

COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

SECTION A	
NAME OF ORGANISATION	AFC Greenheath

CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	Mark Williams
ADDRESS	[REDACTED] Hednesford
POSTCODE	[REDACTED]
TEL: DAYTIME	[REDACTED]
MOBILE NUMBER	11
EMAIL	[REDACTED]
YOUR ROLE/POSITION	Manager

NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	Adam Lyons
PERSON 2	Adam Evans

SECTION B

WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?

We are a football team, which consists of all local people giving them a fun, active hobby to enjoy as well as a good support network consisting of all age groups from 2 years old to 89 years old.

ARE YOU A REGISTERED CHARITY?

YES/NO NUMBER:

ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?

YES/NO

Staffordshire F.A.

IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS

We are a large group of people enjoying our hobby and entertaining local residents.

BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR

We as a football club have been sponsored by HTC now for a number of years any income generated makes all the difference between organisations like ours continuing or folding, which would have a knock on effect for all involved.

EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS

We are proof that getting local people involved in a football club can inspire and motivate all age groups bringing them together as one unit on and off the field of play.

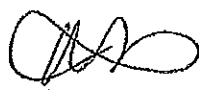
WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	£ 500												
PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT	league fees £550 Pitch fees £540 Ref's fees £15 a week Cup competitions £20 a season Kit £650 which is sponsored by HTC. equipment £400 a season TOTAL £2685												
WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?	£ 2685												
HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)	YES <input checked="" type="radio"/> NO IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:												
	<table border="1"> <thead> <tr> <th>ORGANISATION</th> <th>SUCCESSFUL</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>YES/NO</td> <td>£</td> </tr> <tr> <td>2.</td> <td>YES/NO</td> <td>£</td> </tr> <tr> <td>3.</td> <td>YES/NO</td> <td>£</td> </tr> </tbody> </table>	ORGANISATION	SUCCESSFUL	AMOUNT	1.	YES/NO	£	2.	YES/NO	£	3.	YES/NO	£
ORGANISATION	SUCCESSFUL	AMOUNT											
1.	YES/NO	£											
2.	YES/NO	£											
3.	YES/NO	£											

GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS
We charge a weekly fee of £5 per player
PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT
organising the fundraising, matches, referees, paying bills, function nights, replacing equipment, doing all reports and organising lifts for supporters

<p>HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?</p>	<p><input checked="" type="radio"/> YES/NO IF YES PLEASE GIVE DETAILS: We have been Sponsored by HTC for a couple of Seasons. and the fund have made a real difference.</p>
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DECLARATION

I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME	MARK WILLIAMS
SIGNED	
POSITION	Manager
DATE	15/10/19

PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION

1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION, BUSINESS PLAN)
2. YOUR GOVERNING DOCUMENT, IF DIFFERENT FROM ABOVE
3. COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT BANK STATEMENT OR A BUDGET AND ASSOCIATED BUSINESS PLAN FOR NEW ORGANISATIONS

YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)

RETURN TO
 HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

From - Cannock Chase Shed

c/o Avril Green – Fundraiser.

To – Hednesford Town Council

c/o Peter Harrison – Town Council Clerk

Please may we apply for funding?

We are a local Voluntary Group - set up in December 2018. We already have a team of experienced retirees and a growing membership. Our aim is to help any person who wishes to join our self help team to improve their existing or learn new wood working and/or metal working skills.

We originally sought older possibly retired members but we make welcome people of all ages who are interested, including those that are unemployed – long term or temporary, those that are vulnerable or are disabled and could need extra support, as well as older members who may help those with less experience and all will have the chance to socialise.

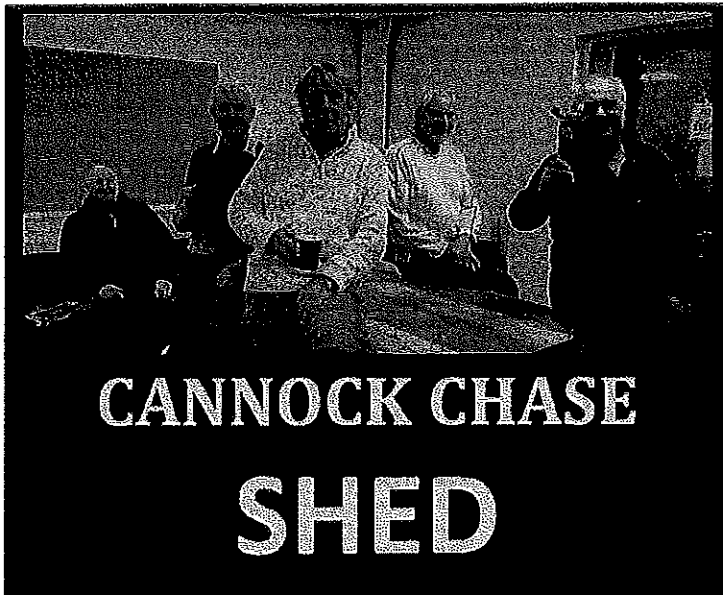
At the moment we meet on Monday and Wednesday mornings at Valley Road Hednesford in a dedicated building at the rear of the Museum of Cannock Chase.

We are in constant need funds to obtain more tools and power equipment and we need to install more power points at work stations etc., besides the cost of adverting our services to the wider Community of Cannock Chase.

A grant of £1000.00 would help us to involve more people who could work on their own projects or with others on projects for other Community Groups.

We are willing to come to talk about our Group if the Parish Council would like us to clarify any queries.

Thank you.



Based at The Museum of Cannock Chase,
Valley Road, Hednesford WS12 1TD

EVERY MONDAY MORNING 09:30-12:30

NOW OPEN ON WEDNESDAY MORNING 9.30-12.30
The Cannock Chase Shed, a new community group, is looking for others to come and join us.

Members can use the workshop for their own projects, or work with others on projects for community / heritage groups.

Help will be on hand on how to use equipment or advice on how to make or repair most items.

We are also looking for projects from local community - heritage groups



Plenty of tea,
coffee and
laughter

Woodworking,
metalworking
& restoration

For both the
beginner and
expert

Make friends
and help the
community



Inspiring
healthy
lifestyles



For more information just visit us, or call: 01543 877666,
Email enquires@cannockchaseshed.org.uk
Website www.cannockchaseshed.org.uk



COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

<u>SECTION A</u>	
NAME OF ORGANISATION	Cannock Chase Shed
CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	Avril Green
ADDRESS	[REDACTED]
POSTCODE	[REDACTED]
TEL: DAYTIME	[REDACTED]
MOBILE NUMBER	[REDACTED]
EMAIL	[REDACTED]
YOUR ROLE/POSITION	Voluntary Fundraiser
NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	Peter Dalloway – Secretary
PERSON 2	Graham Johnston - Treasurer

<u>SECTION B</u>
WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?
<p>We provide tools and equipment together with expertise as and when required, to enable people over the age of 18 years and especially older retired people to make, mend, or restore items made of wood or metal, of their own or, to work with others on a Community project. We have tea and chat as we go all in a friendly welcoming atmosphere. We meet every Monday and Wednesday morning in a spare double garage at The Museum of Cannock Chase.</p>


ARE YOU A REGISTERED CHARITY?	YES/NO - No NUMBER: n/a
ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?	YES/NO Yes we are affiliated to but independent of The UK Men's Shed Association
IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS	UCI Unincorporated Charitable Organisation
BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR	
<p>Many older retired people have skills that they can share with others in the Group. They may wish to learn a new skill. We give the opportunity for them to get out of the home once or twice each week. All of our current members are older retired men but we welcome anyone over the age of 18 years to come and learn. This will help to prevent isolation and the feeling of loneliness, as often this can lead to depression.</p> <p>We meet at The Museum of Cannock Chase Valley Road, Hednesford Cannock WS12 1TD Every Monday and Wednesday morning 9.30 – 12.30.</p>	
EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS	
<p>Current ONS stats show older people are a growing group. Many are single in their later years. Our Group works well with other Community Groups. We have fundraised for tools and equipment for use by all of the members. We now open twice each week instead of just on Mondays. Our Leaders are volunteers with experience. We do not need to pay any wages out of funds raised. Our members pay an annual fee and £1.00 subs per visit.</p>	
WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	169.00

<p>PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT</p>	<p>Record Power AC400 Two Stage Air Filter with Remote, 3 speeds and time delay. This is one of 2 that we need. Obtainable from machine Mart.</p>	
<p>WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?</p>	<p>338.00</p>	
<p>HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)</p>	<p>YES IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:</p>	
<p>ORGANISATION</p>	<p>SUCCESSFUL</p>	<p>AMOUNT</p>
<p>1 .Rugeley 7 District Lions</p>	<p>YES/NO</p>	<p>328.94</p>
<p>2.</p>	<p>YES/NO</p>	
<p>3.</p>	<p>YES/NO</p>	
<p>GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS</p>		
<p>We have asked all of the Parish Councils in the Cannock Chase area for a grant. 2 have gifted so far. Our leaders spent on average 80 hours each month working on behalf of the Group. Our current annual fee is £50.00 (payable in 2 halves if required) and £1.00 each session.</p>		
<p>PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT</p>		
<p>Lead volunteers give their time to every project worked on by members. Average volunteer time per month amounts to approximately 80 hours in total(September)</p>		

HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?	YES/NO IF YES PLEASE GIVE DETAILS: No
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DECLARATION

I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME	Avril Green
SIGNED	
POSITION	Voluntary fundraiser
DATE	28/10/2019

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RETURN -ro

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

Treasurers Account Statement

Printed: 29 October 2019

Cannock Chase Shed

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Telephone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
28 Oct 19	GREEN AVRIL AVRIL GREEN 635236228571820101 401760 10 28OCT19 17:58	FPI	60.00		1815.38
24 Oct 19	600017	DEP	60.00		1785.38
16 Oct 19	600016	DEP	75.00		1705.38
08 Oct 19	600015	DEP	95.00		1630.38
01 Oct 19	SCREWFIX DIRECT CD 1619	DEB		8.37	1535.38
13 Sep 19	600014	DEP	25.00		1643.75
11 Sep 19	000001	CHQ		39.99	1618.75
02 Sep 19	G MANN MEMBERSHIP FEE 500000000505082012 309069 10 02SEP19 15:08	FPI	50.00		1558.74
27 Aug 19	PAYPAL *MDPRODUCTS CD 1619 24AUG19	DEB		2.00	1508.74
22 Aug 19	PAYPAL *SLATEMANS CD 1619	DEB		29.15	1510.74
09 Aug 19	G JOHNSON PAYMENT 100000000495941498 110730 10 09AUG19 00:40	FPI	6.40		1539.89
08 Aug 19	E H SMITH BUILDER CD 1619	DEB		9.36	1533.49
08 Aug 19	WICKES CANNOCK CD 1619	DEB		8.78	1542.85
07 Aug 19	600013	DEP	60.00		1551.83
01 Aug 19	SCREWFIX DIRECT CD 1619	DEB		11.99	1491.63
30 Jul 19	E H SMITH BUILDER CD 1619	DEB		108.00	1503.62
30 Jul 19	E H SMITH BUILDER CD 1619	DEB	9.40		1611.62
23 Jul 19	600012	DEP	25.00		1602.22
23 Jul 19	600012	DEP	60.00		1577.22
09 Jul 19	SCREWFIX DIRECT CD 1619	DEB		20.49	1517.22
09 Jul 19	600011	DEP	70.00		1537.71
02 Jul 19	600010	DEP	40.00		1467.71
25 Jun 19	SCREWFIX DIRECT CD 1619	DEB		20.49	1427.71
10 Jun 19	600009	DEP	60.00		1448.20
21 May 19	600008	DEP	228.00		1388.20
17 Apr 19	600007	DEP	35.00		1160.20

Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Apr 19	600006	DEP	06.00		1125.20
09 Apr 19	000002 CHQ - 000002	PAY		30.00	1059.20
06 Apr 19	600005	DEP	200.00		1080.20
03 Apr 19	600004	DEP	125.00		889.20
18 Mar 19	500003	DEP	525.00		764.20
04 Mar 19	500002	DEP	35.00		239.20
28 Feb 19	500001	DEP	35.00		204.20
26 Feb 19	One.com CD 1619	DEB		10.00	169.20
21 Feb 19	LOYD 3 UPPER BROOK	DEP	25.00		160.00
21 Feb 19	LOYD 3 UPPER BROOK	CSH	105.00		155.00
15 Feb 19	CAUSER DAVID SUBS FP19046001957723 070436 10 16FEB19 FPI 18:05		50.00		50.00

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1600.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Constitution of Cannock Chase Shed

Date of adoption: 27/01/2019

1.0 NAME

1.1 The name of the “Cannock Chase Shed”, an unincorporated association, herein referred to as ‘the Shed’.

2.2 The Shed shall be affiliated to the UK Men’s Shed Association.

2.0 OBJECTS

2.1 The aims (objects) of the Shed are:

(a) To promote social inclusion for public benefit through the provision of a facility particularly for, but not exclusively for, men at risk of being socially excluded.

(b) To prevent social exclusion by promoting the opportunity for friendships, social engagement and skill sharing in a safe and enjoyable environment, in which members can meet and carry out creative projects acceptable to the Shed and of their own choosing, individually, jointly and for the benefit of the wider community, Museum of Cannock Chase and Staffordshire Museum Service.

(c) To promote good health and wellbeing to its members through active participation and, from time to time, providing opportunities for relevant health organisations to raise awareness of good health strategies for the benefit of the Shed.

3.0 SHED OPERATIONS

3.1 The Shed has power to do anything which is lawful and considered to further its Objects or is conducive to doing so. In particular, the Shed has power to:

(a) Raise, collect and obtain funds, receive grants and donations

(b) Use funds to carry out and in furtherance of the work of the Shed

(c) Acquire and manage buildings

(d) Cooperate with local authorities, other organisations, charities and community residents of Cannock Chase in a common effort to achieve the Objects of the Shed and exchange knowledge and information

4.0 MEMBERSHIP

4.1 Those over 18 years of age who would benefit from the Shed may apply to join as Individual Members irrespective of religion, political views, nationality, disability or race

4.2 Membership lasts for one year and must be renewed annually at the price set by the Management Committee for that year

4.3 The Management Committee may create a membership in addition to Individual Members (voting members) at any time, should they wish, to allow people to support the Shed without attendance.

Such members shall be called Supporter Members and will have no voting rights at general meetings.

4.4 Members may wish to give individual, additional donations to support the Shed. The amount of any donation will be at the member's discretion. Personal details may be requested by the Management Committee in order to claim Gift Aid.

4.5 The Management Committee reserves the right to reject or terminate any membership, giving full written reason, should they unanimously agree it is in the best interests of the Shed. The member has the right to have their opinion heard before any decision and should have a witness, chosen by them, present.

4.6 Members must read and agree to the terms of this constitution on joining and must read and sign the Shed's Code of Conduct and any other documents and policies deemed necessary by the Management Committee.

4.7 Individual Members are entitled to vote at General Meetings.

4.8 The Management Committee will adhere to the General Data Protection Regulation (GDPR) 2016 when keeping records of memberships.

5.0 MANAGEMENT COMMITTEE

5.1 The Management Committee shall meet not less than three times per annum and shall consist of not less than three members at any one time including the Chair, Vice Chair, Treasurer, Secretary and Health and Safety Officer – the Officers.

5.2 Decisions at Committee meetings must be voted on and only matters with a majority vote will be considered approved.

5.3 Members of the Management Committee must be elected at Annual General Meetings AGM.

5.4 Should the number of members on the Management Committee be less than three and no more than ten at any time, interim members can be appointed to the Management Committee, but must step down and stand to be elected at the next AGM.

5.5 Nominations from Individual Members of the Shed to appoint a member to the Management Committee must be in writing and given to the Secretary no later than seven days prior to an AGM. Should the number of nominations be less than the number of vacancies then verbal nominations shall be accepted at the AGM and elected at the discretion of the voting members.

5.6 The Management Committee elected at an AGM shall have the power to co-opt further members to the Committee, provided that the number of co-opted members shall not exceed one third of the total membership of the Management Committee. Co-opted members shall have the right to vote.

5.7 Any member of the Management Committee that fails to attend three consecutive Committee meetings without reasonable excuse shall lose their place on the Management Committee. Any position resulting from failure to attend may be filled by co-option in accordance with clause 5.6.

5.8 The office of Chairperson shall not be held by any one person for more than three consecutive years. Other members of the Management Committee shall not hold their position for more than five consecutive years.

6.0 FUNCTION OF THE COMMITTEE

6.1 The Committee shall make such decisions and regulations as its members consider appropriate for the efficient conduct of the Shed.

6.2 The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.

7.0 CHAIRING MEETINGS

7.1 All meetings of the Committee or of any of its sub-committees shall be presided over by its Chairperson. If the Chairperson is not present, those present may elect one of their numbers to take the Chair. The Chairperson of any meeting shall have a second or casting vote.

8.0 GENERAL MEETINGS

8.1 An Annual General Meeting shall be held every year, with 21 days notice given to all members, notifying them of the date, venue and agenda.

8.2 Minutes must be kept of each AGM, made available in draft form to all members within four weeks of the meeting and agreed at the following AGM.

8.3 Every Individual Member has a vote

8.4 Extraordinary General Meetings may be called at any time felt reasonable by two thirds of the Management Committee should they need members to vote on matters concerning the alteration of this constitution.

8.5 The quorum at General Meetings shall be 10%.

9.0 FINANCE AND PROPERTY

9.1 Any money or property obtained by the Shed shall be used only for the benefit of the Shed and its members, and in the furtherance of its Objects.

9.2 Any bank account opened for the Shed shall be in the name of the Shed.

9.3 Any cheques shall be signed by the Treasurer and one other member of the Management Committee.

9.4 Members of the Management Committee shall not receive money from the Shed, except to reimburse reasonable out of pocket expenses.

9.5 A record of all monetary transactions shall be kept by the Treasurer and an overview presented at each Committee meeting. Annual accounts must be produced for the AGM and available to view by any member at any time once produced.

10.0 DISSOLUTION

10.1 The Shed may be wound up at any time if agreed by two-thirds of the members present and voting at any General Meeting.

10.2 In the event of dissolution, any assets remaining after all debts have been paid shall be given to another organisation with similar aims.

11.0 INSURANCE

11.1 The shed shall have as a minimum:

- a) Public Liability insurance
- b) Employee Liability Insurance
- c) Loss of Property Insurance

SIGNED BY: PRINT NAME:

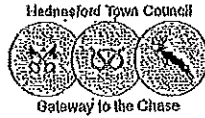
(Chair)

(Vice Chair)

(Treasurer)

DATE SIGNED:

4th February 2019



COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

SECTION A	
NAME OF ORGANISATION	The Chase Parkinson's Support Group

CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	ALISON HEATH
ADDRESS	[REDACTED] [REDACTED], [REDACTED] [REDACTED]
POSTCODE	[REDACTED]
TEL: DAYTIME	[REDACTED]
MOBILE NUMBER	[REDACTED]
EMAIL	[REDACTED]
YOUR ROLE/POSITION	Volunteer responsible for Fund Raising

NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	MARGARET SAMPSON
PERSON 2	ALISON HEATH

SECTION B

WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?

The Support group provides opportunities for people living with Parkinsons and their carers to meet up and socialise. These opportunities include monthly meetings, social events, therapy classes and outings.

ARE YOU A REGISTERED CHARITY?

YES/NO NUMBER: We are part of Parkinsons UK. Their number is 258197

ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?

YES/NO

IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS

BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR

The grant will be used for the rental costs of our monthly meeting place. These meetings allow people living with PK and their carers. This helps to reduce isolation and loneliness.

EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS

Until January 2019 the Chase group was a sub group to the Stafford Branch of PKUK. With increased need in the Chase area it was decided in January of this year to become a separate sub group. In the last 10 months our membership has increased and continues to do so.

WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	£ 300.00		
PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT	The annual rent for our meeting room is £300.		
WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?	£ 300.00		
HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)	YES /NO IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:		
	ORGANISATION	SUCCESSFUL	AMOUNT
1.		YES/NO	£
2.		YES/NO	£
3.		YES/NO	£
GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS			
Our annual membership fee is £5. In the last year members have organised fund raising barbecues, ag for non teas, raffles and 'PIGS' for Parkinsons. We have also had donations from members e.g. when of birthday presents.			
PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT			
Our group is run by volunteers, we have a lead Volunteer & assistant, a Finance Volunteer and a Fund Raising Volunteer. Other members run raffles, card sales and 'meet & greet' new members.			

<p>HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?</p>	<p>YES/NO IF YES PLEASE GIVE DETAILS: Grants for our meeting room rent were applied for in 2017 and 2018.</p>
--	---

<u>DECLARATION</u>	
<p>I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.</p>	
<p>NAME</p>	<p>Alison Heath</p>
<p>SIGNED</p>	<p>Alison Heath,</p>
<p>POSITION</p>	<p>Fund Raising Volunteer</p>
<p>DATE</p>	<p>29.10.19.</p>
<p><u>PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION</u></p> <p><input checked="" type="checkbox"/> 1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION, BUSINESS PLAN)</p> <p>2. YOUR GOVERNING DOCUMENT, IF DIFFERENT FROM ABOVE, <input checked="" type="checkbox"/> COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT <input checked="" type="checkbox"/> BANK STATEMENT OR A BUDGET AND ASSOCIATED BUSINESS PLAN FOR NEW ORGANISATIONS</p> <p>YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)</p>	

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

The Aims and Objectives of the Chase Parkinson's Support group

The Chase Parkinson's Support Group like any other branch or support group within Parkinson's UK follows the aims and objectives of the national charity,

"Our vision, our ultimate ambition is to find a cure and improve life for everyone affected by Parkinson's

Parkinson's UK aims to improve the quality of life for people affected by Parkinson's and to find a cure for the condition.

Parkinson's UK funds research aimed at finding better treatments and to improve the understanding of Parkinson's and its causes.

Parkinson's UK drives better care, treatment and quality of life "

The Chase Parkinson's Support Group

Income & Expenditure 2019

30/09/2019

	<u>INCOME</u>		<u>EXPENDITURE</u>	
		<u>TOTAL</u>		<u>TOTAL</u>
Starting Balance		0.00		
Current Account	0.00			
Deposit account	0.00			
Meetings		363.00	Meetings	535.00
Venue			Venue	300.00
Raffle	398.00		Speakers	235.00
Cash Speaker	-35.00			
Holidays/ Outings		502.00	Holidays/Outings	857.00
Annual Meal	160.00		Annual Meal	435.00
Raffle	110.00		Outing	190.00
Meal Whites	232.00		Meal	232.00
Subscriptions		220.00		
220.00				
Therapies		661.45	Therapies	1,680.00
Exercise Class	661.45		Exercise Class	1,680.00
Bequest		50.00		
David Seed	50.00			
Donations		762.36	Donation	98.16
762.36			Parkinson's UK	98.16
Grant		200.00		
Hednesford TC	200.00			
Fund Raising		2,871.85	Expenses	-
Waitrose	345.00		Copying	
Coffee Morning	487.55		Committee	
Quiz	231.00			
ASDA Collection	201.32			
Afternoon Tea	292.00			
ASDA	200.00			
BBQ	381.30			
Spectrum	37.00			
Pigs	406.79			
Cards	252.00			
Plants/Cards/Etc	37.89			
Inter-Group Transfer		2,000.00	Deposit Account Transfer	2,000.00
Stafford	2,000.00		Parkinson's UK	2,000.00
Income	<u>7,630.66</u>	<u>7,630.66</u>	Expenditure	<u>5,170.16</u>
			Total Income	7,630.66
			Minus Total Expenditure	<u>-5,170.16</u>
			Current Account	2,460.50
			Deposit Account	2,000.00
			Total Funds	<u>4,460.50</u>

Treasurers Account Statement

Printed: 25 October 2019

Parkinson's Disease Society of the UK Chase Support Group

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
25 Oct 19	000027	CHQ		✓ 500.00	2460.50
22 Oct 19	000025	CHQ		✓ 55.00	2960.50
11 Oct 19	000013	CHQ		✓ 40.00	3015.50
07 Oct 19	000019	CHQ		✓ 180.00	3055.50
07 Oct 19	000022	CHQ		✓ 180.00	3235.50
07 Oct 19	000026	CHQ		✓ 240.00	3415.50
30 Sep 19	CANNOCK (309158) B	DEP	200.00		3655.50
30 Sep 19	CANNOCK	DEP	493.80		3455.50
20 Sep 19	000024	CHQ		142.00	2961.70
20 Sep 19	000023	CHQ		90.00	3103.70
18 Sep 19	000020	CHQ		190.00	3193.70
06 Sep 19	500018	DEP	381.30		3383.70
06 Sep 19	500018	DEP	147.50		3002.40
03 Sep 19	500054	DEP	40.00		2854.90
03 Sep 19	500053	DEP	292.00		2614.90
03 Sep 19	500053	DEP	34.98		2522.90
06 Aug 19	000018	CHQ		240.00	2487.92
31 Jul 19	500017	DEP	387.00		2727.92
31 Jul 19	500017	DEP	231.00		2340.92
31 Jul 19	000017	CHQ		40.00	2109.92
09 Jul 19	000016	CHQ		240.00	2149.92
02 Jul 19	500016	DEP	150.00		2389.92

Bank £2,460.50.

CFR

BURNWOOD & CANNOCK CHASE
COMMUNITY FIRST RESPONDERS

Volunteers in partnership
with West Midlands Ambulance Service



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups



13th November 2019

Peter Harrison JP BA(Hons),
Town Council Manager/Clerk,
Hednesford Town Council,
Pye Green Community Centre,
Bradbury Lane,
Hednesford,
Staffordshire,
WS12 4EP

Dear Mr Harrison,

Re: Hednesford Town Council -- Application for Grant

Please find enclosed our completed application form for the above.

Should you require any further information please do not hesitate in contacting me.

We thank you for your kind consideration

Yours faithfully

Linda King
Business Liaison Officer

Charity Registration No 1155174



COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

<u>SECTION A</u>	
NAME OF ORGANISATION	Burntwood & District CFR.

CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	Linda King
ADDRESS	[REDACTED]
POSTCODE	[REDACTED]
TEL: DAYTIME	[REDACTED]
MOBILE NUMBER	[REDACTED]
EMAIL	[REDACTED]
YOUR ROLE/POSITION	BUSINESS LIAISON OFFICER

NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	Sharon Murphy
PERSON 2	Shawn Mayo

SECTION B

WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?

We work along side Westmidlands Ambulance service (WMAS) attending 999 calls allocated to us by WMAS control. All our responders are volunteers and are trained by WMAS. They all have full time jobs. We cover Burntwood, Cannock, Hednesford, Heath Hayes, Chase town, Chase Terrace, Newton Cones, Great Wyrley and Cheslyn Hay.

ARE YOU A REGISTERED CHARITY?

YES/NO NUMBER: 1155174

ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?

YES/NO

IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS

BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR

We have to provide all our own equipment for both of our vehicles, the current equipment is dated and needs urgently replacing. The same with uniform's. The Group provides responders with shirt's, Epaullets, waterproof jacket and hat. All of these items have to be embroidered. The responders supply their own trousers and safety footwear. we also provide safety helmets. Responders not only respond to Emergency calls but welfare calls checking on elderly and vulnerable in the community that we do and concern has been expressed by neighbours & care workers.

EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS

We know that our project/activity is needed because of the number of 999 & welfare calls we attend. We are in the heart of the local community and respond to people in their hour of need. Not only do we respond alongside WMAS we provide CPR & AED awareness to local groups, schools and companies free of charge we support local groups and their projects when ever we can, working alongside our local Rotary & Mens Clubs. They also support us.

WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	£500
PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT	Equipment and uniform project costs. Please see attached sheet detailing costs.
WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?	£5307.28
HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)	YES/NO IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:

ORGANISATION	SUCCESSFUL	AMOUNT
1. Buntingford Town Council	YES/NO	£250
2. Heath Hayes/Wimblebury Parish Council	YES/NO	£1490
3. Carriers For Causes (one-stop)	YES/NO	£985
4. Drive for Charity (M.B.TOLL)		£1500

None of these applications have responded yet not expecting to hear until 2020.

GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS

Fundraising is paramount to us, we attend local events especially in the summer. cash collections at several local Supermarkets, collection tins in local shops, Public Houses, Clubs. Making hampers for local establishments do host and raffle for us.

PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT

All responders are expected to attend as many fundraising events as possible, this is on top of the minimum 16 hours per month they have to respond. myself I am the main contact for businesses and establishments to promote our fundraising. we also have 5 fundraisers who attend events.

<p>HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?</p>	<p>YES/NO IF YES PLEASE GIVE DETAILS: £500 received February 2019.</p>
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<u>DECLARATION</u>	
<p>I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.</p>	
<p>NAME</p>	<p>Linda King</p>
<p>SIGNED</p>	<p><i>L. King</i></p>
<p>POSITION</p>	<p>Business Liaison officer</p>
<p>DATE</p>	<p>11-11-2019</p>
<p><u>PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION</u></p> <p>1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION, BUSINESS PLAN)</p> <p>2. YOUR GOVERNING DOCUMENT, IF DIFFERENT FROM ABOVE 3. COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT BANK STATEMENT OR A BUDGET AND ASSOCIATED BUSINESS PLAN FOR NEW ORGANISATIONS</p> <p>YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)</p>	

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

Equipment and Uniform Project Costings

Units	Description	Cost
20	Bastion Tacticle Shirts (2 each)	814
10	Epauletts (Pairs) (1 Pair each)	71.5
12	Waterproof Jacket (1 each)	312
10	Knitted Hat (1 each)	100
10	Radio Belt Clip (Leather) (1 each)	100
10	Paramedic Helmet (1 each)	1849.5
2	Response Bags (1 per Vehicle)	788.8
2	Manual BP Multi Cuff Kit (1 per Vehicle)	359.88
2	Electric BP Machines (1 Per Vehicle)	29.98
2	Large Cuffs for above (1 per Vehicle)	6.18
2	Pulse Oxemeters Adult Hand Held (1 per vehicle)	490
2	Pk Paediatric Disposable Probes for above	385.44
		5307.28

HEDNESFORD TOWN COUNCIL - Application for Grant –13.11.19

Burntwood and Cannock Chase Community First Responders are a voluntary organisation of local people who are committed to caring for their community. As the responders are community based, they can respond quickly to local emergency calls along with West Midlands Ambulance Service (WMAS). We also provide local communities with free CPR and AED training, and facilitate the purchase of AEDs and cabinets to be placed in the local communities. We are activated to all types of 999 calls for all ages of people in our local community when on duty. Responders must apply and be trained by WMAS.

Any grants we receive will allow us to continue to respond to the local community directly benefiting the patient. Enabling us to carry on giving the same level of support to the local community at critical times in their lives, working in partnership with the local ambulance services and other health care providers, which directly benefits people in time of need.

The area's we cover are Burntwood, Cannock, Hednesford, Heath Hayes, Chasetown, Chase Terrace, Norton Canes, Great Wyrley, Cheslyn Hay and its surrounding areas

Fundraising is paramount, applying for grants, attending many local events, especially in the summer period. This raises not only much needed funds but raises awareness to the community with regards to who we are and what we do. Posters and Collection tins are prominently displayed in various establishments. Supermarkets, Public Houses, restaurants, Fish and Chip shops. Local companies also support us in different ways. Hamper raffles, the hampers are made by us using items that have been donated to us for fundraising. Local shops and clubs host these for us.

We operate 2 Rapid Response Vehicles the vehicles and equipment have to be purchased by ourselves. Both vehicles need some of the equipment replaced. This we are hoping to achieve from grants.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Burntwood & District CFR 1155174

Receipts and payments accounts

For the period from	Oct 1st 2019	To	Oct 31st 2019
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Section A Receipts and payments

	UNRESTRICTED funds - MAIN ACCOUNT to the nearest £	RESTRICTED Community Defib funds to the nearest £	RESTRICTED car / equipment fund to the nearest £	RESTRICTED reserve funds	Total funds to the nearest £
A1 Receipts					
Collections	910				910
Collection tins	69				69
Donations	338				338
Community defib programme (grants)	967				967
Donation - community defib training					
WMAS Fuel reimbursement					
Text Give					
Trustee Donations					
Grants - learn equipment etc					
INTEREST					
Sub total (Gross income for AR)	2,283				2,283
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total					
Total receipts	2,283				2,283
A3 Payments					
Cost of PR / Fundraising kit	255				255
Training equipment / costs					
PL Insurance					
Vehicle Insurance					
Team Equipment purchase					
Equipment service	62				62
Vehicle running less fuel	29				29
vehicle cleaning					
Fuel	48				48
MOT /TAX					
Clothing					
trustee travel					
Community Defib purchase (grants)	69				69
Sub total	463				463
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total					
Total payments	463				463
Net of receipts/(payments)	1,821				1,821
A5 Transfers between funds					
A6 Cash funds last month	2,395	3,296	23,517	4,462	29,207
Cash funds this month end	4,216	3,296	23,517	4,462	31,028

Burntwood & District CFB

Your Account

MAIN ACCOUNT

01 October 2019 to 31 October 2019

Money In	£2,283.40	Balance on 01 October 2019	£2,348.29
Money Out	£462.72	Balance on 31 October 2019	£4,215.63

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Oct 19	AID FUEL OILS LTD 302186	DD		46.66	2,348.29
01 Oct 19	TERRAFIX 300000000520347201 117541	FPO		62.00	2,286.29
02 Oct 19	LOYD 3 MARKET PLAC	CSH	400.00		2,686.29
02 Oct 19	LOYD 3 MARKET PLAC	CSH	300.00		2,986.29
02 Oct 19	LOYD 3 MARKET PLAC	DEP	81.84		3,068.13
02 Oct 19	CANNOCK	DEP	130.00		3,198.13
03 Oct 19	CANNOCK	DEP	20.00		3,218.13
04 Oct 19	500257	DEP	37.79		3,255.92
09 Oct 19	KLICK PRINT LTD 200000000517816949 KP20792 -	FPO		180.00	3,075.92
11 Oct 19	MSFT * E040099B9Y CD 8210	DEB		2.76	3,073.16
15 Oct 19	AID FUEL OILS LTD 302186	DD		1.02	3,072.14
16 Oct 19	FUNDRAISING BOXES 500000000521735586 4910	FPO		72.45	2,999.69
18 Oct 19	500258	DEP	31.00		3,030.69
18 Oct 19	500258	DEP	35.00		3,065.69
21 Oct 19	MIX TELEMATICS 500000000523368319 B&DCFR	FPO		28.79	3,036.90
23 Oct 19	500261	DEP	253.11		3,290.01

(Continued on next page)

MAIN ACCOUNT



Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
23 Oct 19	500260	DEP	443.05		3,733.06
23 Oct 19	500259	DEP	150.45		3,883.51
25 Oct 19	500262	DEP	401.16		4,284.67
30 Oct 19	WEL MEDICAL 400000000531148698 1231057	FPO		69.04	4,215.63

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Constitution of the Burntwood and District Community First Responders Scheme (BADCFR)

Registered Charity 1155174

Adopted on the : 13/6/2013

Amended N/A

PART 1

1. Adoption of the Constitution.

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. The Name.

The association's name is "Burntwood and District Community First Responders" (and in this document it is called the Charity).

3. The Objects.

The Charity's objects (the Objects) are:

(1) To relieve persons suffering injury or illness in the area of Norton Canes, Burntwood and Brownhills or surrounding areas in Staffordshire, by the provision of emergency medical care.

4. Application of the Income and Property

(1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.

(2) A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity.

(3) None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:

(a) a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;

(b) a Trustee from:



(i) Buying goods or services from the Charity upon the same terms as other members or members of the public;

(ii) receiving a benefit from the Charity in the capacity of a beneficiary of the Charity, provided that the Trustees comply with the provisions of sub clause (6) of this clause, or as a member of the Charity and upon the same terms as other members;

(c) The purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a trustee or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:

(i) fines;

(ii) costs of unsuccessfully defending criminal prosecutions arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;

(iii) liabilities to the Charity that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether that conduct was in the best interests of the Charity or not.

(4) No Trustee may be paid or receive any other benefit for being a Trustee.

(5) A Trustee may:

(a) sell goods, services or any interest in land to the Charity;

(b) be employed by or receive any remuneration from the Charity;

(c) receive any other financial benefit from the Charity;

if:

(d) he or she is not prevented from doing so by sub-clause (4) of this clause: and

(e) the benefit is permitted by sub-clause (3) of this clause; or

(f) the benefit is authorised by the Trustees in accordance with the conditions in sub-clause (6) of this clause.

(6) (a) if it is proposed that a Trustee should receive a benefit from the Charity that is not already permitted under sub-clause (3) of this clause, he or she must:

(i) declare his or her interest in the proposal;

(ii) be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;

(iii) not be counted in determining whether the meeting is quorate;



(iv) not vote on the proposal.

(b) In cases not covered by sub-clause (5) of this clause, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Charity to contract with and or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).

(c) The Trustees may only authorise a transaction falling within paragraphs 5(a) - (c) of this clause if the trustee body comprises a majority of Trustees who have not received any such benefit.

(d) If the Trustees fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the Charity the value of any benefit received by the Trustee from the Charity.

(7) A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.

(8) In clause 4, "Trustee" shall include any person firm or company connected with the Trustee.

5. Dissolution

(1) If the members resolve to dissolve the Charity the Trustees will remain in office as charity trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.

(2) The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.

(3) The Trustees must apply any remaining property or money:

(a) directly for the Objects;

(b) by transfer to any charity or charities for purposes the same as or similar to the Charity;

(c) in such other manner as the Charity Commissioners for England and Wales ("the Commission") may approve in writing in advance

provided that the property or the proceeds of sale thereof are used for the benefit of the residents of Norton Canes, Burntwood and Brownhills.

(4) The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of



the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a) - (c) inclusive in sub-clause (3) above.

(5) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity).

(6) The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send to the Commission the charity's final accounts.

6. Amendments.

(1) Any provision contained in Part 1 of this constitution may be amended provided that:

(a) no amendment may be made that would have the effect of making the Charity cease to be a charity at law;

(b) no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Charity;

(c) no amendment may be made to clause 4 without the prior written consent of the Commission;

(d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.

(2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.

(3) A copy of any resolution amending this constitution must be sent to the Commission within twenty one days of it being passed.

PART 2

7. Membership.

(1) Membership is open to individuals over eighteen or organisations who are approved by the Trustees. Members may be qualified Responders, Responders in training, or non-Responders. Non-responders may be involved in other activities for the benefit of the Charity, such as (but not limited to) fund raising or administration.

(2) (a) The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.

(b) The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.



(c) The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

(3) Membership is not transferable to anyone else.

(4) The Trustees must keep a register of names and addresses of the members which must be made available to any member upon request.

8. Termination of Membership.

Membership is terminated if:

(1) the member dies or, if it is an organisation, ceases to exist;

(2) the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;

(3) any sum due from the member to the Charity is not paid in full within six months of it falling due;

(4) the member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

(a) the member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;

(b) the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

9. General meetings.

(1) The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.

(2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

(3) All general meetings other than annual general meetings shall be called special general meetings.

(4) The Trustees may call a special general meeting at any time.

(5) The Trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.



10. Notice.

- (1) The minimum period of notice required to hold any general meeting of the Charity is fourteen clear days from the date on which the notice is deemed to have been given.
- (2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- (4) The notice must be given to all the members and to the Trustees.

11. Quorum.

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is;
 - 10 members entitled to vote upon the business to be conducted at the meeting; or
 - one tenth of the total membership at the time,whichever is the greater.
- (3) The authorised representative of a member organisation shall be counted in the quorum.
- (4) If:
 - (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present,the meeting shall be adjourned to such time and place as the Trustees shall determine.
- (5) The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- (6) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

12. Chair.

- (1) General meetings shall be chaired by the person who has been elected as Chair.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.
- (3) If there is only one Trustee present and willing to act, he or she shall chair the meeting.



(4) If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

13. Adjournments.

(1) The members present at a meeting may resolve that the meeting shall be adjourned.

(2) The person who is chairing the meeting must decide the date time and place at which meeting is to be reconvened unless those details are specified in the resolution.

(3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

(4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date time and place of the meeting.

14. Votes.

(1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

(2) A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

15. Representatives of Other Bodies.

(1) Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.

(2) The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.

(3) Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

16. Officers and Trustees.

(1) The Charity and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this constitution. The Officers and other



members of the committee shall be the trustees of the Charity and in this constitution are together called "the Trustees".

(2) The Charity shall have the following Officers:

a chair,

a secretary,

a treasurer.

(3) A Trustee must be a member of the Charity or the nominated representative of an organisation that is a member of the Charity.

(4) No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 19.

(5) The number of Trustees shall be not less than three but (unless otherwise determined by a resolution of the Charity in general meeting) shall not be subject to any maximum.

(6) The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this constitution is adopted.

(7) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

17. The Appointment of Trustees.

(1) The Charity in general meeting shall elect the Officers and the other Trustees.

(2) The Trustees may appoint any person who is willing to act as a Trustee. Subject to paragraph 5(b) of this clause, they may also appoint Trustees to act as officers.

(3) Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.

(4) No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:

(a) is signed by a member entitled to vote at the meeting;

(b) states the member's intention to propose the appointment of a person as a Trustee or as an officer;

(c) is signed by the person who is to be proposed to show his or her willingness to be appointed.

(5) (a) The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.



(b) The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.

18. Powers of Trustees.

(1) The Trustees must manage the business of the Charity and they have the following powers in order to further the Objects (but not for any other purpose):

(a) to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;

(b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993;

(d) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if they intend to mortgage land;

(e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

(f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;

(g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects;

(h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

(j) to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;

(k) to open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

(l) to do all such other lawful things as are necessary for the achievement of the Objects;

(2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.

(3) Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.



19. Disqualification and Removal of Trustees.

A Trustee shall cease to hold office if he or she:

- (1) is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) ceases to be a member of the Charity;
- (3) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (4) resigns as a Trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- (5) is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

20. Proceedings of Trustees.

- (1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (2) Any Trustee may call a meeting of the Trustees.
- (3) The secretary must call a meeting of the Trustees if requested to do so by a Trustee.
- (4) Questions arising at a meeting must be decided by a majority of votes.
- (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- (6) No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.
- (7) The quorum shall be two or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees.
- (8) A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- (9) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- (10) The person elected as the Chair shall chair meetings of the Trustees.
- (11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.



(12) The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.

(13) A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.

(14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

21. Delegation.

(1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book.

(2) The Trustees may impose conditions when delegating, including the conditions that:

- the relevant powers are to be exercised exclusively by the committee to whom they delegate;
- no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.

(3) The Trustees may revoke or alter a delegation.

(4) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

22. Irregularities in Proceedings.

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise,

if, without:

- the vote of that Trustee; and
- that Trustee being counted in the quorum,

the decision has been made by a majority of the Trustees at a quorate meeting.



(2) Sub-clause (1) of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.

(3) No resolution or act of:

(a) the Trustees;

(b) any committee of the Trustees;

(c) the Charity in general meeting, shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Charity.

23. Minutes.

The Trustees must keep minutes of all:

(1) appointments of Officers and Trustees made by the Trustees;

(2) proceedings at meetings of the Charity;

(3) meetings of the Trustees and committees of Trustees including:

- the names of the Trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions.

24. Annual Report and Return and Accounts.

(1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to:

(a) the keeping of accounting records for the Charity;

(b) the preparation of annual statements of account for the Charity;

(c) the transmission of the statements of account to the Charity;

(d) the preparation of an annual report and its transmission to the Commission;

(e) the preparation of an annual return and its transmission to the Commission.

(2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

25. Registered particulars.



The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

26. Property.

(1) The Trustees must ensure the title to:

(a) all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities; and

(b) all investments held by or on behalf of the Charity, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

(2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Charity.

(3) The Trustees may remove the holding trustees at any time.

27. Repair and insurance.

The Trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

28. Notices.

(1) Any notice required by this constitution to be given to or by any person must be:

(a) in writing; or

(b) given using electronic communications.

(2) Notice may be given to a member either:

(a) personally; or

(b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or

(c) by leaving it at the address of the member; or

(d) by giving it using electronic communications to the member's address.

(3) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.

(4) A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.



(5) (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

(b) Proof that a notice contained in an electronic communication was properly addressed and sent shall be conclusive evidence that the notice was given.

(c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

29. Rules.

(1) The Trustees may from time to time make rules or bye-laws for the conduct of their business.

(2) The bye-laws may regulate the following matters but are not restricted to them:

(a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

(b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;

(c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;

(d) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by this constitution;

(e) the keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and require a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)

(f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

(3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.

(4) The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.

(5) The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.