



Luke O'Connor House Resource Centre
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LL13 8QT

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LL13 8QT

Tel: 01978 291562

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9th February 2024

Dear Councillor,

You are hereby summoned to attend the **Full Council Meeting of Offa Community Council** on **Thursday 15th February 2024 at 7pm**, to be held at Luke O Connor House Resource Centre and remotely on Zoom.

L S Jakeman - Locum Clerk

Distribution:

Councillors: Christine Griffiths, Alun Jenkins, Alex Jones, Angela Jones, David Jones, Barbara Lloyd, Jonh Ramm, Andrew Ranger, Graham Rogers, Sarah Roberts, Jim Steele, Linda Subbacci, Steven Vale, Phillip Wynn, Graham Wynn, John Williams and Keith Williams.

AGENDA

Zoom Link: <https://us02web.zoom.us/j/81358181734?pwd=S243QnBPcVdlZjVLdDVoQmU2NXJRUT09>

Meeting ID: 813 5818 1734 Passcode: 157700

1. To receive any apologies for absence through the Clerk.
2. To receive any Declarations of Interest.
3. **Minutes** To approve the minutes of the meeting held on 1st February 2024.
4. **Schedule of Payments.** To approve a schedule of payments (to follow).
5. **Bank Reconciliations.**
 - a. To note that Cllr Roberts has verified the bank reconciliation as at 31st October 2023.
 - b. To note that a bank reconciliation has been undertaken as at 31st January 2024, and nominate a councillor to verify the bank reconciliations against the bank statements prior to the next meeting.

6. **Internal Auditor.** To consider a recommendation that the Council RESOLVES:

To reappoint the current internal auditor (JDH Business Services) for the Fiscal Year 23/24 based on a quote of £495+VAT.

7. **Hall Booking Fees.** To receive a report and consider a recommendation that the Council RESOLVES:

- a. To approve revised standard fees in line with Tables E and F of Enclosure 2 (of the report issued with the agenda) with effect from 1 April 2024.

And

- b. To retain the current levels of non-standard fees and review those separately, with a planned implementation date of 1 September 2024.

(LJ 05/23/24)

8. **Events.** To consider a motion from Cllr Subacchi that:

The delivery of the Council's main events (e.g. Carnival and Christmas Lights) be undertaken through a contractor and that the Events Committee be granted delegated responsibility for the awarding of a contract.

9. **Grants.** To consider a report and a recommendation that the Council RESOLVES:

To adopt a formal application (the draft attached to the agenda) for the consideration of requests for grant funding.

(LJ 06/23/24)

10. **Council Meetings.** To consider recommendations that:

- a. Regular scheduled meetings of the Management, Finance and General-Purpose Committee be temporarily suspended (until a permanent Clerk is in post).

AND

- b. That the Planning Committee meets once a month (3rd Thursday of each month), until a permanent Clerk is in post)..

AND

- c. That the Planning Committee membership be amended from being the entire Council to a membership of between 5 to 8 councillors (and that the Council confirms membership).

11. **Public Bodies**

It is considered in terms of Schedule 12, A Local Government Act 1972, that the following item(s) will be likely to disclose exempt information relating to the establishment and contractual matters and it is therefore **RECOMMENDED** that: **pursuant to the the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.**

12. **Contracts**

13. **Staffing**

14. **CCTV**



MINUTES OF THE PLANNING COMMITTEE MEETING HELD 1ST FEBRUARY 2024

Present:

Councillors:

Christine Griffiths
Alun Jenkins
Alex Jones
John Ramm
Sarah Roberts
Graham Rogers
Jim Steele
Linda Subacchi
Steven Vale
Keith Williams (Chair)
Phillip Wynn

Also in attendance:

Lee Jakeman – Locum Clerk

Absent:

Councillor: Graham Wynn

247. **Apologies**

The following apologies were noted: Councillors: Angela Jones, David Jones, Barbara Lloyd, Andrew Ranger and John Williams

248. **Declarations of interest.**

NIL

249. **Minutes**

- a. **RESOLVED: to approve the minutes of the meeting held on 29th January 2024** (which were duly signed by the Chair).
- b. Members noted receipt of the minutes of Staffing Committee meeting held on 15th January 2024.

250. Schedule of Payments.

Members approved a (revised) schedule of payments totalling £37,463.44.

List of Payments (revised) for Approval at Council Meeting 1 Feb 24.

Cheque No/DD	Payee	Description	Net	VAT	Gross
	A J Domestics	Cleaning Maesgwyn 18/12/ to 12/1	£ 204.00		£ 204.00
	A J Domestics	Cleaning Parciau 19/12/to 12/1	£ 204.00		£ 204.00
	Caia Park Partnership	Open Access Youth Service 1st Jan-31st Mar	£ 7,270.79		£ 7,270.79
Paid cheque 4417	Alex Jones	Annual fee for Zoom Jan 24 - Jan 25	£ 129.90	£ 25.98	£ 155.88
Paid cheque 4420	LGRC	Locum (KJ) December 20.5 hours	£ 992.20	£ 198.44	£ 1,190.64
	LGRC	Locum(LJ) December 8.92 hours plus MMA	£ 490.23	£ 98.04	£ 588.27
	LGRC	Initial refundable deposit	£ 6,000.00	£ 1,200.00	£ 7,200.00
	Helen McCarthy SLCC	ILCA Course	£ 120.00	£ 24.00	£ 144.00
	Ann Marie Ruscoe	2 months mobile phone bill & mileage December	£ 46.38		£ 46.38
	S & G Printing	Newsletter November	£ 1,033.97		£ 1,033.97
	S R Electrical	Fixed lighting ready for Xmas Markets	£ 166.00	£ 33.20	£ 199.20
Paid cheque 4425	Viking	Cleaning products for 3 centres	£ 448.25	£ 89.65	£ 537.90
	Wrexham CBC	1/2 yearly insp/repairs play areas Oct to March	£ 7,270.00	£ 1,454.00	£ 8,724.00
	Wrexham CBC	School crossing patrols 1st quarter St Giles	£ 1,499.75		£ 1,499.75
	Wrexham CBC	School crossing patrols 2nd quarter St Giles	£ 1,499.75		£ 1,499.75
D/D	Corona Energy	Maesgwyn Gas	£ 252.64	£ 12.63	£ 265.27
D/D	EDF Electric	Maesgwyn Electricity	£ 223.97	£ 11.20	£ 235.17
D/D	ICO Fee	Data protection annual fee	£ 40.00		£ 40.00
D/D	Konica Photocopiers	Monthly rental	£ 99.06	£ 19.81	£ 118.87
D/D	Konica Photocopiers	Printing for December	£ 70.89	£ 14.18	£ 85.07
	Various	Salaries Dec 23	£ 2,124.10		£ 2,124.10
	HMRC	December Tax NI	£ 66.95		£ 66.95
	LGPS	Pensions Dec	£550.66		£ 550.66
	Various	Salaries Jan 24	£ 2,583.34		£ 2,583.34
	HMRC	January Tax / NI	£ 63.47		£ 63.47
	LGPS	Pension Jan 24	£ 548.43		£ 548.43
	Brickfield Rangers	Football Grant Dec 23	£ 240.00		£ 240.00
D/D	SAGE	Payroll Monthly fee Jan 24	£ 18.16	£ 3.63	£ 21.79
D/D	SAGE	Payroll Monthly fee Feb 24	£ 18.16	£ 3.63	£ 21.79
		Sub Totals	£ 34,275.05	£ 3,181.13	£ 37,463.44

251. Bank Reconciliations.

Members noted that a bank reconciliation has been undertaken as at 31st October 2024, and nominated councilor Sarah Roberts to verify the bank reconciliation against the bank statements prior to the next meeting.

252. **Bank Mandate****RESOLVED :**

To add 2 officers of the Council (Lee Jakeman and Helen McCarthy) to the bank mandate(s) for all accounts held by Offa Community Council and for them to be authorised to have access to internet banking for the purposes of making payments authorised by the Council and monitoring account activity.

253. **Little Vawnog.**

Members considered a report from the Clerk and **RESOLVED:**

- a. That a qualified contractor be appointed urgently to conduct a tree survey (mindful that bird nesting season is approaching) in the area of Little Vawnog owned by Offa Community Council. The tree survey should identify if any trees in close proximity to property/ neighbours require urgent works to be undertaken (because there is risk of damage to people or property).

AND

- b. Delegate authority to the Clerk (in consultation with the Chair of the Council) to commission a competent contractor.

AND

- c. (Should urgent works be identified and bearing mindful that bird nesting season is approaching) To Delegate to the Clerk (in consultation with the Chair of the Council) to commission any such urgent works identified.

AND

- d. The Clerk should write to the Woodwork CIC and thank them for their ongoing efforts and inform them that the Council would look to engage them more formally on wider matters relating to Little Vawnog once the urgent tree works issue is remedied.

254. **Casual Vacancy.**

- a. Members were advised that the casual vacancy on the Council as a result of the recent resignation of Councillor Palmer had been advertised. WCBC Elections team had advised that there had not been a call for an election and, as such the Council should now look to co-opt to fill the vacancy.
- b. **RESOLVED:** to approve the draft co-option policy (subject to some minor amendments; parish council to be replaced with community council and the removal of the second and final paragraphs regarding canvassing).

255. **Public Bodies****RESOLVED:**

That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

256. **Contracts - Inspection and the Maintenance of the Play Areas.**

Members considered a report and **RESOLVED:**

- a. To accept the quote of £15,487 +VAT (based on the SLA provided) from WCBC for the inspection and the maintenance of the play areas situated in Offa Community Council.
- AND
- b. To authorise the Clerk to sign the SLA on behalf of Offa Community Council.

257. **Staffing**

Members noted receipt of a confidential Staffing Committee Report from the meeting held on 15th January 2024 in relation to: Staff departures/retirements, recruitment, Terms and Conditions, Staffing Structure.

Meeting closed: 19.24

**OFFA COMMUNITY COUNCIL
MEETING**

15th February 2024

LJ/2024/Fin

8th February 2024

REPORT TO OFFA COMMUNITY COUNCIL – AGENDA ITEM 7 - HALL BOOKING FEES

AIM

1. To consider a proposed set of fees for the hire of Offa Community Council facilities from 1st April 2024.

RECOMMENDATION

2. It is recommended that the Council RESOLVES:

To approve revised standard fees in line with Tables E and F of Enclosure 2 (of the report issued with the agenda) with effect from 1 April 2024.

And

To retain the current levels of non-standard fees and review those separately, with a planned implementation date of 1 September 2024.

BACKGROUND

3. Offa Community Council operates several facilities for which it charges fees to hirers.
4. The internal Auditor has previously commented that the fees should be reviewed in year.
5. It appears that the fees have remained largely unchanged for several years.

INTRODUCTION

6. With the increase in operating costs consideration should be given to increasing fees across the board to reduce the pressure on the precept, by increasing income.

DISCUSSION/ COMMENT

7. The current fees have different rates depending on the length of time of the booking and this will be in part because, to open a building and go back and and close it for an hour's rental incurs the same staffing costs as a booking for 4 hours (there are some economies of scale).
8. While the Council has an agreed set of standard fees it also charges ad-hoc fees to a number of regular user groups, and for some there is no charge.
9. **Enclosure 1** provides a list of current fees.
10. There are a significant number of charges currently levied that are inconsistent with the schedule of fees.
11. The Council might wish to consider a separate set of standard fees for Commercial activity and not for profit Community Groups.
12. A number of rooms are currently charged out at under £10 per hour. These fees are likely not to be even cover the cost of opening and closing the venue and the administration cost of raising and issuing of invoices, let alone the cost of utilities etc.
13. Enclosure 1 provides:
 - a. Table A – a list of the current standard fees for hall hire.
 - b. Table B – A list of Current Prices paid by groups (regular users) on non-standard rates and a list of those who have free use.
 - c. Table C – A list of standard fees should the council increase fees by 10% (rounded up to the nearest 50 pence
 - d. Table D – A list of standard fees should the council increase fees by 20% (rounded up to the nearest 50 pence.
14. The 10% and 20% increases in Tables D and E still leave some of the hourly rates below £10 per hour and it suggested that a straight-line percentage increase to all fees is not appropriate.

Suggested New Fees

15. Two sets of revised fees [(Table E)/ Not for profit (Table F)] have been produced at **Enclosure 2** that are not a straight-line percentage increase for all fees. Furthermore, 2 revised set of fees for those currently paying nonstandard fees can be found at Table G (Commercial) and Table H (not for profit)
16. It is helpful to regular users if fees are notified in plenty of time so that they might have time to adjust their charges or, consider other venues. With so many regular users having extremely preferential rates, it might be prudent to write to them and inform them that the Council has revised its standard fees with effect from 1 April 2024 and, that the Council will also need to review its fees for them with the likelihood that there will be an increase in the first half of the next financial year (with a target date of 1 September for any increases).

OPTIONS

17. Options Include:

- a. Retain all fees at their current rates.
- b. Approve revised fees from 1 April 2024 in line with Tables E,F,G and H as per Enclosure 2.
- c. Approve revised standard fees in line with Tables E and F of Enclosure 2, and retain the current levels of non-standard fees for a short time and review those separately with a planned implementation date of 1 September 2024.

SUMMARY

18. The costs of operating Offa Community Council managed facilities has increased significantly in recent years without any increases in room hire. In general, It is unreasonable for all those cost increases to be borne by the precept.
19. A revised set of fees has been proposed (Enclosure 2).
20. The Council will need to consider increases and the timing of them.

RECOMMENDATION(s)

21. It is recommended that the Community Council RESOLVES:

To approve revised standard fees in line with Tables E and F of Enclosure 2 with effect from 1 April 2024

And

Retains the current levels of non-standard fees (and review those separately) with a planned implementation date of 1 September 2024.

Lee Jakeman
Locum Clerk

REVIEW OF OFFA COMMUNITY COUNCIL FEES – FEBRUARY 2024

Current Fees

TABLE A - COST OF OFFA COMMUNITY CENTRES 1 FEB 2024

	PARCIAU HALL	PARCIAU HALL & KITCHEN	PARCIAU MEETING ROOM	PARCIAU MEETING ROOM/KITCHEN	PARCIAU CHILDRENS PARTIES	MAESGWYN HALL	MAESGWYN HALL & KITCHEN	MAESGWYN MEETING ROOM	MAESGWYN MEETING ROOM/KITCHEN	MAESGWYN CHILDRENS PARTIES	LOCH HALL	LOCH HALL & KITCHEN
PER HOUR	12.25	14.25	4.12	6.12		7.50	9.50	4.00	5.75		5.00	6.25
4 HOURS	49.00	57.00	16.50	24.50	45.00	30.00	38.00	16.00	23.00	40.00	20.00	25.00

BLOCK BOOKINGS RECEIVE 25% ALONG WITH CHARITIES

TABLE B CURRENT NON STANDARD FEE PAYING GROUP PRICES, TIME SCALES, AND TIMES PER WEEK

PARCIAU	WREXHAM CONCERT BAND (3.5 HOURS)	CITY OF WREXHAM BRASS BAND X 2 EVENINGS (3.5 HOURS)	WREXHAM YOUTH BAND (X 1 HOUR)	LARCHWOOD MORRIS DANCING (3.5 HOURS)	HARMONY MORRIS DANCING (2 HOURS)	FRIDAY BOWLS (2.5 HOURS)	BULGARIAN DANCING (2 HOURS)	MARIA COSTA AFTER SCHOOL (1.5 HOURS)	MARIA COSTA CHILD CARE GROUP (X 2 HOURS)	PENSIONERS (X 3 HOURS)	WELL BEING (4 HOURS)	HOME EDUCATION (X 3 HOURS)
	£15.00	£15.00	FOC	£30.00	£25.00	£24.00	£20.00	£15.00	£20.00	£10.00	FOC	£25.00
MAESGWYN	PORTUGUESE ADVICE (X 2 HOURS)	ALICJA TRAINER X 2 EVENINGS (X 2 HOURS)	CREDU YOUNG CARERS (X 1.5 HOURS)	STROKE CLUB (X 3 HOURS)	FLOWER GROUP (X 2 HOURS)	WEIGHT WATCHERS (X 3 HOURS)	PORTUGUESE GROUP MEETING (X 4 HOURS)	SPIRITUALIST (X 2.5 HOURS)	BARBARA LLOYD (X 2 HOURS)	NEWCIS (X 2 HOURS)		
	£12.00	£20.00	£24.00	£30.00	£12.00	£25.00	£30.00	£25.00	£12.00	£25.00		

In addition: Denbighshire Music Co-operative– Storage Fee – Upstairs use of Parciau £300 per month

BOOKINGS WITH NO CHARGES ARE: YOUTH CLUB MAESGWYN, LOCH. WREXHAM YOUTH BAND PARCIAU, WELL BEING LOCH & PARCIAU

Indicative Fees with 10% and 20% increases

TABLE C - COST OF HALL HIRE AS PER BOOKING FORM FOR ALL CENTRES WITH A 10% PRICE INCREASE ROUNDED UP (to the nearest 50 pence)

VENUE	PARCIAU HALL	PARCIAU HALL & KITCHEN	PARCIAU MEETING ROOM	PARCIAU MEETING ROOM/KITCHEN	PARCIAU CHILDRENS PARTIES	MAESGWYN HALL	MAESGWYN HALL & KITCHEN	MAESGWYN MEETING ROOM	MAESGWYN MEETING ROOM/KITCHEN	MAESGWYN CHILDRENS PARTIES	LOCH HALL	LOCH HALL & KITCHEN
PER HOUR	13.50	16.00	5.00	7.00		8.50	10.50	4.50	6.50		5.50	7.00
4 HOURS	54.00	63.00	18.50	27.00	50.00	33.00	42.00	18.00	25.50	44.00	22.00	27.50

TABLE D COST OF HALL HIRE AS PER THE BOOKING FORM FOR ALL CENTRES WITH A 20% PRICE INCREASE ROUNDED UP

VENUE	PARCIAU HALL	PARCIAU HALL & KITCHEN	PARCIAU MEETING ROOM	PARCIAU MEETING ROOM/KITCHEN	PARCIAU CHILDRENS PARTIES	MAESGWYN HALL	MAESGWYN HALL & KITCHEN	MAESGWYN MEETING ROOM	MAESGWYN MEETING ROOM/KITCHEN	MAESGWYN CHILDRENS PARTIES	LOCH HALL	LOCH HALL & KITCHEN
PER HOUR	15.00	17.50	5.00	7.50		9.00	11.50	5.00	7.00		6.00	7.50
4 HOURS	59.00	68.50	20.00	29.50	54.00	36.00	46.00	19.50	28.00	48.00	24.00	30.00

ENCLOSURE 2**PROPOSED FEES FROM 1 APRIL 2024****TABLE E Standard Fees (commercial activity)**

VENUE	PARCIAU HALL	PARCIAU HALL & KITCHEN	PARCIAU MEETING ROOM	PARCIAU MEETING ROOM/KITCHEN	PARCIAU CHILDRENS PARTIES	MAESGWYN HALL	MAESGWYN HALL & KITCHEN	MAESGWYN MEETING ROOM	MAESGWYN MEETING ROOM/KITCHEN	MAESGWYN CHILDRENS PARTIES	LOCH HALL	LOCH HALL & KITCHEN
PER HOUR	15.00	17.50	12.50	15.00		15.00	17.50	12.00	15.00		12:00	14.00
4 HOURS	55.00	62.00	40.00	55.00	60.00	50.00	65.00	38.00	50.00	60.00	40.00	50.00

TABLE F Standard Fees (Not for Profit/ Community groups)

VENUE	PARCIAU HALL	PARCIAU HALL & KITCHEN	PARCIAU MEETING ROOM	PARCIAU MEETING ROOM/KITCHEN	PARCIAU CHILDRENS PARTIES	MAESGWYN HALL	MAESGWYN HALL & KITCHEN	MAESGWYN MEETING ROOM	MAESGWYN MEETING ROOM/KITCHEN	MAESGWYN CHILDRENS PARTIES	LOCH HALL	LOCH HALL & KITCHEN
PER HOUR	13.50	15.50	10:50	13:00		12.50	15.00	10.00	12.50		10:50	12.50
4 HOURS	45.00	55.00	36.00	45.00	60.00	45.00	55.00	35.00	40.00	60.00	34.00	45.00

TABLE G NON- STANDARD COMMERCIAL ACTIVITY GROUPS (e.g.THEY CHARGE FOR ADMISSION/SUBSCRIPTION/MEMBERSHIP)

PARCIAU			WREXHAM YOUTH BAND (X 1 HOUR)		HARMONY MORRIS DANCING (2 HOURS)	FRIDAY BOWLS (2.5 HOURS)			MARIA COSTA CHILD CARE GROUP (X 2 HOURS)	PENSIONERS (X 3 HOURS)	WELL BEING (4 HOURS)	
			FOC		£27.00	£35.00			£27.00	£22.50	FOC	
MAESGWYN	PORTUGUESE ADVICE (X 2 HOURS)		CREDU YOUNG CARERS (X 1.5 HOURS)	STROKE CLUB (X 3 HOURS)	FLOWER GROUP (X 2 HOURS)		PORTUGUESE GROUP MEETING (X 4 HOURS)		BARBARA LLOYD (X 2 HOURS)	NEWCIS (X 2 HOURS)		
	£22.00		£26.50	33.00	£22.00		£40.00		£22:00	£27.50		

TABLE H NON- STANDARD NOT FOR PROFIT ORGANISATIONS / COMMUNITY

PARCIAU	WREXHAM CONCERT BAND (3.5 HOURS)	CITY OF WREXHAM BRASS BAND X 2 EVENINGS (3.5 HOURS)		LARCHWOOD MORRIS DANCING (3.5 HOURS)			BULGARIAN DANCING (2 HOURS)	MARIA COSTA AFTER SCHOOL (1.5 HOURS)				HOME EDUCATION (X 3 HOURS)
	£22:00	£22.00		£40.00			£24.00	£18.00				£30.00
MAESGWYN		ALICJA TRAINER X 2 EVENINGS (X 2 HOURS)				WEIGHT WATCHERS (X 3 HOURS)		SPIRITUALIST (X 2.5 HOURS)				
		£24.00				£40.00		£30.00				

In addition: Denbighshire Music Co-operative– Storage Fee – Upstairs use of Parciau £310 per month

BOOKINGS WITH NO CHARGES ARE: YOUTH CLUB MAESGWYN, LOCH. WREXHAM YOUTH BAND PARCIAU, WELL BEING LOCH & PARCIAU

**OFFA COMMUNITY COUNCIL
MEETING**

15th February 2024

LJ/2024/Fin

8th February 2024

REPORT TO OFFA COMMUNITY COUNCIL – AGENDA ITEM 9 – GRANT FUNDING

AIM

1. To consider a report regarding the awarding of grants to community groups.

BACKGROUND

2. The Council has historically provided ad-hoc grant funding to community groups.
3. The Council has recently considered a grants policy and adopted it at a meeting held on 15th June 2023 (Minute No.71 refers).

INTRODUCTION

4. In recent months the Council has received several letters requesting grant funding.
5. The adopted policy requires a report to be submitted.
6. It is considered helpful to have a standard application form that can help applicants submit a request and enable the Council to consider these in a standard format.
7. The attached application form is being proposed to ease the process and provide some consistency.

RECOMMENDATION

8. It is recommended that:

Offa Community Council adopt a formal application for the consideration of requests for grant funding.

Lee Jakeman
Locum Clerk

(IN YEAR) GRANTS - OFFA COMMUNITY COUNCIL

SUBMISSION OF APPLICATIONS

Applications for grant funding must be made on the form prepared by the Community Council and submitted to the Clerk.

Grant applications will be considered at designated Community Council meetings and should arrive no later than 10 days before a meeting¹

CONSIDERATION OF APPLICATIONS

Eligibility

The Clerk and the Chair (or their deputies) are delegated to sift all applications prior to submission to Full Council using the following guidance criteria:

1. Applications should demonstrate a need for seed², crisis³ or hardship funding.
2. Applications should contain sufficient information to allow an objective decision to be reached by the Community Council.
3. Applications should be for local community groups.
4. Where applications will also benefit non-Bridgnorth residents, evidence should exist that demonstrates other sources of appropriate funding are being or have been pursued.
5. Applications should not be considered for retrospective grants.
6. Applications from groups that have recently⁴ received a Community Council Grant should demonstrate an overriding or particularly novel reason.
7. Applications should cover activities to which the Community Council has a legal power⁵ to contribute.

In exceptional circumstances The Chair can exercise some discretion when considering whether an application is eligible for consideration that does not readily fall within the guidance criteria. Examples may include:

1. National charities that are conducting activities in the Community of Offa, primarily for the benefit of the residents.
2. Participation in civic events.

Applicants should not consider that an award of a grant in one year will mean that a similar award will be available in future years (it is not intended that grant funding should fund revenue items).

¹ To enable the application to be sifted and then forwarded to members prior to any meeting.

² Seed Funding – To assist new community groups in starting up or, existing groups starting up a new or one-off venture.

³ Crisis Funding – Should be used to address items that could not have readily been foreseen. Consideration will be given to the expertise of the applicant.

⁴ Within the past 24 months.

⁵ The legal right to choose to do something.

CONSIDERATION OF APPLICATIONS BY FULL COUNCIL

Eligible applications will be distributed with the Community Council meeting agenda, for consideration by the Offa Community Council.

A list of non-eligible grants should be tabled at the meeting.

At the beginning of the agenda item to discuss grants, members should firstly consider whether each application is worthy of discussion⁶:

- Consider if the application has sufficient information to make a judgement.
- Consider if there is sufficient community benefit to be gained to grant public money raised through direct taxation of residents.

At this stage the Community Council can choose to identify those applications that it will not consider. In practice it is probably only fair to consider every request provided that at least one member present is supportive of, as it does not necessarily follow that discussion will lead to an award of a grant.

Levels of Grants

The meeting should identify a provisional amount (if any) of funding for each application. Once all the applications have been considered the total amount should be tallied to see if there are sufficient funds in the budget.

If the provisional total is within the budget, then the Community Council can vote to approve the grants en masse or modify the provisional proposal.

If the provisional total exceeds the budget the Community Council may:

- Vire funds from other budgets⁷
- Reconsider all the provisional amounts to ensure that grants budget is not exceeded.
- Make part payment of one or more grant applications and inform the applicant(s) that the Community Council may be able to assist further if they are able to find additional funding.

SUMMARY

The application form is intended to be a guide and can be re-written at the will of the Council. The policy cannot override existing or future legislation. Where the policy is silent, vague or becomes redundant in part, members should follow the spirit of the policy 'To strive for equitable treatment, the opportunity to be considered and the responsible spending of public money.

(Authority: Adopted by resolution -Minute ????????).

⁶ There is a high probability that at least one member may be aligned to a particular community group by nature of being a member and members should consider whether they have a personal interest.

⁷ Caution should be exercised.

DRAFT - OFFA COMMUNITY COUNCIL COMMUNITY GRANT APPLICATION FORM (
February 2024)

1	Name of Group/Organization			
2	Correspondence Address			
3	Meeting Place/ Location of Activity			
4	Purpose of Group/Organization ⁱ			
5	If the group involves young people, do you have a child protection policy?			
6	How often do you meet?			
7	Is the group affiliated to any governing body?			
8	Total Number of Participants		Number of Participants from the Offa Community	
9	What is the value of the grant funding required?	£		
10	What is the grant funding to be used for?			
11	To whom should cheques be made payable to?			
12	If you are a registered charity please provide your registered charity no.			
13	Please provide a copy of your most recent annual accounts, i.e. Income & Expenditure and Balance sheet, your most recent bank statement along with any recent minutes of meetings that might show the financial position of your group. In addition, you should provide a copy of your constitution or other document that identifies the groups management structure, aims and objectives.			

Additional Commentsⁱⁱ

Other sources of fundingⁱⁱⁱ

I confirm that, I have considered the Offa Community Council policy for In year Grant Funding.

I further acknowledge that if the group is unable to use the grant for the stated purpose(s) (within 12 months of the award), all monies must be returned to Offa Community Council.

I acknowledge that Offa Community Council is to be provided with receipts, proof of purchase or clear evidence of expenditure within 12 months of the grant being received. Offa Community Council reserves the right to request evidence to confirm that grants are spent in line with the original application. Where it is not satisfied that this is the case monies granted are to be returned.

Details of Applicant:

Signature		Name	
Date		Tel No.	

Applications should be forwarded to the **Grant Applications, Offa Community Council, Luke O'Connor House Resource Centre, 21 Barter Court, Hightown, Wrexham, LL13 8QT.**

e-mail: admin@offacommunitycouncil.gov.uk

Notes:

- Grants cannot be awarded to individuals.
- Grants will not be made retrospectively.
- The Community Council does not encourage groups to become reliant on grants and therefore will not generally make awards for similar items on a regular basis.
- The grant must be used for the purpose for which the application was made.
- Receipts, proof of purchase or clear evidence of expenditure should be provided to the Community Council within 12 months of the grant being received.
- If the group is unable to use the grant for the stated purpose (within 12 months of the award), all monies must be returned to Offa Community Council. Offa Community Council reserves the right to request evidence to confirm that grants are spent in line with the original application. Where it is not satisfied that this is the case monies granted are to be returned.

Check List

- On completion of your application form please ensure that you have remembered to sign and date the form, and to attach, e-mail, post or present the following:
- A copy of your constitution.
- A copy of your audited accounts, or details of annual income and expenditure.
- Quotations, estimates or information on the project/item for which funding sought.
- Where some of the potential beneficiaries of grant funding are from outside of Offa we would normally expect an indication that their community councils have also be approached to provide support.
- Any additional information in support of your application.

ⁱ Attach a copy of your constitution or summarise activity/purpose

ⁱⁱ Provide any further comment that will assist the Bridgnorth Town Council in reaching a decision

ⁱⁱⁱ Provide any evidence of other methods of fund raising currently being undertaken.