

West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
Meeting address (when face-to-face meetings are permitted): West Ilsley Village Hall, Main Street,
West Ilsley, RG20 7AJ
Clerk@WestIlsley.org

To: All Members of West Ilsley Parish Council
All Councillors are hereby summoned to attend the following meeting.
Please inform the Clerk if you are unable to attend.

Notice of Meeting

MEETING: Full Council
DATE & TIME: Monday 12th July 2021 at 7:30pm
PLACE: Online via Zoom – Meeting ID: 978 9605 3799, Passcode: 170578, [Meeting Link](#)

S. Marshman

Dr. S. Marshman, CiLCA, Clerk to the Council

6th July 2021

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda¹
 - 3.2 Representations from any member who has declared a personal interest
4. To approve the [Minutes of the Parish Council Meeting held on 1st July 2021](#)
5. To discuss any matters arising from the [Minutes of the Parish Council Meeting held on 1st July 2021](#)
6. To receive a report from the District Councillor
7. To consider the Council's response to the following planning applications and to receive an update on planning decisions

Reference	Address	Proposal
None		

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes, with no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate. The Chairman of the meeting may direct that a written or oral response be given after the meeting. (Standing Orders 3e-h)
Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

8. Finance:
 - 8.1 To consider approving the payments listed on the [Finance Report](#) and to note the most recent bank reconciliation
 - 8.2 To note the [Quarterly Budget Report](#) (if applicable)
 - 8.3 To receive any reports from the Internal Controller (if applicable)
9. To consider whether a Parish Plan or Neighbourhood Plan is required for West Ilsley
10. To ratify the cost of tree works carried out in the Recreation Ground
11. To consider options to deal with dog waste within the village
Options include:
 - i. To consider the costs of additional signage
 - ii. To consider [installing bins](#) with a service to empty them
 - iii. To consider using gate locks
 - iv. To consider only allowing dogs on leads
 - v. To consider any additional suggestions
12. To consider adopting the following policies:
 - 12.1 [Scheme of Delegation](#)
 - 12.2 [Health and Safety Policy](#)
 - 12.3 [Vexatious Complaints Policy](#)
 - 12.4 [Larger Grants Policy and Application Form](#)
13. To receive correspondence received since last meeting – for information only
14. Community matters – to receive an update on the following:
 - WIN, website and communications Church
 - Tennis Club
 - Cricket Club
 - Table Tennis
 - Fete committee
 - Fireworks
 - Under 5's
 - Evergreens
 - Downland Volunteer Group
 - Village Hall activities and usage
 - West Ilsley Trusts
15. Environment and upkeep – to receive an update on the following:
 - Footpaths and Bridleways
 - Cricket/tennis/play area/pond/public open spaces
 - Village hall
16. Safety and services – to receive an update on the following:
 - Speeding Signage
 - Roads and Gritting
 - Refuse and waste
 - Neighbour Watch/Country Watch
 - Telephone and broadband
 - Flooding

Bus services
Thames Valley Police

17. Working Village – to receive an update on the following:
 - Farming
 - Racing
 - Pub

18. To discuss matters for future consideration or for information

Date of next Meeting: 13th September 2021 at 7.30pm.
To be held either remotely or in the village hall, to be confirmed.

Other dates in 2021:
Full Council Meetings: 8th November 2021

Supporting Documents

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 30th June 2021	£48,231.96
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Income	Amount
None	
Total	£0.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
None			
Total			£0.00

Quarterly Budget Report

	Q1	2021/22 Total to Date	Budget	%
Income				
Precept	£5,350.00	£5,350.00	£10,700.00	50.0%
VAT refund	£0.00		£220.00	0.0%
Advertising WIN	£0.00		£70.00	0.0%
Other Income	£0.00	£0.00	£0.00	
Total Income	£5,350.00	£5,350.00	£10,990.00	48.7%
Expenditure				
Administration				
Subscriptions	£74.51	£74.51	£150.00	49.7%
Insurance	£392.62	£392.62	£660.00	59.5%
Audit fees	£97.50	£97.50	£200.00	48.8%
Stationery	£3.36	£3.36	£25.00	13.4%
Training	£0.00	£0.00	£100.00	0.0%
Staffing costs/expenses	£7.65	£7.65	£360.00	2.1%
Meeting Rental	£0.00	£0.00	£120.00	0.0%
Software Fees	£35.97	£35.97	£173.00	20.8%
Election Fees	£0.00	£0.00	£0.00	
Accountants Fees	£0.00	£0.00	£0.00	
Total Administration	£611.61	£611.61	£1,788.00	34.2%
Website				
Maintenance	£0.00	£0.00	£100.00	0.0%
Hosting	£0.00	£0.00	£140.00	0.0%
Development	£0.00	£0.00	£0.00	
Website Total	£0.00	£0.00	£240.00	0.0%
Playground				
Annual Inspection	£98.50	£98.50	£80.00	123.1%
Maintenance	£0.00	£0.00	£1,000.00	0.0%
Playground Total	£98.50	£98.50	£1,080.00	9.1%
Village Maintenance				
Defibrillator	£0.00	£0.00	£250.00	0.0%
Mower Service	£0.00	£0.00	£150.00	0.0%
Flood Mitigation Works	£0.00	£0.00	£11,400.00	0.0%
Tree Works	£0.00	£0.00	£300.00	0.0%
Village Maintenance Total	£0.00	£0.00	£12,100.00	0.0%
Staff Costs	£0.00	£0.00	£3,500.00	0.0%
Other				
Cricket Nets Project	£0.00	£0.00	£0.00	
VAS/road safety measures	£0.00	£0.00	£5,000.00	0.0%

Village Hall roof repairs	<u>£5,300.00</u>	<u>£5,300.00</u>	<u>£6,000.00</u>	<u>88.3%</u>
Other Total	<u>£5,300.00</u>	<u>£5,300.00</u>	<u>£11,000.00</u>	<u>48.2%</u>
VAT	<u>£27.03</u>	<u>£27.03</u>	<u>£140.00</u>	<u>19.3%</u>
Total Expenditure	<u>£6,037.14</u>	<u>£6,037.14</u>	<u>£29,848.00</u>	<u>20.2%</u>
Surplus/Deficit	<u>-£687.14</u>	<u>-£687.14</u>		
Cash Account Balance at End of Quarter	<u>£42,441.84</u>			

Agenda item 11: To consider options to deal with dog waste within the village

A selection of dog and general waste bins are given below:

Wooden fronted dog bin £523.98 or general/dog waste combined bin £708.98 plus VAT plus delivery (91 litres): <https://wybone.co.uk/product-category/dog-waste/wooden/>

Post mounted £119.95 + VAT/delivery (40L) (If post required +£100): <https://www.roadware.co.uk/doggy-post-wall-dog-waste-bin-40-litre/>

General waste floor standing £241.95 +VAT/delivery (90L): <https://www.roadware.co.uk/copperfield-heritage-outdoor-waste-litter-bin/>

Post mounted dog bin £268.06 +VAT (50L): <https://uk.glasdon.com/litter-bins/dog-waste-bins/retriever-50-tm-dog-waste-bin>

General waste floor standing £412.01 (100L): <https://uk.glasdon.com/litter-bins/outdoor-litter-bins/plaza-r-litter-bin>

Agenda item 12: To consider adopting the following policies:

West Ilsley Parish Council

Scheme of Delegation

Version Number	1.0	Minute Reference	
Date Adopted		Review Due	Annually

1. Responsible Financial Officer

1.1 The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1 The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices from Councillors disclosing interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign Notices or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by the Unitary Council;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
- 2.1.9 Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office

2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Day to day supervision and control of all staff employed by the Council.
- 2.3.3 Authorisation of routine expenditure within the agreed budget.
- 2.3.4 Emergency expenditure up to £1,000 outside of the agreed budget.

2.3 Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. Council

3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

3.1.1 Setting the Precept;

3.1.2 Borrowing money;

3.1.3 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.

3.1.4 Making, amending or revoking By-laws;

3.1.5 Making of Orders under any Statutory powers;

3.1.6 Matters of principle or policy.

3.1.7 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);

3.1.8 Any proposed new undertakings;

3.1.9 Prosecution or defence in a court of law;

3.1.10 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;

3.1.11 Approving the annual return;

3.1.12 Confirming eligibility to exercise the General Power of Competence

4. Delegated Powers re Planning Delegation

4.1 Planning applications shall be received by the Clerk who will provide details to Councillors and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise, the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

5. West Ilsley Parish Council Trust

5.1 The Parish Council is the sole trustee of the West Ilsley Parish Council Trust. The Parish Council delegates authority to the Clerk to retain and arrange for the safe deposit of trust documents and to ensure all financial returns are submitted.

6. Staffing Committee

6.1 It will deal with HR issues and other contractual matter (except the resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination and decisions on hours in excess of core hours.

7. Disciplinary/ Grievance Committee

7.1 A committee of 3 Members, who will be available to sit on the Disciplinary/Grievance and Appeal Committee (3 Councillors will sit on the Committee). These members will be required to undertake training in disciplinary and grievance issues, if not already qualified.

8. Delegation – Limitations

- 8.1 All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.
- 8.2 The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.

West Ilsley Parish Council

Health and Safety Policy

Version Number	1.0	Minute Reference	
Date Adopted		Review Due	Annually

This is the Health and Safety Policy Statement of West Ilsley Parish Council:

West Ilsley Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has a single employee, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

West Ilsley Parish Council

Vexatious Complaints Policy

Version Number	1.0	Minute Reference	
Date Adopted		Review Due	Annually

A policy for dealing with abusive, persistent or vexatious complaints and complainants

1. Introduction

- 1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.
- 1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.4 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

- 2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used: *The repeated and/or obsessive pursuit of:*
- (1) *unreasonable complaints and/or unrealistic outcomes; and/or*
(2) *reasonable complaints in an unreasonable manner.*
- 2.2 Prior to considering its implementation the Council will send a *summary* of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff and Communications Committee will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complainants.
- 2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. District Councillors for West Ilsley Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

- 3.1 West Ilsley Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.
- 3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced -

- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the
- complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or
- policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible
- decision or incident
- combine some or all of these features.

4. Imposing Restrictions

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Chairman of the Council and Chairman of the Communications Committee prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chairman of the Council and the Chairman of the Communications Committee and inform the complainant in writing of what procedures have been put in place and for what period.

- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
 - banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
 - requiring contact to take place with one named member of staff only
 - restricting telephone calls to specified days and/or times and/or duration
 - requiring any personal contact to take place in the presence of an appropriate witness
 - letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).
- 4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:
- why the decision has been taken
 - what action has been taken
 - the duration of that action.
- 4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.
- 4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman of the Council and the Chairman of the Communications Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.
- 4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious or persistent

- 5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chairman of the Council in conjunction with the Chairman of the Communications Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.
- 5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. Review

- 6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Chairman of the Council and the Chairman of the Communications Committee, after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

- 7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:
- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
 - when the restrictions came into force and ends
 - what the restrictions are
 - when the person and Council were advised.
- 7.2 Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy

West Ilsley Parish Council

Larger Grants Application Policy

1. West Ilsley Parish Council defines the Larger Grants Application Procedure to apply to all applications over £500.
2. Financial grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the residents of the Parish of West Ilsley. The Parish Council will only provide funding to assist organisations that are not based in the area on a pro-rata basis for the number of local residents using that service.
3. To be eligible for funding, applicants must:
 - Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
 - Have at least three members on your management committee/board.
 - Have a bank or building society current account in the name of the organisation.
 - Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including older people, young people, people with disabilities or people from black or minority ethnic groups and women.
 - Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
 - Have an adopted equal opportunities policy or statement.
 - Show evidence that the service you provide is needed by the community and that it has community support.
4. Grants will not be made to:
 - Organisations that do not have their own bank account.
 - Organisations or individuals that discriminate on the grounds of race, age, gender and gender reassignment, disability, pregnancy and maternity, religion or belief, sex and sexual orientation.
 - Private organisations operated as a business to make a profit or surplus.
 - ‘Upward Funders’, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals.
 - Organisations whose activities are statutorily funded.
 - Political organisations or projects.
 - Activities that are completely funded from another funding source.
 - Any expenditure incurred or committed before we confirm our grant.
 - Loans or interest payments.
 - General funding for your organisation or others.
5. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
6. The Council will only consider an application if accompanied by the required financial and organisational information.
7. The Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
8. The Council will not make grant funding on a retrospective basis.

9. The Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
10. The Council (or an appointed committee) will scrutinise the applications and will agree the successful organisations and the amounts to be awarded.
11. Payments will normally be made by direct transfer to the organisation's bank account.
12. The form will have personal and sensitive information redacted before it becomes public as part of the agenda for the Council meeting at which it is considered.

West Ilsley Parish Council

Larger Grants Application Form

Please complete this form electronically and return it to the Clerk at clerk@westilsley.org.

Name of organisation: _____

Address of organisation: _____

What are the aims and objectives of your organisation and how does it benefit the residents of the Parish of West Ilsley?

How many members do you have (where applicable)? _____

What percentage are residents of the Parish of West Ilsley? _____

Please enter a title for your project:

Please describe the project for which you require a grant.

Please give a brief description and an accurate cost for each item required to complete the project. Please add additional rows if required.

Item	Value
	£
	£
	£
	£

	£
Total	£

Please confirm how much funding has already been raised. Please add additional rows if required.

Funding Source	Value	Confirmed?
	£	
	£	
	£	
Total	£	

Please confirm the total amount of funding applied for from West Ilsley Parish Council

Total Funding Requested	£
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Does your organisation have audited or independently inspected accounts? _____

What is the year end date for the most recently audited accounts? _____

Checklist (please tick the appropriate boxes)

Have you submitted the following?

	A copy of your most recent audited accounts
	Your most recent bank account statement and details of any other investments/savings
	A copy of your constitution / terms of reference / set of rules
	Any other documentation you feel may help in assessing your application

Contact name: _____

Position in organisation: _____

Contact email address: _____

Please provide details of the bank account that the grant should be paid into if approved.

Name on account: _____

Account number: _____

Sort code: _____

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), the Applicant Organisation and the individual completing this form agrees that West Ilsley Parish Council will process and hold the information on this form only in relation to our grant application. We consent to the information supplied for this application, including any personal and organisation information, being stored manually and/or electronically as part of the Council's Public function as a Parish Council. It will be held securely and treated confidentially for 6 years after the financial year in which an application is made. We understand that it will only be accessed by authorised staff members to manage the grant application process.

We also understand that West Ilsley Parish Council will publish the list of organisations who request grants and are successful in their request. West Ilsley Parish Council may pass details onto an official organisation where required to do so by law or contract. We understand that my data will be disposed of securely 6 years after the application and that we have the right to correct the information at any time.

Declaration

I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed (electronic signature acceptable): _____

Date: _____