

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 – Continuation of the Annual Meeting from 6th May 2021
DATE & TIME: Monday 17th May 2021 at 7:00pm
PLACE: Online via Zoom - Meeting ID: 929 3850 5731, Passcode: 795116, [Meeting Link](#)

S. Marshman

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

11th May 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 27th April 2021](#)
5. To approve the [minutes of the Parish Council Meeting held on 6th May 2021](#)
6. To discuss any matters arising from the previous meetings
7. To receive a report from the District Councillor
8. 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.

9. To receive the [Finance Report](#) and consider approving payments
10. To consider the appointment of any new committees in accordance with standing order 4
11. To review delegation arrangements for staff and other local authorities
12. To review the [inventory of land and assets including buildings and office equipment](#)
13. Policies:
To review the following policies:
 - 13.1 [Standing Orders](#)
 - 13.2 [Financial Regulations](#)
 - 13.3 [Complaints Procedure](#)
 - 13.4 [Freedom of Information](#)
 - 13.5 [Publication Scheme](#)To consider adopting the following policies:
 - 13.6 [Press and Media Policy](#)
14. To review the [council's and/or staff subscriptions to other bodies](#)
15. To determine the [time and place of ordinary meetings of the full council up to and including the next annual meeting of full council](#)
16. To consider Parish Council responsibilities and representation on outside bodies including arrangements for reporting back
17. To consider the [risk assessment for 2021/22](#)
18. To review the insurance policy and consider quotes for insurance for 2021/22
19. To consider creating earmarked reserves and adopting a [Reserves Policy](#)
20. To consider adopting a [Larger Grants Application Policy](#)
21. To consider a funding request from the Village Hall
22. To consider quotes for the removal of the playhouse and addition of woodchip in the play area
23. To discuss funding of the West Ilsley News (WIN)
24. To consider making or supporting an application for funding through the Member's Bid process
25. To receive correspondence received since last meeting – for information only
26. 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

27. Environment and upkeep – to receive an update on the following:
Footpaths and Bridleways
Cricket/tennis/play area/pond/public open spaces
Village hall

28. 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

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

30. To discuss matters for future consideration or for information

31. To receive questions and comments from members of the public

Date of next Meeting: 12th July 2021 at 7.30pm.

To be held either remotely or in the village hall, to be confirmed.

Other dates in 2021:

Full Council Meetings: 13th September 2021, 8th November 2021

Supporting Documents

Agenda Item 9: To receive the Finance Report and consider approving payments

Status at last bank reconciliation 30th April 2021	£43,089.06
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Income	Amount
Precept (1 of 2)	£5,350.00
Total	£5,350.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
17-May-21	Berkshire Association of Local Councils	Subscription 21/22	£74.51
17-May-21	A Councillor	Reimburse Zoom software May	£14.39
17-May-21	Playsafety Ltd	RoSPA play area inspection	£118.20
		Total	£207.10

Agenda Item 12: To review the inventory of land and assets including buildings and office equipment

Asset Register 2020/21

Asset	Location	Acquisition Date	Purchase Price / Nominal Value	Insured	Insurance Value	Notes
Cricket Pavilion		1988	£1.00	No		Maintained and insured by WICC
Play equipment	Recreation Ground		£20,027.00	Yes	£24,877.39	
Gazebo	By the pond		£6,688.00	Yes	£8,308.65	
War Memorial	Churchyard		£5,835.00	Yes	£7,249.29	
Troy seat	Lay-by		£515.00	Yes	£639.72	
Brigadier Gerald seat	Outside the Churchyard		£283.00	Yes	£351.85	
Noticeboard x2			£103.00	Yes	£127.95	
Lawn mower			£656.00	Yes	£639.72	
Tennis Court surface	Recreation Ground		£2,575.00	Yes	£3,198.60	
Tennis Court posts	Recreation Ground		£515.00	Yes	£639.72	
Tennis Court net	Recreation Ground		£175.00	Yes	£271.50	
Heavy duty benches x2	Recreation Ground		£2,976.00	Yes	£1,011.62	
Rugby/Football Goals x2	Recreation Ground		£864.00	Yes	£3,484.50	
Tennis Court bench	Recreation Ground		£318.00	Yes		
Tennis court fencing, gate and other associated equipment	Recreation Ground			Yes	£9,004.07	
Salt bin	The Maltings		£100.00	No		
Laptop	Clerk		£399.99	Yes	£399.99	
		Total	£42,030.99		£60,204.57	

West Ilsley Parish Council

Press and Media Policy

Version Number	1.0	Minute Reference	
Date Adopted		Review Due	Annually (May)

1. INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. KEY AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the press have access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3. THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Parish Council's adopted Standing Orders should be adhered to.

4. CONTACT WITH THE MEDIA

- 4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 4.2 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who responsible and appropriate action was taken.

- 4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.
- 4.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.
- 4.5 When responding to approaches from the media, the Clerk or the Chairman are authorised to make contact with the media.
- 4.6 Statements made by the Chairman and the Clerk should reflect the Council's opinion.
- 4.7 Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.8 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

5. ATTENDANCES OF MEDIA AT COUNCIL MEETINGS

- 5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.
- 5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.
- 5.3 Any filming or taping of Council proceedings by the media must be with prior notice to the Clerk and Chairman of the meeting (see Standing Orders).

6. RELEASES

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.
- 6.2 The Clerk or any Member may draft a press release, however they must all be issued by the Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

7. CHANGES

This policy will be a living document and will be able to be altered by the Parish Clerk to allow immediate action should the unexpected arise. This will be key to overcoming teething problems that have not already been identified. Changes to the policy will be highlighted at the next Council meeting to keep Members abreast of the changes.

Agenda Item 14: To review the council's and/or staff subscriptions to other bodies

Body	Last Renewal	Cost
Society of Local Council Clerks (SLCC)	March 2021	£30.81
Berkshire Association of Local Councils (BALC)	Due May 2021	£74.51

Agenda Item 15: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Date of Meeting	Type of Meeting
12 th July 2021	Full Council
13 th September 2021	Full Council
8 th November 2021	Full Council
17 th January 2022	Full Council
15 th March 2022	Full Council
16 th May 2022	Annual Meeting of the Parish Council
16 th May 2022	Annual Parish Meeting

West Ilsley Parish Council Risk Register 2021/22

Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Category 1: Assets

No.	Description	Likelihood	Impact	Risk Rating	Management Control
1.1	Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers items on the assets list. All play equipment is inspected weekly and any maintenance/repair is carried out as soon as possible. Damaged equipment will be fenced off if required. The Village Hall is insured by WIRSA (the relevant organisation). Proof of insurance will be requested each year from the relevant organisation.
1.2	Physical assets may be damaged or stolen	M/2	L/1	L/2	All assets are insured.
1.3	Loss of data – physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets.
1.4	Loss of data – electronic	M/2	M/2	M/4	Continual back up to cloud storage is made of the Parish Council files.
1.5	Asset Register is out of date	M/2	M/2	M/4	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed each May by Councillors.

Category 2: Injury to Public, Members and/or Staff

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
2.1	Injury to third parties, members and staff on Council property	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for events.
2.2	Injury to third parties using equipment in play areas in the Recreation Ground	L/1	L/1	L/1	The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment. Also, a group of volunteers carry out regular checks.

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
2.3	Injury to third parties and members because of ice, snow etc. on parish council maintained land	M/2	M/2	M/4	Insurance has been taken out to cover Public Liability (£10M).

Category 3: Finance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
3.1	Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, with the final draft being reviewed in January prior to the submission deadline for the Precept amount.
3.2	Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.
3.3	Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved by the Clerk, which is reclaimed through an expenses claim. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £100,000)
3.4	Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was adopted at the Meeting held on 8 th March 2021.

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
3.5	Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	The Clerk maintains Council accounting records using an excel spreadsheet. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. Payments are made electronically wherever possible. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting and all invoices will be initialled by two Councillors once COVID regulations permit this to take place again. All cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors.
3.6	Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation and report this to Council.

Category 4: Insurance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
4.1	Insurance must be renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the May meeting each year in time for the 1 st June renewal date.
4.2	Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Meeting of the Parish Council.

Category 5: Councillor Propriety

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
5.1	Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare personal and/or prejudicial interests. Members are requested to review their Register of Interest at the start of each Municipal Year.

Category 6: Business Continuity

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
6.1	Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.

Category 7: Legal Compliance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
7.1	Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if they consider a motion may be illegal. A set of Standing Orders, based on the NALC model, was adopted at the meeting on 8 th March 2021. These will be reviewed at each Annual Meeting of the Parish Council. They are updated whenever a new model document is released. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.
7.2	Committees and officers exceed their terms of reference	L/1	M/2	L/2	If committee are formed, Terms of Reference and Delegated Powers will be created and reviewed annually at the Annual Meeting of the Parish Council. The Clerk has a detailed Job Description.

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
7.3	Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk. The agendas are emailed to members at least 3 clear days before each meeting. Agendas will be posted on the a noticeboard in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website.
7.4	Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets located within the Parish. Electronic documents are filed using a folder structure.
7.5	Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.
7.6	Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC and SLCC.
7.7	Failure to comply with data protection registration	L/1	M/2	L/2	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.
7.8	Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council adopted a Model Publication Scheme at the meeting on 8 th March 2021. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.
7.9	Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Clerk has attended GDPR training. The Councillors will be required to complete a GDPR checklist to advise them of the requirements they must meet.

West Ilsley Parish Council Reserves Policy

Version Number	1.0	Minute Reference	
Date Adopted		Review Due	Annually in January

Introduction

- 1.1 West Ilsley Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 Sections 31 and 42 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

- 2.1 Reserves can be categorised as general or earmarked.
- 2.2 Earmarked reserves can be held for several reasons:
 - Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
 - Carry forward of underspend - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
 - Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
 - Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.
- 2.3 General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

- 3.1 Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.
- 3.2 Any decision to set up a reserve must be made by the Council.

- 3.3 Expenditure from reserves can only be authorised by the Council.
- 3.4 Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.
- 3.5 All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.
- 3.6 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

- 4.1 The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
- 4.2 The Practitioners' Guide 2021 states: *"The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months"*.
- 4.3 Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.
- 4.4 If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.
- 4.5 Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current level of financial reserves

- 5.1 The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.
- 5.2 The current level of general reserves to be held by the Council is equivalent to the yearly precepted figure, i.e. to fully cover twelve months' expenditure. The figure of the yearly precept is to be held rather than the yearly expenditure costs is suggested.
- 5.3 The figure for general reserves is £10,700 for the total precept for the 2021/22 financial year. The Council agreed to the following levels of reserves:

- *To be determined by the Parish Council at the meeting on 17th May 2021. It should be noted that the general reserves figure at the end of the 2020/21 financial year is £43,128.98.*

5.4 The above levels of reserves were agreed and this document adopted by the Parish Council at the meeting on 17th May 2021, to be reviewed again when setting the budget for the financial year 2022/23.

West Ilsley Parish Council

Larger Grants Application Policy

Version Number	1.0	Minute Reference	
Date Adopted		Review Due	Annually in May

1. West Ilsley Parish Council defines the Larger Grants Application Procedure to apply to all applications valued at over 5% of the precept (in 2021/22 this is £535).
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: _____