60,000	8,340	0	0	0
5008	Employees Pension contribution	0	971	0	0	0	0	0	70	0	0	0
5009	HMRC Interest	0	190	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	72,500	72,363	0	0	69,500	0	69,500	8,963	0	0	0
	Movement to/(from) Gen Reserve	(72,500)	(72,363)			(69,500)		(69,500)	(8,963)	0		
105	Other											
1284	Compensation SE Water	0	2,500	0	0	0	0	0	0	0	0	0
	Total Income	0	2,500	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	2,500			0		0	0	0		
	Administration - Income	210,050	214,215	0	0	219,800	0	219,800	110,177	0	0	0
	Expenditure	110,830	120,609	0	0	107,900	0	107,900	18,511	0	0	0
	Movement to/(from) Gen Reserve	99,220	93,607			111,900		111,900	91,666	0		
	Amenities											
202	Amenities including Footpaths											
1221	GUFC & Dynamos Rent	1,300	540	0	0	800	0	800	0	0	0	0
1224	GK School ann'l use Cheq Field	500	500	0	0	500	0	500	0	0	0	0
1226	Refund NNDR	0	308	0	0	0	0	0	0	0	0	0
	Total Income	1,800	1,348	0	0	1,300	0	1,300	0	0	0	0
5102	Toilets Utilities Elect/ Water	500	2,134	0	0	1,400	0	1,400	0	0	0	0
5104	CCTV electricity and B.Band	500	1,162	0	0	600	0	600	0	0	0	0

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5105	CCTV Purchase	3,431	3,050	0	0	0	0	0	0	0	0	0
5109	The Plain Utilities	1,300	-17	0	0	1,500	0	1,500	0	0	0	0
5180	Maps, Leaflets and Publicity	200	0	0	0	200	0	200	0	0	0	0
5221	Meeting costs Amenities	50	152	0	0	0	0	0	0	0	0	0
5300	Plain, Pond , War Mem, Bus she	550	2,053	0	0	900	0	900	-287	0	0	0
5301	Plain: Maint Contractor	1,700	2,274	0	0	2,200	0	2,200	480	0	0	0
5302	Plain Street Furniture	900	610	0	0	0	0	0	0	0	0	0
5320	Hiller Field/Lurkins Rise Play	1,350	1,958	0	0	3,300	0	3,300	-118	0	0	0
5330	Balcombes Hill Toilets	14,000	12,557	0	0	14,000	0	14,000	3,193	0	0	0
5331	Balcombes Hill Car Park	1,000	0	0	0	0	0	0	0	0	0	0
5343	The Glebe	4,000	5,035	0	0	6,500	0	6,500	287	0	0	0
5360	KD Quarry Pond Maint	5,000	4,381	0	0	1,980	0	1,980	-620	0	0	0
5361	KD Quarry Pond Fishing club	300	0	0	0	0	0	0	0	0	0	0
5362	KD Bus Shelter Maint	350	743	0	0	550	0	550	0	0	0	0
5363	KD Millennium Green Maint	2,550	0	0	0	3,050	0	3,050	0	0	0	0
5364	KD Telephone Box Maint & Elect	150	34	0	0	170	0	170	568	0	0	0
5380	Tattlebury Triangle Maint	180	250	0	0	200	0	200	0	0	0	0
5381	Tree Safety survey	2,000	0	0	0	0	0	0	0	0	0	0
5382	Footpath Upkeep	1,000	30	0	0	1,100	0	1,100	240	0	0	0
5383	DO NOT USE	200	0	0	0	0	0	0	0	0	0	0
5388	CCTV Maintenance (not Utility)	500	610	0	0	550	0	550	0	0	0	0
5392	Parish Clean Up Day	200	234	0	0	300	0	300	0	0	0	0
5393	Dog Fouling Campaign	500	292	0	0	300	0	300	0	0	0	0
5702	KD Quarry Centre Grant	300	300	0	0	300	0	300	0	0	0	0

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5703	KD Village Hall Maint Grant	550	2,300	0	0	550	0	550	0	0	0	0
5704	Goudhurst Village Hall Grant	2,500	2,500	0	0	2,500	0	2,500	0	0	0	0
5705	Neighbourhood Watch Grant	150	0	0	0	0	0	0	0	0	0	0
5714	Goudhurst in Bloom	1,000	0	0	0	1,100	0	1,100	0	0	0	0
5716	Donations	0	250	0	0	0	0	0	0	0	0	0
5902	G War Memorial Refurbish	500	0	0	0	0	0	0	0	0	0	0
5905	Parish Events	0	0	0	0	1,000	0	1,000	0	0	0	0
5915	Christmas Trees/Lights G&KD	400	36	0	0	440	0	440	0	0	0	0
5917	Plain Tree Seat	2,300	0	0	0	0	0	0	0	0	0	0
5918	Bins and Notice Boards	1,500	1,206	0	0	0	0	0	0	0	0	0
5923	Cycle Racks	0	0	0	0	1,500	0	1,500	0	0	0	0
5924	New AED	0	0	0	0	2,500	0	2,500	0	0	0	0
	Overhead Expenditure	<u>51,611</u>	<u>44,133</u>	<u>0</u>	<u>0</u>	<u>48,690</u>	<u>0</u>	<u>48,690</u>	<u>3,743</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(49,811)</u>	<u>(42,785)</u>			<u>(47,390)</u>		<u>(47,390)</u>	<u>(3,743)</u>	<u>0</u>		
	Amenities - Income	1,800	1,348	0	0	1,300	0	1,300	0	0	0	0
	Expenditure	51,611	44,133	0	0	48,690	0	48,690	3,743	0	0	0
	Movement to/(from) Gen Reserve	<u>(49,811)</u>	<u>(42,785)</u>			<u>(47,390)</u>		<u>(47,390)</u>	<u>(3,743)</u>	<u>0</u>		

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Burial Board												
203	Burial Board											
1230	Burial Board Fees	10,000	19,680	0	0	10,000	0	10,000	1,420	0	0	0
	Total Income	10,000	19,680	0	0	10,000	0	10,000	1,420	0	0	0
5125	Burial Records & Digitisation	3,500	3,224	0	0	3,000	0	3,000	678	0	0	0
5310	St Mary's Churchyard Maint	13,500	10,384	0	0	15,400	0	15,400	2,716	0	0	0
5312	St Mary's Trees	6,550	3,123	0	0	7,000	0	7,000	0	0	0	0
5321	Green spaces Management	0	0	0	0	3,000	0	3,000	0	0	0	0
5370	Christ Church Contractor	4,500	4,800	0	0	4,070	0	4,070	1,860	0	0	0
5371	Christ Church Maint, Hedges	700	670	0	0	750	0	750	0	0	0	0
5372	Christ Church Trees	700	45	0	0	750	0	750	0	0	0	0
5391	Veolia Bin Contract	1,500	1,589	0	0	1,590	0	1,590	303	0	0	0
5909	Memorials Survey and Repairs	1,500	0	0	0	1,500	0	1,500	0	0	0	0
	Overhead Expenditure	32,450	23,835	0	0	37,060	0	37,060	5,556	0	0	0
	Movement to/(from) Gen Reserve	(22,450)	(4,155)			(27,060)		(27,060)	(4,136)	0		
	Burial Board - Income	10,000	19,680	0	0	10,000	0	10,000	1,420	0	0	0
	Expenditure	32,450	23,835	0	0	37,060	0	37,060	5,556	0	0	0
	Movement to/(from) Gen Reserve	(22,450)	(4,155)			(27,060)		(27,060)	(4,136)	0		

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Highways & Footways												
204	Highways and Footways											
5601	highways expenses	500	0	0	0	1,000	0	1,000	0	0	0	0
5602	Sids and Highways Signs	0	135	0	0	5,000	0	5,000	84	0	0	0
5913	Electric Car Recharge Point	8,205	0	0	0	0	0	0	0	0	0	0
5914	Speed Reduction Sch Cranbr Rd	6,000	0	0	0	0	0	0	0	0	0	0
5916	Speed Reduction Iden Green	5,680	0	0	0	0	0	0	0	0	0	0
5919	Traffic and Parking Consultant	600	835	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	20,985	970	0	0	6,000	0	6,000	84	0	0	0
	Movement to/(from) Gen Reserve	(20,985)	(970)			(6,000)		(6,000)	(84)	0		
	Highways & Footways - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	20,985	970	0	0	6,000	0	6,000	84	0	0	0
	Movement to/(from) Gen Reserve	(20,985)	(970)			(6,000)		(6,000)	(84)	0		

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Business & Communications</u>												
205	<u>Mary Days Garages</u>											
1276	Mary Day's Garages Receipts	5,265	4,736	0	0	5,265	0	5,265	438	0	0	0
	Total Income	5,265	4,736	0	0	5,265	0	5,265	438	0	0	0
5802	MD Loan Repayments	3,239	3,239	0	0	3,300	0	3,300	0	0	0	0
5803	MD Maintenance	2,000	531	0	0	2,000	0	2,000	0	0	0	0
	Overhead Expenditure	5,239	3,770	0	0	5,300	0	5,300	0	0	0	0
	Movement to/(from) Gen Reserve	26	966			(35)		(35)	438	0		
Business & Communications - Income												
	Expenditure	5,239	3,770	0	0	5,300	0	5,300	0	0	0	0
	Movement to/(from) Gen Reserve	26	966			(35)		(35)	438	0		

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

	<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>206 Business & Comms</u>											
5905 Parish Events	250	606	0	0	0	0	0	0	0	0	0
Overhead Expenditure	250	606	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(250)</u>	<u>(606)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
- Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	250	606	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(250)</u>	<u>(606)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

		<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Youth and Housing</u>												
<u>207</u>	<u>Youth</u>											
5103	Chequers Field utilities	1,200	972	0	0	1,300	0	1,300	55	0	0	0
5341	Back Lane Play area	900	1,473	0	0	1,500	0	1,500	203	0	0	0
5350	Chequer Field Ground Maint	15,000	11,581	0	0	9,540	0	9,540	12,145	0	0	0
5351	Chequer Field Pavilion Maint	1,000	451	0	0	1,000	0	1,000	535	0	0	0
5352	Chequer Field Additional Maint	0	1,484	0	0	0	0	0	-1,484	0	0	0
5713	Goudhurst Scouts Grant	1,000	920	0	0	1,000	0	1,000	0	0	0	0
5908	Ventilation system Pavilion	5,500	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	24,600	16,881	0	0	14,340	0	14,340	11,453	0	0	0
	Movement to/(from) Gen Reserve	(24,600)	(16,881)			(14,340)		(14,340)	(11,453)	0		
	Youth and Housing - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	24,600	16,881	0	0	14,340	0	14,340	11,453	0	0	0
	Movement to/(from) Gen Reserve	(24,600)	(16,881)			(14,340)		(14,340)	(11,453)	0		

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure

	<u>2021/22</u>		<u>2022/23</u>						<u>2023/24</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
210 Projects											
1285 Coronation tickets/ sponsors	0	2,562	0	0	0	0	0	3,053	0	0	0
Total Income	0	2,562	0	0	0	0	0	3,053	0	0	0
5900 General Projects	234	0	0	0	0	0	0	0	0	0	0
5920 GVH Incorporation	0	2,985	0	0	0	0	0	0	0	0	0
Overhead Expenditure	234	2,985	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(234)</u>	<u>(423)</u>			<u>0</u>		<u>0</u>	<u>3,053</u>	<u>0</u>		
- Income	0	2,562	0	0	0	0	0	3,053	0	0	0
Expenditure	234	2,985	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(234)</u>	<u>(423)</u>			<u>0</u>		<u>0</u>	<u>3,053</u>	<u>0</u>		
Total Budget Income	227,115	242,541	0	0	236,365	0	236,365	115,088	0	0	0
Expenditure	246,199	213,789	0	0	219,290	0	219,290	39,348	0	0	0
Movement to/(from) Gen Reserve	<u>(19,084)</u>	<u>28,752</u>			<u>17,075</u>		<u>17,075</u>	<u>75,740</u>	<u>0</u>		

Parish Clerk
Goudhurst Parish Council
c/o South Oast
Smugley Farm
Bedgebury Road
CRANBROOK
Kent
TN17 2QU

Dear Goudhurst Parish Council

I am writing to the Council today to request a grant of £300 to help Air Ambulance Charity Kent Surrey Sussex (KSS) continue to be there for those most in need.

Last year was the busiest year in our 34-year history. We attended 3,224 missions, and treated 1,928 patients, that's 5 people per day - of which 811 were in Kent.

An increase in missions simply means it costs more to run our life-saving service and, like everyone, we have faced escalating costs. As an example, rising costs of aviation fuel has had a real impact. At the start of 2022, we were budgeting 85p per litre, this year we are expecting to spend £1.13 per litre for this vital resource, meaning fuel for an average mission now costs the charity around £300. A grant of this amount could help fund fuel for one mission and provide us with the chance to be there for a critically ill or injured person in the future - like Charlie.



"Without KSS and the team at King's College Hospital, he wouldn't be here."

Lauren, Charlie's mum.

When only 8 years old, Charlie was hit by a car whilst playing in front of his home, suffering a severe head injury and broken pelvis. We were dispatched and our expert crew provided life-saving care to Charlie on scene that is usually only performed in a hospital environment, before airlifting him to Kings College Hospital in 17 minutes where his treatment continued. I'm pleased to report that Charlie has made a fantastic recovery and was back at school just a year later.

It currently costs £45,000 a day to run our service with 87% donated and raised by our community, so your support really will make a difference and ensure that we can be there for anyone across our region, including those living within your parish.

Thank you for your consideration - I hope to hear from you soon.

Yours faithfully

Nick Turrell
Community Fundraising Manager

Goudhurst Parish Council



GRANT APPLICATION FORM

Name of Group / Organisation:	Paddock Wood Community Advice Centre		
Contact Name:	Katie Hargreaves		
Position in Organisation:	Senior Manager (volunteer)		
Address:	94 Commercial Road, Paddock Wood, TN12 6DP		
Telephone:	07764988446		
Email:	Katie.hargreaves@live.co.uk		
Is your organisation a registered charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Charity Number	1147816
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Brief Description of your group / organisation's main purpose / activities			
<p>Paddock Wood Community Advice Centre is a charity offering free advice, information and support to people living in Paddock Wood, Tonbridge, Tunbridge Wells, Maidstone and neighbouring villages. We hold the Advice Quality Standard, a national quality mark for organisations providing free, independent advice to members of the public.</p>			
Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).			
<p>Between 1 November 2021 and 31 October 2022, we had 6,217 client contacts and our volunteers gave 5,196 hours of their time in supporting the work of PWCAC and helping clients. Based on the mean hourly pay rate for all employees in Tunbridge Wells of £17.69, as detailed in the Annual Survey of Hours and Earnings 2022, the financial value which could be attributed to volunteer time during this period is £91,917.</p> <p>We receive regular phone calls and visits from residents of Goudhurst throughout the year but the number of clients we help from the parish varies by month. As an indication, in the 3 months to June 2022, which was the last time we ran our geographical report, we helped 3 clients from the postcode area TN17 1xx which corresponds to Goudhurst.</p> <p>To give this number context, last year we secured an average of £1,467 of unclaimed benefits, debt relief and other savings for each of our clients.</p>			
Details of any restrictions placed on who can use / access the organisation's services			
<p>We never turn anyone away although, if we are particularly busy, we might signpost those who approach us from outside the geographical area identified above to a similar resource which is more local to them.</p>			

<p>One of our priorities is to ensure we cater to rural people who are marginalised by their difficulty in accessing the online services which are becoming default in many government and support agencies.</p>			
<p>Details of the project for which the grant is required</p> <p>We rely upon the contributions of local councils to help fund our costs which consist primarily of one paid member of staff and overheads including rent, office equipment and other sundries.</p> <p>Our costs for the year ended September 2022 were lower than normal at £38,720 as we had a staff vacancy for a period. We anticipate our annual costs to rise to approximately £55,000 going forward owing to an increase in staff costs associated with our new, highly qualified Advice Session Supervisor/Operations Manager. However, we still consider our services offer our funders fantastic return on their investment: last year we estimate we secured over £1.1m of financial benefit for our clients.</p>			
<p>When will the project start? We do not offer retrospective funding.</p>		<p>Ongoing</p>	
<p>Will your project be completed within six months from receipt of your grant? If not, please explain why below.</p>		<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	
<p>The grant is for running costs relating to a year of operation.</p>			
<p>How will this project benefit the parishioners of Goudhurst?</p> <p>PWCAC provides access to free, impartial, face-to-face and telephone advice from advisors who are expert in the field of welfare benefits, housing, domestic violence, employment issues and many other areas. Everyone is treated with dignity and respect. We can help the parishioners of Goudhurst understand their options and take their preferred course of action, should they need this level of assistance.</p>			
<p>Total Cost of project</p>	<p>£55,000 pa</p>	<p>Amount of Grant requested</p>	<p>£500</p>
<p>Have you received, applied or intend to apply for funding from any other source for this project?</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>If yes, please give the name(s) of the other funder</p> <p>All the town and parish councils in our catchment.</p>	
<p>How much of the total cost do your group / organisation intend to raise yourself and how?</p>	<p>We are a local charity for local people and seek funding for all of our annual costs from our local community. We have historically been especially grateful for support from Kent Community Foundation and are hopeful this continues.</p>		

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose.



Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and conforms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:

K Hargreaves

Print Name:

KATIE HARGREAVES

Position in the Organisation

SENIOR MANAGER

Date:

5-12-22

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed
The Hop Bine
Risebridge Farm
Goudhurst Cranbrook
TN17 1HN

Email: Clerk@goudhurst-pc.gov.uk

Please contact us if you need help with the form or advice about your application.

2. Demonstration of a clear need for the funding.
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. Evidence of any other award towards the project.
5. Any other supporting documentation e.g. quotes, needs analysis or survey results.

Goudhurst Parish Council



GRANT APPLICATION FORM

Name of Group / Organisation:	West Kent Neighbourhood Watch Association		
Contact Name:	Marguerite Bernard		
Position in Organisation:	Treasurer		
Address:	8 Clare Wood Drive, East Malling, Kent ME19 6PA		
Telephone:	01732 847338 07776 036512		
Email:	mtbernard@virginmedia.com		
Is your organisation a registered charity?	Yes <input type="checkbox"/>	If yes, Charity Number	
	No <input checked="" type="checkbox"/>		
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Brief Description of your group / organisation's main purpose / activities To reduce crime and the fear of crime			
Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable). Our records show that there are seven Neighbourhood Watch schemes in Goudhurst. These cover most of the village.			
Details of any restrictions placed on who can use / access the organisation's services None			
Details of the project for which the grant is required This would help towards ongoing expenses. We produce the Watchout newsletter three times a year. You can view the latest newsletter via this link:- http://www.wknwa.org/index.php?page+watchout Our other expenses include our website and registration to the Information Commissioners Office			
When will the project start? We do not offer retrospective funding.			N/A
Will your project be completed within six months from receipt of your grant? If not, please explain why below.			Yes <input type="checkbox"/> No <input type="checkbox"/>
How will this project benefit the parishioners of Goudhurst? They receive copies of the newsletters. They can also receive a twice weekly update of e-watch which reports on local crimes by area. As well as lots of other useful information. Members of the schemes also receive advice on running their neighbourhood schemes.			

Total Cost of project	£ N/A	Amount of Grant requested	£100.00
Have you received, applied or intend to apply for funding from any other source for this project?	Yes <input type="checkbox"/> X No <input type="checkbox"/>	If yes, please give the name(s) of the other funder	
How much of the total cost do your group / organisation intend to raise yourself and how?	We ask all Parish Councils in West Kent for help towards our running costs.		

Please tick to confirm you have included the following documents with your application.

- A copy of your organisations written constitution or details of the aims and purpose.
- Demonstration of a clear need for the funding.
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- Evidence of any other award towards the project.
- Any other supporting documentation e.g. quotes, needs analysis or survey results.

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:

Print Name:

Position in the Organisation

Date:

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed
The Hop Bine
Risebridge Farm
Goudhurst Cranbrook
TN17 1HN

Email: Clerk@goudhurst-pc.gov.uk

Please contact us if you need help with the form or advice about your application.

NOTES:

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Goudhurst Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.

Goudhurst Parish Council



GRANT APPLICATION FORM

Name of Group / Organisation:	Tunbridge Wells & District Samaritans		
Contact Name:	Jude O'Connor		
Position in Organisation:	Branch member, acting with approval from and on behalf of the Branch Trustees		
Address:	7 Lime Hill Road, Tunbridge Wells, TN1 1LJ		
Telephone:	01892525383 – Tunbridge Wells office 116 123 – Samaritans Listening Service		
Email:	Jude762@twsams.org.uk		
Is your organisation a registered charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Charity Number	1168382
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Brief Description of your group / organisation's main purpose / activities			
<p>Tunbridge Wells & District Samaritans seek to reduce the incidence of suicide in our community. We aim to alleviate distress and despair by affording those who contact us a confidential and non-judgmental environment to explore their feelings. We believe we have a crucial role to play in: (1) reducing the risk factors that make some people more likely to take their own lives, (2) ensuring that people who are at increased risk of suicide or self-harm are supported, (3) making it less likely that people who experience suicidal thoughts act on them, and (4) reducing the likelihood that people will develop suicidal thoughts. The Samaritans aims are reflected in our recently published five-year strategy (2022-2027) - Tackling suicide together: providing a safe space in uncertain times (copy submitted with this application).</p>			
Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).			
<p>Our service is confidential, and we do not keep records that would allow us to estimate the number of Goudhurst Parish residents who may have contacted us or may do so in the future. However, we believe it is reasonable to assume that members of the Goudhurst community will contact us or will benefit from our outreach activities. We would be pleased for Goudhurst Parish Council to let the community know that Samaritans volunteers are here for anyone who needs someone to speak to, our free number is 116 123 and email is jo@samaritans.org.</p>			
<p>For some context as to the amount of people Tunbridge Wells & District Samaritans communicate with - in the first 6 months of 2022, our branch answered the phone 12,520 times, replied to 3,890 emails, and had 2,385 webchats. Now that Covid restrictions have lifted, we have again started to engage with local communities as part of our ongoing activities in training</p>			

<p>and delivering support. We have delivered training for 20 plus volunteers to equip them to provide local support on site at, for example, Railway Stations, or to School communities should it be needed following a suicide. Our Outreach Team makes visits to secondary schools to deliver talks on Emotional Health and Mental Well Being and how students can support one another. In the first term of this academic year, we have visited several schools in Kent & Sussex.</p>			
<p>Details of any restrictions placed on who can use / access the organisation's services</p> <p>There are no restrictions placed on accessing the Samaritans. We host a freephone telephone number, an online chat service, an online email service, and face to face meetings in our Tunbridge Wells office are being slowly reintroduced. We also work with prison services to reduce suicide and self harm in prisons.</p>			
<p>Details of the project for which the grant is required</p> <p>This request is for a contribution towards the budgeted expenditure on the charitable activities of Tunbridge Wells & District Samaritans. In the year ended 31 March 2022, our expenditure on these activities was £47k. We expect this to be similar in the current year, especially as we are planning investment in new training facilities for our volunteers. The proposed training facilities will 'open up' the basement of the branch in Tunbridge Wells to provide a larger meeting space, and will bring in-house selection information days, training, and accommodate larger meetings. An Architect and Structural Engineer are producing plans and we are obtaining building quotes for the Committee to consider.</p>			
<p>When will the project start? We do not offer retrospective funding.</p>			<p>Ongoing</p>
<p>Will your project be completed within six months from receipt of your grant? If not, please explain why below.</p>			<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>How will this project benefit the parishioners of Goudhurst?</p> <p>As above, we do not keep records of how many Goudhurst parishioners make use of Samaritans services. However, we note that the Tunbridge Wells & District Branch of the Samaritans is the closest to Goudhurst (8.6 miles https://www.samaritans.org/branches/) and believe it is reasonable to assume that members of the Goudhurst Parish could contact us or use our services.</p>			
<p>Total Cost of project</p>	<p>Approx. £ 47,000</p>	<p>Amount of Grant requested</p>	<p>£ 500 (being approx. 1% of budgeted expenditure)</p>
<p>Have you received, applied or intend to apply for funding from any other source for this project?</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>If yes, please give the name(s) of the other funder</p> <p>Tunbridge Wells & District Samaritans receive modest grants from various parish and town councils in our area as well as donations from some charitable trusts. Details can be found in our audited accounts (submitted with this application).</p>	

How much of the total cost do your group / organisation intend to raise yourself and how?	All of the cost – we are a local charity affiliated to a Central Charity; we receive no Central Government nor Central Office funding to help us meet our costs. Our volunteers work hard to raise the funds that we need to keep our operation going each year, for example, we run an annual quiz with raffle; we collect in town centres and at supermarkets throughout East Sussex and West Kent; we run a small monthly lottery.
---	---

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose.
2. Demonstration of a clear need for the funding.
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. Evidence of any other award towards the project.
5. Any other supporting documentation e.g. quotes, needs analysis or survey results.

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and conforms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed: _____
Print Name: Jude O'Connor
Position in the Organisation Branch Member
Date: 15 February 2022

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed
The Hop Bine
Risebridge Farm
Goudhurst Cranbrook
TN17 1HN

Email: Clerk@goudhurst-pc.gov.uk

Please contact us if you need help with the form or advice about your application.

NOTES:

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Goudhurst Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.