

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on Tuesday 20th August 2024
IN THE COUNCIL CHAMBER commencing at 7.00 pm

A G E N D A

1	Apologies for absence	
2	Declarations of Interest	A
3	To confirm the minutes of the Finance & General Purposes Committee meeting held on 23 rd May 2024.	B
4	To receive an update about progress of items arising from the last meeting of the committee meeting held on 23 rd May 2024/ previous meetings.	
5	Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.	
6	Council Vehicle – proposal to purchase	C
7	Grant Application - Wymondham Academy	D
8	Grant Application – South Wymondham Youth Basketball (informal group)	E

Council Offices
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

T B Gurney
Town Clerk

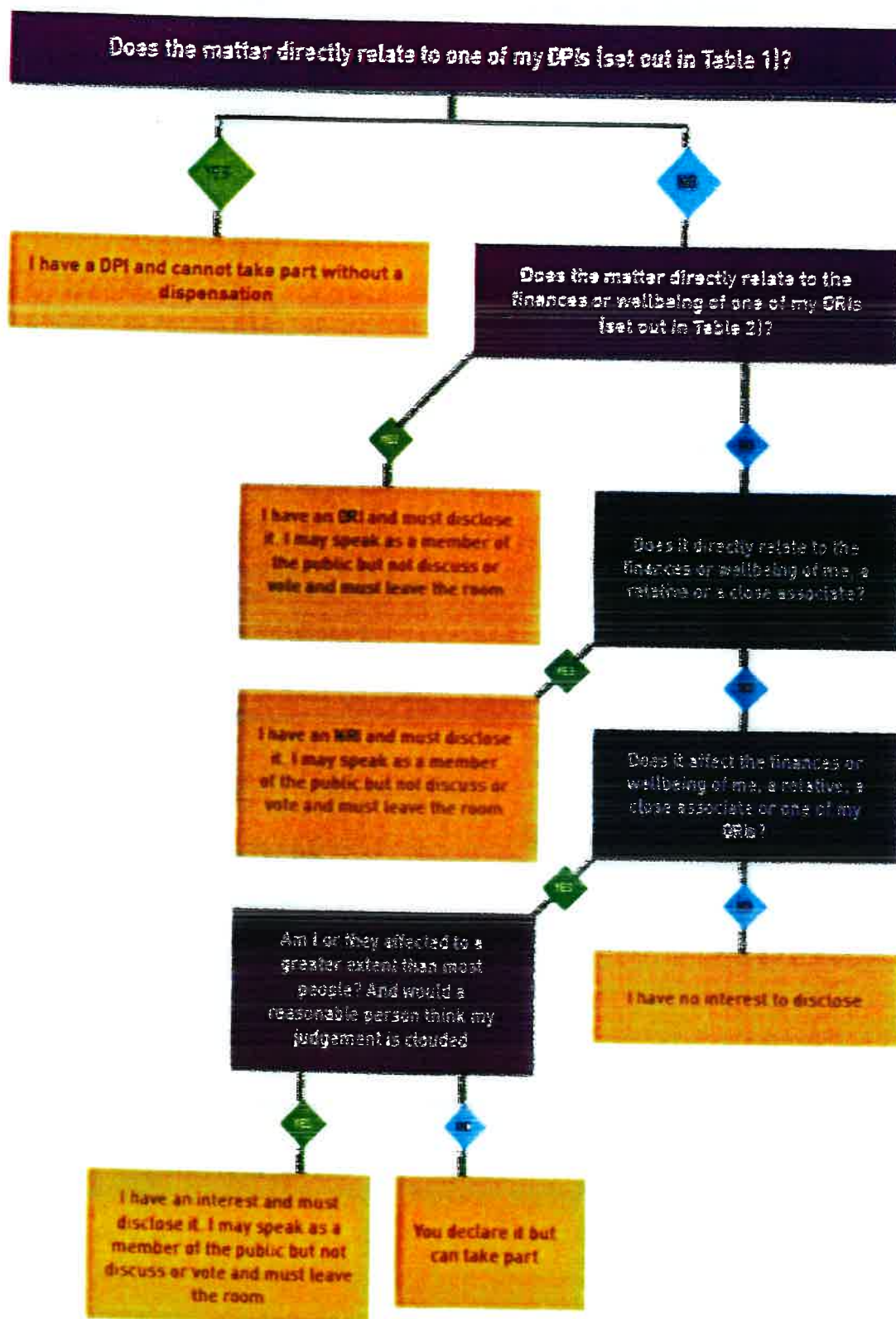
13th August 2024

Committee Members

Cllr. Roberts	Cllr. Fulcher	Cllr. P Barrett
Cllr. Frosdick	Cllr. Perry	

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

WYMONDHAM TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Thursday 23rd May 2024
in the Council Offices commencing at 6.00 pm

Present:

Cllrs	Fulcher (Chair)
	Roberts
	Frosdick
	Perry
	P Barrett

Also Present 0 member of the public

F24/24	<u>ELECTION OF CHAIR</u> Upon the resolution of Cllr. Frosdick and seconded by Cllr. Barrett it was resolved to appoint Cllr. Fulcher as Chair.
F25/24	<u>ELECTION OF VICE CHAIR</u> Upon the resolution of Cllr. Roberts and seconded by Cllr. Barrett it was resolved to appoint Cllr. Frosdick as Vice - Chair.
F26/24	<u>APOLOGIES FOR ABSENCE</u> – None.
F27/24	<u>DECLARATIONS OF INTERESTS</u> – None
F28/24	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Frosdick and seconded by Cllr. Perry was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 16 th April 2024 as a correct record.
F29/24	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <u>BANKING ARRANGEMENTS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Roberts it was unanimously agreed that a Barclays Debit card should be authorised for small purchases.
F30/24	<u>PUBLIC PARTICIPATION</u> – None.
F31/24	<u>INTERNAL AUDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Frosdick it was unanimously resolved to appoint Larking Gowen for the 2024 – 2025 financial year.
F32/24	Upon the proposition of Cllr. Fulcher and seconded by Cllr. Roberts a resolution by the Council under the provisions of Section 1 of the Public Bodies (admissions to meetings) Act 1960 to exclude Press and Public from the meetings of Wymondham Town Council in order to discuss matters where publicity would be

	prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
F33/24	<u>ANNUAL ACCOUNTS 2023/24</u> Clerk presented the draft audited accounts and after discussion and answering of queries upon the resolution of Cllr. Fulcher and seconded by Cllr. Perry it was unanimously resolved to recommend these for final approval by the Full Town Council.

(The meeting closed at 18.29 pm)

DATED this day of 2024

SIGNED (Chairman)

DRAFT

Finance & General Purposes Committee

20th August 2024

COUNCIL VEHICLES

Background

The Town Council own two vans being a Citroen Relay and Volkswagen Caddy primarily used by the grounds keeping staff when maintaining Council owned/leased areas and the regular markets.

Current Position

The Volkswagen Caddy was purchased second hand in 2013 being originally registered in 2008, it is now 16 years old, and is used during working hours on a daily basis by the Grounds staff.

The expect life of this vehicle has historically been 10 - 15 years and a significant amount of repair/maintenance costs have recently been incurred and the vehicle is now in a poor condition.

On average yearly mileage of the existing Caddy is 2500.

Consultation

Discussion have been held with the Head Grounds Person and he has indicated that he feels the present panel van should be replaced as staff need to move around the various sites. An online search/comparison for similar models has been completed. Options for Diesel, Petrol, Petrol Plug-in Hybrid and Electric have been taken into consideration. If Council decide to move towards using an electric van, a professional expert has advised that the battery life span is between 6 to 10 years, and if it is below 60% it would be unwise to purchase a second hand vehicle. A requirement to install an electric ChargePoint within the groundskeeping compound at Ketts Park, would also need to be installed at an average cost of around £1,000.

Quotation

Prices based on the online search/comparison for similar models for diesel, petrol, petrol plug-in hybrid and electric are shown on the attached

Funding

It is proposed that the project is funded as follows:

Equipment Earmarked reserve which as at the 31 March 2024 had a balance of £52,916.73 from which £29,994.73 remains following the purchase of a tractor unit.

Recommendation

In view of the comments regarding second hand electric vehicles it is recommended that the Council purchases a new Electric van and installs a charging point.

Proposal

1. Wymondham Town Council authorises the Town Clerk to purchase a Nissan Townstar L1 Acenta electric van from Desira Nissan Norwich in accordance with their quote of £16990 excluding VAT and for the installation of a tow bar and to install an electric charging point.

The existing Caddy to be disposed of locally.

Small Vans (used) – excluding VAT

Diesel

<i>(AutoTrader)</i>	<i>Leeds</i>	<i>Barking (London)</i>	<i>Lincoln</i>
Make	Renault Kangoo Maxi	Renault Kangoo Maxi	Citroen Berlingo
Registration Year	2021 (71 reg)	2021 (21 reg)	2021 (21 reg)
Mileage	13,000	24,000	26,159
Fuel Type	Diesel	Diesel	Diesel
Price	£13,989	£11,995	£13,995

Petrol

<i>(AutoTrader)</i>	<i>Perth (Scotland)</i>	<i>Aylesbury</i>	<i>Bournemouth East</i>
Make	Citroen Berlingo	Citroen Berlingo	Citroen Berlingo
Registration Year	2022 (22 reg)	2020 (70 reg)	2020 (70 reg)
Mileage	1,794	24,520	25,000
Fuel Type	Petrol	Petrol	Petrol
Price	£15,998	£13,988	£14,990

Petrol Plug-in Hybrid

<i>(AutoTrader)</i>	<i>Malton</i>	<i>London</i>	<i>Lincoln</i>
Make	LEVC Vn5	LEVC Vn5	LEVC Vn5
Registration Year	2021 (21 reg)	2022 (22 reg)	2021 (71 reg)
Mileage	3,650	9,000	18,000
Fuel Type	Petrol Plug-in Hybrid	Petrol Plug-in Hybrid	Petrol Plug-in Hybrid
Price	£16,995	£15,490	£14,995

Electric

<i>(AutoTrader)</i>	<i>Blackburn (Manchester)</i>	<i>Norwich</i>	<i>Nottingham</i>
Make	Nissan Townstar	Nissan Townstar	Renault Kangoo Maxi
Registration Year	2023 (73 reg)	2023 (73 reg)	2024 (24 reg)
Mileage	100	5	9
Fuel Type	Electric	Electric	Electric
Price	£16,320	£16,990	£19,866



Wymondham Town Council

Town Grant Application Form

D

A: APPLICATION SUMMARY

Organisation Name:	Wymondham High Academy History Department
Title of Project:	Medieval Days at Wymondham Abbey

Contact name (Inc. title):	Mr Duncan Rowe
Position in organisation / group:	Head of History, Law & Classics
Correspondence Address:	c/o Wymondham High Academy Folly Road Wymondham Norfolk
Postcode:	NR18 0QT
Email address:	rowed@wh-at.net
Daytime telephone number:	01953 602078 (school) or 07984 538356 (personal mobile)

Reason for application – brief project/event description:	Contributing towards a 3-day interactive experience for all Year 7 students (c.300) from the school at Wymondham Abbey in July 2025. Students experience 10 varied medieval activities led by trained professionals. These include a falconer, a soldier, an executioner, a jester, a draper, a musician, a story-teller, an archer and two interactive escape room/mystery games. On one of the evenings, we would like to run the event into the evening so that members of the general public can also attend. Food stalls and other refreshment stands would be available as well as all of the professional reenactors.
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How much is requested from Wymondham Town Council?	£ 1,000
Total cost of Project:	£9,750

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: Duncan Rowe	Position in the organisation: Head of History, Law & Classics
Signature: Duncan Rowe	Date: 19/7/24

<p align="center">DATA PROTECTION STATEMENT</p> <p align="center">Your details will be kept securely by Wymondham Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000</p> <p>WTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.</p> <p>The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.</p> <p>Organisations are asked to agree to allow their details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)</p> <p align="center">Please select as applicable</p> <p align="center">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

B: THE ORGANISATION

What is the main purpose of your organisation?	Education
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What type of organisation / group are you?					
Please select the options below that best describe your organisation / group:					
Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Sports organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input checked="" type="checkbox"/>	Youth Organisation	<input checked="" type="checkbox"/>
Other - please specify:		School			

C: THE PROJECT/EVENT

Title of Project:	Medieval Days at Wymondham Abbey
Description of project/event:	<p>A 3-day medieval experience at Wymondham Abbey with an evening event for the general public.</p> <p>The aim is to take our students back to the year 1448 – a critical year both locally and nationally. Wymondham Priory was evolving into an Abbey and England stood on the brink of the Wars of the Roses.</p> <p>Students will be confronted with these key changes/issues and be encouraged to develop some opinions about how they feel and how they might have acted at the time. They will also meet eight different medieval characters who will tell them about their lives and their jobs – these will include an executioner, a soldier, a jester, a falconer, a travelling story-teller, a musician, a draper and an archer. They will also take part in an interactive game that plays out the key events of the wars of the Roses and take part in a medieval mystery/escape room activity connected to events from the time.</p> <p>Every student in Year 7 will attend on two separate days and the event will run over 3-days to allow us achieve this. We are hoping to bring in at least one other school (negotiations are ongoing) and will also be joined by a local home-educated group.</p> <p>Furthermore, we would aim to run an evening event for the general public so that they can experience all of the activities that the students have and enjoy an evening at the Abbey (food and drink stalls will be available).</p> <p>The event costs roughly £9,750 including the evening event and any money that Wymondham Town Council could contribute would help enormously in allowing the event to happen, to maximise its impact and to alleviate the financial burden on local parents and troubled school budgets.</p>

<p>What are the aims of your project/event?</p>	<p>To enhance the historical understanding of Wymondham's history with a whole cohort of students from the local school. To ensure that they have some familiarity with the Abbey that plays such a key role in Wymondham's existence and also features on their school badge.</p> <p>Through the evening event we would hope to extend these aims out to the local community. Share the good work being done in the local school with a wider audience and encourage a greater sense of social cohesion across all ages within Wymondham.</p> <p>Through cooperation with local media (newspapers and tv) we would also seek to promote Wymondham and the Abbey to the people of Norfolk at large.</p>
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Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents:

It would directly benefit 300 Year 7 students at the school, the vast majority of whom live in Wymondham.
 It raises the profile of the Abbey with a wider audience as mentioned above
 The proposed evening event would be an excellent way of bringing the wider community together

D: PROJECT EVENT/PLANNING

Date of proposed event:	July 1 st – July 3 rd 2025	What is the proposed duration of the project event?	All day and Evening event 5:00pm to 8:00pm
If the project is land or property related what is the nature of the interest to be acquired or already held? (If leasehold please give the length of the lease and date of termination):			
n/a			

E: FINANCIAL DETAILS

Estimated total cost:	£9,750	
Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):		
<i>Expenditure</i>		£
Practitioners for 3-days and 1 evening		c.£9,250
Venue, costume hire		c. £400
Printing costs		c. \$100
Total		£9,750
Proposals for funding the project/event	£	Confirmed
Contribution from own resources (school budgets)	2,000	<input checked="" type="checkbox"/>
Contribution from fund raising events		<input type="checkbox"/>
Contribution from Wymondham Town Council		<input type="checkbox"/>
Contribution from South Norfolk Councillors' ward grants		<input type="checkbox"/>
Contribution from South Norfolk Council		<input type="checkbox"/>
Contribution from other organisations		<input type="checkbox"/>
		<input type="checkbox"/>
the remaining money would need to be raised from parental contributions – these would be significantly lessened by successful grants and donations etc. which is why I'm applying	£7,750	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
TOTAL FUNDING (to agree with total cost identified in 'Total cost' on Page 1)	£9.750	

In the past three years has your organisation/group received previous grants from Wymondham Town Council? If yes, please complete the section below:		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Name	Type	Amount £		Date Received	
Will the organisation be seeking regular help with this project/event from the Town Council?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If yes, please explain why and state how much you think you will need in subsequent years (please refer to eligibility criteria as outlined in our grant conditions section):					
This is an annual event and a regular contribution would be ideal – especially towards the evening event					

F: ADDITIONAL INFORMATION

Have you enclosed a copy of your latest audited or independently examined accounts?	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected.				
I can provide a copy of the planned budget for this event but don't have access to the school budgets in general				
Have you enclosed a copy of your latest bank/building society/other investment accounts statements? (Internal use only – not for public information).	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of statements may cause your application to be delayed or rejected.				
See above				
Have you enclosed a copy of conveyance/letting agreement/lease?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you enclosed a copy of written permission from the owner of any premises involved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you enclosed copies of cover notes/summaries for all relevant insurances?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you enclosed evidence of any other secured funding or application for any other funding?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials):

I would recognise the contribution on all communication with parents, on any literature created to promote the event (flyers and posters) and any press publicity

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Finance & General Purposes Committee or Full Council*). Information may be provided on a separate sheet if necessary.

Any award will be paid by BACS. Please enter your bank details below:

Name of applicant: Duncan Rowe						Name of account holder: Wymondham High Academy							
Signature: Duncan Rowe						Date: 19th July 2024							
Sort Code:						Account number:							
3	0	9	6	1	7	5	2	2	8	7	7	6	0

Please return your completed form to:

Trevor Gurney Town Clerk Wymondham Town Council
Ketts Park Harts Farm Road Wymondham NR18 0UT
Email: office@wymondhamtc.co.uk
Tel: (01953) 603302

Wymondham Town Council

Policy Guidelines for the Approval and Distribution of Town Grants

1. The Town Council is prepared to consider applications for financial assistance from Wymondham based:
 - a. Clubs and societies.
 - b. Voluntary bodies and associations.
 - c. Non-profit making organisations.
 - d. Charitable bodies.
2. In order to qualify for assistance applications must demonstrate a direct benefit to the Wymondham Town area, or any part of it, or to all or some of its residents. In addition the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. All applications for financial assistance must be made using the Council's Town Grant application form and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Town Council's Finance & General Purposes Committee (or full Council if deemed appropriate) providing the application is received at the Town Council Offices, Ketts Park, Harts Farm Road, Wymondham, NR18 0UT or via email to: office@wymondhamtc.co.uk at least 10 working days before the relevant meeting.
5. Organisations can only apply for one grant during a financial year (1 April to 31 March). They cannot apply through multiple groups of the same organization nor if a grant was awarded during the previous financial year. The primary intention of the Town Council's grant scheme is to support new events and projects in the town.
6. In the case of a successful application the financial assistance should be taken up in accordance with the grant offer letter.
7. The Town Council might refer applicants to other bodies as appropriate.
8. Where £1000 or more is requested a representative may be invited to attend the relevant meeting and answer questions put to them by members.
9. The Town Council will not make grants:

- a. Where the service is normally provided directly by a principal Council, the Health Authority, or Central Government.
 - b. To private concerns operated as a business to make a profit unless there is demonstrable benefit for local employment.
 - c. To registered charities seeking to add to their capital investments.
 - d. To local Groups whose total fund raising is sent to their central headquarters for redistribution.
 - e. To organisations whose purpose are primarily for specifically religious, moral, philosophical or party-political purposes.
 - f. To profit making organisations with unallocated reserves.
 - g. If the application is submitted after the project or event has taken place or the goods or services have been paid for.
 - h. To individuals - however deserving.
 - i. To sponsorship schemes e.g. walks, runs or other efforts.
10. Any offer of funding is discretionary. The Council's decision is final and there is no right of appeal.

Enquiries to:

Trevor Gurney
Wymondham Town Council
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

Tel: (01953) 603302
Email: office@wymondhamtc.co.uk



Wymondham Town Council

Town Grant Application Form

E

A: APPLICATION SUMMARY

Organisation Name:	South Wymondham Youth Basketball (informal group)
Title of Project:	Outdoor Basketball Hoops for South Wymondham

Contact name (Inc. title):	Sue Gilmour
Position in organisation / group:	Lead fundraiser
Correspondence Address:	[REDACTED] Wymondham
Postcode:	[REDACTED]
Email address:	[REDACTED]
Daytime telephone number:	[REDACTED]

Reason for application – brief project/event description:	I am raising funds to install 2 basketball hoops at the hard top court on Silfield Avenue in south Wymondham. There are few activities for youth in the area, aside from going all the way to Browick Park, so this would give the local youth a place to be active outdoors. It already has a hard top court and football goals, so I would just like to add basketball hoops to the facility.
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How much is requested from Wymondham Town Council?	£ 300
Total cost of Project:	~£600-1000

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: Sue Gilmour	Position in the organisation: Lead fundraiser
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Signature: (or print name if returning by email) Sue Gilmour	Date: 13/07/2024
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<p align="center">DATA PROTECTION STATEMENT</p> <p align="center">Your details will be kept securely by Wymondham Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000</p> <p>WTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.</p> <p>The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.</p> <p>Organisations are asked to agree to allow their details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)</p> <p align="center">Please select as applicable</p> <p align="center">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

B: THE ORGANISATION

What is the main purpose of your organisation?	To provide access to outdoor basketball in Wymondham.
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What type of organisation / group are you?			
Please select the options below that best describe your organisation / group:			
Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>
		Sports organisation	<input type="checkbox"/>
		Youth Organisation	<input type="checkbox"/>
Other - please specify:		A local resident wanting to provide more outdoor activity options for my children and their friends in South Wymondham	

C: THE PROJECT/EVENT

Title of Project:	Outdoor Basketball Hoops in South Wymondham
Description of project/event:	
<p>I am raising funds to be able to install 2 basketball hoops on the hard top court at Silfield Avenue in South Wymondham. This would provide a safe place for local youth to meet up and be active. As the main facilities are in place, it would just be a matter of purchasing and installing 2 outdoor hoops for youth to use.</p>	
What are the aims of your project/event?	<p>To provide another option to the youth in South Wymondham to be active and play basketball in a safe place. Perhaps, in the future, running some local basketball events to promote the sport, for example, a 3x3 tournament.</p>

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents:

There are very few options for the youth of south Wymondham to participate in locally. With all of the new developments in the area, and the population is growing rapidly, and it would be beneficial to give youth an active option in their local community. Basketball is a growing sport in Wymondham, with many kids playing at a competitive level (I have coached in the community for 3 years), this would provide them with the opportunity to play recreationally, without having to go all the way to Browick Park or further into Wymondham.

D: PROJECT EVENT/PLANNING

Date of proposed event:		What is the proposed duration of the project event?	
If the project is land or property related what is the nature of the interest to be acquired or already held? (If leasehold please give the length of the lease and date of termination):			
Currently reaching out to Saffron Developments as they maintain and operate the hard top court where the basketball hoops would be installed.			

E: FINANCIAL DETAILS

Estimated total cost:	£600-1000	
Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):		
<i>Expenditure</i>		£
Outdoor basketball hoops x2 (~250-300 each)		~ 600
Installation of the hoops		~ 300
Total		£900
Proposals for funding the project/event	£	Confirmed
Contribution from own resources		<input type="checkbox"/>
Contribution from fund raising events		<input type="checkbox"/>
Contribution from Wymondham Town Council		<input type="checkbox"/>
Contribution from South Norfolk Councillors' ward grants		<input type="checkbox"/>
Contribution from South Norfolk Council		<input type="checkbox"/>
Contribution from other organisations (please specify)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
* I have applied for the "Got For It Grant" with South Norfolk Council		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
TOTAL FUNDING (to agree with total cost identified in 'Total cost' on Page 1)	£300	

In the past three years has your organisation/group received previous grants from Wymondham Town Council? If yes, please complete the section below:		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Name	Type	Amount £	Date Received		
Will the organisation be seeking regular help with this project/event from the Town Council?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please explain why and state how much you think you will need in subsequent years (please refer to eligibility criteria as outlined in our grant conditions section):					

F: ADDITIONAL INFORMATION

Have you enclosed a copy of your latest audited or independently examined accounts?	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected.						
Not applicable						
Have you enclosed a copy of your latest bank/building society/other investment accounts statements? (Internal use only – not for public information).	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of statements may cause your application to be delayed or rejected.						
Not applicable						
Have you enclosed a copy of conveyance/letting agreement/lease?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you enclosed a copy of written permission from the owner of any premises involved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you enclosed copies of cover notes/summaries for all relevant insurances?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you enclosed evidence of any other secured funding or application for any other funding?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials):

Once installed and ready for use, I would have a local opening event and promote the support of the Town Council in the project through social media and word of mouth.

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Finance & General Purposes Committee or Full Council*). Information may be provided on a separate sheet if necessary.

Any award will be paid by BACS. Please enter you bank details below:

Name of applicant: Sue Gilmour						Name of account holder: Susan Gilmour							
Signature: (or print name if returning by email) Sue Gilmour						Date: 13/07/2024							
Sort Code:						Account number:							
6	0	8	3	7	1	0	5	6	0	3	5	5	3

Please return your completed form to:

Trevor Gurney Town Clerk Wymondham Town Council
Ketts Park Harts Farm Road Wymondham NR18 0UT
Email: office@wymondhamtc.co.uk
Tel: (01953) 603302

Wymondham Town Council

Policy Guidelines for the Approval and Distribution of Town Grants

1. The Town Council is prepared to consider applications for financial assistance from Wymondham based:
 - a. Clubs and societies.
 - b. Voluntary bodies and associations.
 - c. Non-profit making organisations.
 - d. Charitable bodies.
2. In order to qualify for assistance applications must demonstrate a direct benefit to the Wymondham Town area, or any part of it, or to all or some of its residents. In addition the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. All applications for financial assistance must be made using the Council's Town Grant application form and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Town Council's Finance & General Purposes Committee (or full Council if deemed appropriate) providing the application is received at the Town Council Offices, Ketts Park, Harts Farm Road, Wymondham, NR18 0UT or via email to: office@wymondhamtc.co.uk at least 10 working days before the relevant meeting.
5. Organisations can only apply for one grant during a financial year (1 April to 31 March). They cannot apply through multiple groups of the same organization nor if a grant was awarded during the previous financial year. The primary intention of the Town Council's grant scheme is to support new events and projects in the town.
6. In the case of a successful application the financial assistance should be taken up in accordance with the grant offer letter.
7. The Town Council might refer applicants to other bodies as appropriate.
8. Where £1000 or more is requested a representative may be invited to attend the relevant meeting and answer questions put to them by members.
9. The Town Council will not make grants:

- a. Where the service is normally provided directly by a principal Council, the Health Authority, or Central Government.
 - b. To private concerns operated as a business to make a profit unless there is demonstrable benefit for local employment.
 - c. To registered charities seeking to add to their capital investments.
 - d. To local Groups whose total fund raising is sent to their central headquarters for redistribution.
 - e. To organisations whose purpose are primarily for specifically religious, moral, philosophical or party-political purposes.
 - f. To profit making organisations with unallocated reserves.
 - g. If the application is submitted after the project or event has taken place or the goods or services have been paid for.
 - h. To individuals - however deserving.
 - i. To sponsorship schemes e.g. walks, runs or other efforts.
10. Any offer of funding is discretionary. The Council's decision is final and there is no right of appeal.

Enquiries to:

Trevor Gurney
Wymondham Town Council
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

Tel: (01953) 603302
Email: office@wymondhamtc.co.uk