

# Goudhurst Parish Council



## Finance Committee 19/3/24

PUBLISHED  
14 March 2024

# Agenda

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1	Apologies	-
2	Declarations of Interest	-
3	To resolve to approve the minutes of the Finance Committee Meeting held on 21/11/23	3
4	YTD Expenditure and YE Forecast (Spreadsheet send via email)To review the end of year position and look at cost centre overspends and underspends.	-
5	To look at 2024/25 Budget construction, consider virements, accruals and EMR adjustments (Spreadsheet sent via email)	-
6	Direct Debits and Standing Orders for information	4
7	Review of Asset Register ahead of year end audit	5
8	Contracts for Information	8
9	To consider and make a decision on the schedule of charges for Council Services for 2024/25	9
10	To consider and make a decision on Grant Applications received.	10
11	Date of the next meeting	-

# Goudhurst Parish Council



## FINANCE COMMITTEE

Minutes of a Meeting held on 21 November 2023 at 7.00pm in the Church Rooms

### PARTICIPANTS

*Councillors Present:* Cllrs Craig Broom (Chairman), Antony Harris, Phil Kirkby, David Knight and Geoff Mason.

*Officers Present:* Mrs Claire Reed, Clerk; Mrs Panetta Horn, RFO.

### APOLOGIES

482/23 There were none.

### DISCLOSURES OF INTEREST

483/23 There were none.

### MINUTES OF THE LAST MEETING

484/23 It was **resolved** that the minutes of the Finance Committee meeting held on 19 September 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### GRANT REQUESTS

485/23 It was **resolved** to approve the following grant requests for 2023-24:

- Millennium Green maintenance - £2,500
- Millennium Green contribution towards play inspection and repairs to the Kilndown playground - £550
- Millennium Hall contribution towards new projector Film Club - £550

### MAINTENANCE CONTRACTS

486/23 It **resolved** to award three-year contracts, payable by standing order, to all the existing maintenance contractors with the exception of the St. Mary's contract which should remain as a one-year contract payable against invoice.

### DEPOSIT ACCOUNT AT UNITY TRUST BANK

487/23 The forms were unavailable for signing due to a technical issue and it was **agreed** they would be signed at the Council offices by authorised councillors.

### YTD EXPENDITURE AND 2024/25 BUDGET

488/23 The expenditure YTD and Forecast was reviewed and noted. The final figures for the budget were approved to be presented to Council at the December meeting for agreement.

### DATE OF THE NEXT MEETING

Next Finance Committee Meeting, Tuesday 19 March 2023, 7.00 pm in the Church Rooms.

Claire Reed  
Clerk

DIRECT DEBITS AND STANDING ORDERS APRIL 2024

Payee	Purpose	Amount	Frequency	Method
Capel Groundcare	Maintenance, Sids and Playground Inspection		Monthly 15 <sup>th</sup>	SO
John Fermor	Kilndown Maintenance		Monthly April to October	SO
Pearsons	Plain Maintenance		Monthly	SO
Rob Hillier	Office Rent	£700	Monthly	SO
Flotek				DD
BT	Village Hall Broadband	£320 Variable	Quarterly	DD
Castle Water	Water supply Toilets	£270 Variable	Monthly	DD
EE	Clerks Sims	£32 Variable	Monthly	DD
Infinity	Hopbine Telecoms	£171.19	Monthly	DD
Information Commission		£35	Annually	DD
Lloyds Bank	Credit Card		Monthly	DD
NEST	Pension Contributions	Variable	Monthly	DD
Npower	Streetlight Electricity	£55 Variable	Monthly	DD
PWLB	Loan for Mary Days Garages	£1,592.94	Bi annually	DD
SE Water	Chr Field Water supply	£380 variable	Quarterly	DD
SSE Energy	Electircity Chr Field	£360 Variable	Quarterly	DD
TWBC	Rates for Chr Field	£35 variable	Monthly April to July	DD

**Goudhurst Parish Council**  
Community Assets - at 21 April 2023

Purchase Date	Cheque No	Supplier	Asset	Purchase Price £	Insurance Value £	Replacement Value	Insured	Notes	Disposal Date
<b>General Assets</b>									
c1925			Burial Grounds	1.00	0.00		no		
1924			War Memorial	759.00	23,185.49		yes	Refurb 2014/15. Added by Minute 249/13	
Pre 1927			The Plain and Pond	1.00	0.00		no		
26-Oct-78			Kilndown Quarry Pond	1.00	0.00		no		
1-Mar-93		Hillier	Lurkins Rise (Hillier's Field) Play Area	1.00	0.00		no		
31-Aug-10		TWBC/Hurstway	Chequer Field & Pavilion	178,075.00	213,072.87		no	Pavilion and fences/gates only insured	
21-Mar-16			Balcombes Hill Public Toilet Block	1.00	134,890.27		yes	Asset transfer from TWBC Mar 2016	
21-Mar-16			Balcombes Hill Car Park	1.00	0.00		no	Asset transfer from TWBC Mar 2016	
1-May-17	4059	Wallgate	Replace hand wash unit (ladies)	2,645.00	2,645.00		yes		
1-Oct-20	U394/U424	Wicksteed	Back Lane Play Area equipment	47,100.00	48,513.00		yes	net of VAT	
11-Mar-19	4596	Wallgate	Replace hand wash unit (mens)	3,471.00	3,471.00		yes		
23-Dec-21	U1047	Town & Country Housing	Garages at Mary Days x9	68,000.00	74,460.00		yes	Purchased with a PWLB loan of £48,000 and £20,000 cash	

<b>Office Contents and Machinery</b>									
14-May-15	3596	Barns Music Grp	Public address system with accessories	983.00	1,074.15		yes	in Goudhurst Parish Hall	
10-May-10	2753	Tao Technologies	Dymo Rhino Pro (label printer)	121.00	142.06		yes	kept by Cllr Boniface	
7-Apr-16	3785	J&K Bus Machines	Ricoh Aficio MP2852SP Photocopier	650.00	710.28		yes		
11-Apr-16	3782	Community HeartBeat	Defibrillator with pads & Rotaid cabinet	1,560.00	1,704.65		yes	at Kindown red phone kiosk	
pre 1997		Mr Derrick Head	Goudhurst Coronation Book	1.00	206.00		no		
12-Jun-17	4090	PC World	Projector: Epson EB-W04 V11H718041	315.00	344.21		yes	In use by NDP team	
12-Feb-18	4289	John Lewis	Deputy Clerk's office chair	808.00	Below		yes		
14-May-18	4358	Arron Services	Samsung 75"Ultra HD TV inc accessories	1,920.00	2,098.04		yes	Installed in Jessel Room, Parish Hall	
8-Oct-18	4484	Community HeartBeat	Defibrillator with pads, and steel lock box	1,570.00	1,715.58		yes	at Goudhurst Primary School	
11-Mar-19	4610	Infinity	Office phone and broadband hub equipt	202.00	220.73		yes	at new office The Hop Bine	
8-Apr-19	4631	Infinity	Office telephone equipment (3 sets)	675.00	737.59		yes	at new office The Hop Bine	
Various		Various	Office desks, filing cabinets, chairs	1.00	3,614.74		yes	Donated by BI. At The Hop Bine, included D. Clerks office chair	
11-Aug-20	U353	Beric Appliances	Office Air Conditioner	542.00	558.26		yes	at The Hop Bine	
21-Apr-22		HP Inc UK Ltd	OfficeJet Pro 9020e printer	227.00	227.00		yes	Office printer	
14-May-22	22052	Ruffles	Shredder	174.00	174.00				
31-Oct-22		Infinity	New Router	714.59	714.59				
<b>Laptops</b>									
17-Jan-20	U180	Arron Services	Desktop PC for Dep. Clerk/RFO Use	625.00	643.75		yes	at The Hop Bine	
15-Jan-21	U609	Arron Services	HP Laptop (white) used by RFO	653.00			yes	Held by Panetta Horn	
1-Mar-21	U719	Arron Services	Monitor for desktop PC 24" Acer	195.00	272.08		yes	A Farnfield's workstation	

1-Jul-21		Arron Services	Additional Monitor for Clerk's laptop	195.00	195.00		yes	C Reed's work station	
27-Jan-22	U1080	Arron Services	HP Pavilion laptop used by Deputy Clerk	625.00			yes	Held at the Hop Bine	
17-Feb-22	U1099	Arron Services	HP Pavilion laptop used by Clerk	625.00			yes	Held at the Hop Bine	
19-Aug-19	U019	Arron Services	Monitor for Clerk's laptop	195.00	195.00			C Reed's work station	
<b>Street Furniture</b>									
7-Apr-03	1697/1824	Larkfield	Oak notice board, The Plain	1,060.00	1,558.23		yes	made by Andy Coleman	
2008			Notice Board, Quarry Pond	600.00	717.92		yes	replaced 2008: TWBC funded*	
3-Jul-00	1277	Mounts Hill	Tourist Info Board - The Plain	1.00	0.00		no	Destroyed in storm March 12	
3-Dec-01	1482	Mounts Hill	Notice Board, Curtliden Green	260.00	715.74		yes		
Pre 1914			Water Trough, The Plain	1.00	14,851.25		yes		
Pre 1914			Lamp Post, The Plain	1.00	1,148.00		yes		
2008			Railings at The Plain	1.00	5,301.00		yes	refurbished 2018	
Post 1914			Bus shelter, Goudhurst	1.00	3,593.98		yes	timber construction	
Post 1914			Bus shelter, Kilndown	1.00	3,593.98		yes	timber construction	
Unknown			Village Sign, The Plain	1.00	1,198.72		yes		
26-Jan-97			Wheely bin, Burial Grounds	1.00	527.78		yes	provided by Veolia; GPC responsible	
15-Oct-08	2507	BT	Telephone Kiosk at Kilndown	1.00	4,356.70		yes	Minute 342/08 for insurance	
			Jubilee Bins	886.47	886.47				
Jul/Aug 17	4133/4151	Signs of Cheshire	Burial Grounds notice board (black)	1,400.00	1,529.82		yes		
12-Mar-18	4303	Kent Highways	Speed Indicator Device (SID)	7,072.00	7,727.76		yes	moveable between sites within parish	
10-Dec-18	4545/4567	Dunnington PC	Red phone box + Transport from Yorkshire	1,300.00	1,420.55		yes	Defibrillator housing, The Plain Goudhurst	
8-Apr-19	4638	Conetics Ltd	Tesla equipment at Balcombes Hill	1.00	1,092.73		yes	EV charging equip gifted by Tesla	
26-Aug-20	U357	Pink Sky Trading	Duck House Goudhurst Pond	485.00	499.55		yes		
1-Nov-20		BT	Modern BT phone box	1.00	5,150.00		yes	Adopted' from BT 2020	
18-May-23	23028	Community Heartbeat	Battery for Kilndown Defib	295.00					
18-Sep-23	23153	Community Heartbeat	NEW Aed churchrooms	1,930.00	1,930.00				
20-Nov-23	23219	Fernshire Trees	Lights for Goudhurst Pond	775.00	775.00				

**Goudhurst Pond**

10-May-22		Hawkhurst Fish Farm	2 stone oxygen system with pipe work, manifold and compressor	850.00	850.00		yes		
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**CCTV**

14-May-18	4346	Balanced Audio Vis	CCTV 1x DOME, 1x PTZ cameras and monitor/ hard disk	5,249.00	5,735.72		yes	Relocated Dec 2020 - Dome at Village Life, PTZ Burfields, hard disk/ monitor in Par Hall	
13-Jul-21	U858	Balanced Audio Vis	CCTV Camera, Brays Alley	1,604.00	1,604.00		yes	Located on the lamp post in Brays Alley	
24-Nov-21		B&K Electrical	32amp distribution point, 32amp rotary isolator, 3 x 25m armour flex 32amp extension leads, external distributor board with 4 x 16amp outlets, 4 x 16amp twin 13amp leads	1,545.00	1,545.00			External power supply to the Plain	
25-Sep-20	U396	Balanced Audio Vis	2x HD CCTV cameras, recorder & monitor	1,333.00	1,372.99		yes	Located on the church rooms	
23-Dec-20		Balanced Audio Vis	Color Vu camera on Burfields	1,251.00	1,702.59		yes	Located at Burfields, West Rd	
23-Dec-20		Balanced Audio Vis	CCTV camera Burfields, The Plain	402.00	402.00		yes	Located at Burfields, The Plain	
15-Mar-23	22411	Securaplace	CCTV	2,930.00	2,930.00		yes		
<b>Kilndown Pond</b>									
21-Apr-22	22068	JMP Electrical	External grade cable, 2way fuseboard with separate metering, external switch fuse spur.	700.00	700.00			External power supply for Quarry pond pump	
<b>Mowers and Similar</b>									
3-Aug-98			Stihl FS25-4 for Quarry Pond	1.00	382.46		yes	kept at Quarry House, Kilndown	
10-Aug-15	3654	Lamberhurst Eng	Bolens Mulcher Mower for Quarry Pond	483.00	527.78		yes	kept at Quarry House, Kilndown	

Total fixed assets				<b>347,503.36</b>					
Total sum insured									* Conservation Area Appraisal budget
<b>Disposals</b>									
12-Jun-17	4091	HP Inc UK Ltd	HP Page Wide 377dw Printer CN68MDX1H3	295.00	322.36			Replaced April 2022	21.04.22
13-Jul-15	3644	Hawkhurst Fish	Futi 3" bell fountain	621.00	678.58			Replaced May 2022	10.05.22
	22081	Ballantyne	CCTV Camera						
10-May-22	22047	Hawkhurst Fish Farm	Replacement 3" Bell Fountain and Pump for Goudhurst Village Pond	852.00	852.00		yes		
14-May-18	4358	Arron Services	HP Pavilion 15 laptop with software	635.00	693.88		yes	Planning Cttee. Held by Cllr Alan Foster	
19-Aug-19	U019	Arron Services	HP Laptop used for Burials digitalise project	967.00			yes	Clerk's old machine	
	22286	Arron Services	Laptop - Clerk	492.85	492.85				
a				3,370.00					
<b>Items for Insurance but not Assets</b>									

# Goudhurst Parish Council

## Community Assets BENCHES - at 31 March 2021

Purchase Date	Cheque No	Supplier	Asset	Purchase Price £	Insurance Value £	Insured	Notes	Disposal Date	Minute
various			3 wooden benches at The Plain (IEP)	3.00	1,800.00	yes	PC centenary, Musgrove, WI		
pre 2010			Wooden bench around the tree - The Plain	1.00	1,000.00	yes			
2015?			Picnic bench, The Plain	1.00	480.00	yes	In memory of Mr Johnson		
4-Mar-02	1511	British Gates	Picnic bench, The Plain	120.00	480.00	yes			
2-Aug-99	1160	Glasdon UK	Seat at Bankfield Way	1.00	589.00	yes			
7-Feb-00	1218	Glasdon UK	Seat at Clay Hill	1.00	561.00	yes			
1-Mar-21		Memorial Benches UK	Wooden bench outside Newsagesnts	1.00	550.00	yes	donated by Mrs Knight		
1-Aug-98			Seat near entrance Burial Grounds	1.00	572.00	yes	donated by Mrs Fowler for Adams		
1-Jul-20		Memorial Benches UK	Seat near entrance Burial Grounds	1.00	550.00	yes	donated by		
1-Jul-01			Seat by new Ashes plots (in front of Chequer Tree)	1.00	550.00	yes	donated by Mrs McKeefry		
1-Apr-02			Bench south-west corner Burial Ground	1.00	560.00	yes	donated by Weeks family		
8-Mar-04			Bench at south end of Burial Grounds	1.00	550.00	yes	donated by Mrs Hand for Cullip		
Jan-20		Memorial Benches UK	Wooden Bench Village Green	0.00	550.00	yes	donated by Mrs Williams for Weston		
Nov-20		Memorial Benches UK	Wooden Bench Village Green	0.00	550.00	yes	Donated by Mr Quraishi		
Pre 2020			Wooden Bench Village Green	0.00	550.00	yes			
Apr-21		Memorial Benches UK	Wooden Bench Village Green	0.00	550.00	yes	Donated by Mr Hugo		
	22095	Bench	Quarry Pond	325.00	325.00	yes	Replace bench		
8/11/2023	23131	ATEX	Memorial Bench Playground	495.15	550				
8/11/2023	23131	ATEX	Memorial Bench Burial Ground	495.15	550				

1,448.30

295.00
621.00
852.00
635.00
967.00
492.85
3,370.00

295.00
621.00
852.00
635.00
967.00
492.85
3,370.00

Play Area safety gate
Play Area safety gate
Chequer field Gate
3x wooden access gates - burial ground
Replace foot gates x 2 St Mary's Ch'yard
Field gate lower Glebe (east side)
Field gate lower Glebe (south side)
Ornamental ring latch
Steel kissing gate
Village Green - gate in NE corner
Village Green (upper Glebe) new gates

420.00
1,470.00
2,500.00
2,432.00
251.00
251.00
47.98
1,594.80
744.00
2,179.00
11,889.78

420.00
1,470.00
1,484.00
2,500.00
2,432.00
251.00
251.00
47.98
1,594.80
744.00
2,179.00
13,373.78

1.00
1.00
2.00

1.00
1.00
2.00

15,261.78

16,745.78

<b>Purpose</b>	<b>Contractor</b>	<b>Start Date</b>	<b>Initial Duration</b>	<b>Latest Review</b>	<b>Renewal Date</b>	<b>Agreement</b>
<b>Utilities</b>						
Office Phone	Hopbine		Infinity			
Mobile Phone Sims			EE			
Toilet Electriity	Balcomes Hill					
Toilet Water	Balcomes Hill		Castle Water			
Toilet Hygennie	Balcomes Hill		PHS			
Pavilion Electricity	Chr Field Pavilion					
Pavilion Water	Chr Field Pavilion					
Streetlight Electricity						
CCTV Electitcity	Star and Eagle Pub		Star and Eagle			
CCTV Electitcity	Goudhurst Club		Gouydhurst Club			£100 pa
CCTV Electitcity	Balcombes Toilets		Village Hall			
Pond and Pump Electricity	Village Hall		Village Hall			
Village Broadband			BT			
<b>Services</b>						
Legonella Contract	balcomes Hill / Chr Field Pavilion					
Insurance			Zurich			
Toilet Cleaning	Balcomes Hill		F&C			
PAT testing	Hopbine/Chqr Field Pavilion					
Fire Alarm						
Fire Extinguisher Service						
Streelight Maintenance	Goudhurst Phone Box/ Kilndown Phone Box/ Church Rooms /Chr Field Pavilion					
Defib Maint						
CCTV Maint						
Cemetries Waste	Burial Ground		Veolia			
Cemetries Waste	Christchurch		Veolia			
SIDS Maintenance				Dec-23	Dec-26	
Monthly Playground Inspections			capel Groundscare	Dec-23	Dec-26	
Annual Playground Inspections			PI	Dec-23	Dec-26	
Internal Audit			Mulbery			
Rialtas Year End Shutdown						
Software			Microshade			
Meetings Software			BI			£140pa
			Mailchimp			
Printer Ink			HP Ink			
Web Hosting			TSO host			
Office Lease	Hopbine		Rob		1.4.24	600 pm
Glebe Lease			Church			750pa
<b>Maintenance Contractors</b>						
Chr Field			Capel Groundcare			
Glebe			Capel Groundcare			
Lurkins Rise			Capel Groundcare			
Tattlesbury Triangle			Pearsons			
Plain			Pearsons			
Kilndown			John Fermor			
St Marys			Groundscare			
Yew Trees						
<b>Borrowing</b>						
St Mary's Garages			PWLB			



### Current Schedule of Fees

Fee	Purpose	Amount	Last Updated
Dynomo's	Use of Chqr Field	800	
School	Use of Chqr Field	500	
Burials			
Residents	Small Garage	135	April 2022
Residents	Large Garage	168	April 2022

## Hyfire Partners

Ollie Murray <ollie.murray@hyfirewireless.co.uk>

Thu 23/03/2023 3:16 PM

To: gph treasurer@outlook.com <gph treasurer@outlook.com>

Hi Pamela,

Apologies for the delay in sending this to you.

Following our call on Tuesday, I spoke with Peter and Bob at SCM to further understand your concerns regarding the Hyfire system and performance of the partners maintenance program.

From what I now understand, there are one or more devices that suffer from false alarms causing sounders to ring for long periods of time (over night or multiple days) due to the building being un-occupied. Leaving these sounders to ring for long periods of time, will result in battery faults on the system. This will also explain why your devices are not achieving our recommend life span.

I believe changing maintenance provider will not resolve your issues. First, the problem in this instance, False Alarms must first be resolved inline with SCM's advice.

I am happy to answer any further questions.

Best regards,

**Ollie Murray**

National Sales Manager

M: +44 7518913257

E: [ollie.murray@hyfirewireless.co.uk](mailto:ollie.murray@hyfirewireless.co.uk)



**Orama** group

**Hyfire Wireless Fire Solutions Ltd**

Unit B12a Holly Farm Business Park,

Honiley, Warwickshire

CV8 1NP, UK

# Goudhurst Parish Council



## GRANT APPLICATION FORM

Name of Group / Organisation:	Goudhurst Village Hall		
Contact Name:	Pamela Boniface		
Position in Organisation:	Treasurer		
Address:	Chestnuts, Beresford Road, Goudhurst, Kent TN17 1DN		
Telephone:	07518 894 915		
Email:	gph treasurer@outlook.com		
Is your organisation a registered charity?	Yes <input checked="" type="checkbox"/>	If yes, Charity Number	1193584
	No <input type="checkbox"/>		
<b>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.</b>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Brief Description of your group / organisation's main purpose / activities :</b>			
<p>Goudhurst Village Hall is a Grade 2 listed building and one of the most picturesque village halls in Kent. It's located in the centre of the village across from the village pond, surrounded by mature trees and lawns. It hosts numerous community activities which are very well supported. Regular activities currently include: dance classes, yoga, upholstery classes, pilates, keep fit, exercise classes and the St Mary's Lunch Club. The venue is also ideal for engagement parties, birthdays, anniversaries, dances, quiz nights, theatrical productions, wedding receptions and other celebrations. The Main Hall seats up to 120 and there is a meeting room for smaller groups and meetings (20-30 people).. We regularly run jumble sales, afternoon tea events, open days and a Christmas Fair.</p>			
<b>Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable):</b>			
<p>This is difficult to assess – however we would estimate that approximately 50% of users are residents and 50% come from further afield.</p>			
<b>Details of any restrictions placed on who can use / access the organisation's services</b>			
<p>There are no restrictions for users of Goudhurst Village Hall</p>			
<b>Details of the project for which the grant is required</b>			
<p>We are requesting this grant in order to be able to replace the current Fire Alarm system. The existing system has caused many problems during the period it has been installed. It goes off frequently for no apparent reason and requires attention from specialist engineers. The frequency of the alarm activation has led us to conclude that it is no longer fit for purpose due to the inconvenience caused and we would like to replace the system as soon as possible. The</p>			

installation of the new Fire Alarm System will help us to ensure that we meet the Health and Safety requirements for the hall.			
<b>When will the project start? We do not offer retrospective funding.</b>		As soon as possible in March/April 2024	
<b>Will your project be completed within six months from receipt of your grant? If not, please explain why below.</b>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
N/A			
<b>How will this project benefit the parishioners of Goudhurst?</b>			
The project to replace the Fire Alarm System for Goudhurst Village Hall will be beneficial to the parishioners of Goudhurst since it will contribute to the upkeep and efficient running of Hall and will ensure the safety of the building for many years to come. In addition, it will eliminate the disturbance caused by the noise of the activated alarm and will ensure that we meet the Health and Safety requirements for the hall.			
<b>Total Cost of project</b>	£10,800 (Estimated) – please see attached quotation. Further alternative quotes are also being sought.	<b>Amount of Grant requested</b>	We would like to request a grant of £5,400 = 50% of the estimated total cost – although we would be grateful for any contribution deemed appropriate by GPC.
<b>Have you received, applied or intend to apply for funding from any other source for this project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>If yes, please give the name(s) of the other funder</b>  We have not sought funding from other sources on this occasion since we are planning major building works for urgent roof repairs during the latter part of 2024 and will be seeking funding from various external sources for this work. We are therefore requesting a grant from GPC to help us with the cost of replacing the Fire Alarm System.	
<b>How much of the total cost do your group / organisation intend to raise yourself and how?</b>	We will self-fund the balance of the purchase and installation of the equipment from our reserve funds.		
<b>Date:</b>	1 <sup>st</sup> March 2024		(financial year 2023-2024)

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 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:

Pamela M W Boniface

Position in the Organisation

Treasurer

Date:

4<sup>th</sup> March 2024

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](mailto: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.

**Constitution of Charitable Incorporated Organisation whose only voting members are its charity trustees**

**(‘Foundation’ model constitution)**

Date of constitution (last amended):

18<sup>th</sup> February 2021

.....

**1. Name**

The name of the Charitable Incorporated Organisation (“the CIO”) is

GOUDHURST VILLAGE HALL

Registered Charity Number:

**1193584**

**2. National location of principal office**

The CIO must have a principal office in England or Wales. The principal office of the CIO is in England.

The Village Hall

Balcombes Hill

Goudhurst

Kent

**3. Objects**

The objects of the CIO are

The provision and maintenance of a village hall for the use of the inhabitants of Goudhurst Parish Council without distinction of political, religious or other opinions, including use for:



(a) meetings, lectures and classes, and

(b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with Charities Act 2011.

#### **4. Powers**

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

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

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

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
  - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
  - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

## **6. Benefits and payments to charity trustees and connected persons**

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

No charity trustee or connected person may:

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

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission (“the Commission”) has been obtained. In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

**(2) Scope and powers permitting trustees’ or connected persons’ benefits**

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

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

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

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

**(4) In sub-clauses (2) and (3) of this clause:**

- (a) “the CIO” includes any company in which the CIO:
  - i. holds more than 50% of the shares; or

- ii. controls more than 50% of the voting rights attached to the shares; or
  - iii. has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause 30 (Interpretation);

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

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

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

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

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **9. Charity trustees**

### **(1) Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - i. any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - ii. if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

## (2) **Eligibility for trusteeship**

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

**(3) Number of charity trustees**

- (a) There should be:

Not less than four nor more than 6 appointed trustees; and

2 nominated trustees; and

Not more than 7 representative trustees

- (b) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

**(4) First charity trustees**

The first charity trustees are as follows-

Alan Foster

Pamela Mary Welson Boniface

Philippa Jane Lane

Shiona Gardiner

Pauline Osborne

Jacqui Clark

Vera Winifred Hawkins

Richard Bushrod

**10. Appointment of charity trustees**

(1) **Appointed charity trustees**

- (a) Apart from the first charity trustees, every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (b) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

(2) **Representative Trustees**

- (a) The organisations listed in the Schedule may appoint up to two Representative Trustees each. The number of Representative Trustees may not at any time be more than 7.
- (b) The list of organisation can be updated by the Trustees from time to time to reflect the users of the organisation.

(3) **Nominated Trustees**

- (a) Goudhurst Parish Council (“the appointing body”) may appoint 2 charity trustees.
- (b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- (c) Each appointment must be for a term of three years.
- (d) The appointment will be effective from the later of:
  - i. the date of the vacancy; and



- ii. the date on which the charity trustees or their secretary or clerk are informed of the appointment.
- (e) The person appointed need not be a member of the appointing body.
- (f) A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

#### 11. **Information for new charity trustees**

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

#### 12. **Retirement and removal of charity trustees**

- (1) A charity trustee ceases to hold office if he or she:
  - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
  - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
  - (c) dies;
  - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

### 13. **Taking of decisions by charity trustees**

Any decision may be taken either:

- at a meeting of the charity trustees; or
  
- by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
  - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
  
  - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

### 14. **Delegation by charity trustees**

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
  - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
  - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

## 15. **Meetings of charity trustees**

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

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

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

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

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

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number

nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

#### **(4) Participation in meetings by electronic means**

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

#### **16. Membership of the CIO**

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

#### **17. Informal or associate (non-voting) membership**

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

18. **Decisions which must be made by the members of the CIO**

- (1) Any decision to:
  - (a) amend the constitution of the CIO;
  - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
  - (c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

- (2) Decisions of the members may be made either:
  - (a) by resolution at a general meeting; or
  - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require

the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
  - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

## **19. General meetings of members**

### **(1) Calling of general meetings of members**

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

### **(2) Notice of general meetings of members**

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.

- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

### **(3) Procedure at general meetings of members**

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

## **20. Saving provisions**

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

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

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

## 21. **Execution of documents**

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
  - (a) it must comply with the provisions of the General Regulations; and
  - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

## 22. **Use of electronic communications**

### (1) **General**

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;



- (b) any requirements to provide information to the Commission in a particular form or manner.

### **Use of electronic communications**

#### **(2) To the CIO**

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

#### **(3) By the CIO**

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
  - i. provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
  - ii. give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and
  - iii. submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or the provisions for postal voting (if you have included this optional provision, please insert the correct clause number here).

(c) The charity trustees must –

- i. take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
- ii. send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

## 23. **Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## 24. **Minutes**

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
  - the names of the trustees present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

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

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

## 26. **Rules**

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## 27. **Disputes**

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

## 28. **Amendment of constitution**

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
  - (a) by resolution agreed in writing by all members of the CIO; or

- (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

**29. Voluntary winding up or dissolution**

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
  - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
    - i. by a resolution passed by a 75% majority of those voting, or
    - ii. by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
  - (b) by a resolution agreed in writing by all members of the CIO.

- (2) Subject to the payment of all the CIO's debts:
- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
  - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
  - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
    - i. a copy of the resolution passed by the members of the CIO;
    - ii. a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
    - iii. a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
  - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

### 30. Interpretation

In this constitution:

**“connected person”** means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
  - i. by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
  - ii. by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - i. the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - ii. two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

**“General Regulations”** means the Charitable Incorporated Organisations (General) Regulations 2012.

**“Dissolution Regulations”** means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in Part 10, Chapter 4 of the General Regulations.

**“charity trustee”** means a charity trustee of the CIO.

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

#### Schedule

The Committee of the Goudhurst Women’s Institute

The Committee of the Goudhurst Social Club

The Committ of the First Goudhurst Scout Group

The Committee of the Goudhurst Luncheon Club

The Committee of the Goudhurst Amateur Dramatic Society



Have a question? Contact us on 01689 88

## Your Final Quotation

Following our survey, please find below your quotation for the works outlined

Service Description	Price	VAT
<b>Installation &amp; Commissioning</b> Supply, Install & Commissioning of System as per scope of works above, this will also include any one off charges such as URN fees if applicable	<b>£8,952.00</b>	<b>£1,790.40</b>
Quotation submitted by Paul Jenner on behalf of Spy Alarms on 16/02/2024.	Sub Total:	<b>£8,952.00</b>
	VAT:	<b>£1,790.40</b>
	<b>Total:</b>	<b>£10,742.40</b>

## The Next Steps

Securing your quotation, arranging installation and what happens next.

To secure this quotation, please contact me directly on 07825 279 655 or p.jenner@fireaction.co.uk to arrange for a date to be taken on the outlined works. Following which, our friendly team will be in touch to arrange suitable date to commence installation



# 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"/>	If yes, Charity Number	1147816
	No <input 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"/>	
<b>Brief Description of your group / organisation's main purpose / activities</b>			
<p>Paddock Wood Community Advice Centre is a charity offering free advice, information and support to people living in Paddock Wood, Tunbridge Wells 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> <p>This grant would ensure the continuity of a highly respected and well-established advice service. We are the only advice agency routinely offering drop-in and face-to-face appointments in the Borough of Tunbridge Wells. Currently we are receiving many clients who are unable to make contact with other advice centres who only offer telephone services</p>			
<b>Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).</b>			
<p>Demand for our free; independent advice services was 78% higher in the first three months of 2023 than in the equivalent three months of 2022 (when measured in terms of client contacts). In 2022/23 our dedicated team of 17 volunteers helped 927 clients and had 7,559 client contacts in total. Our volunteers have provided 3,561 hours of service with a value of £76,953 as calculated by the average hourly rate of £21.61 for 2022/23 for employees in Tunbridge Wells.</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 2022/23, we helped 6 clients.</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>			
<b>Details of any restrictions placed on who can use / access the organisation's services</b>			

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.

**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.