

MARCH 2024

ITEMS 566

Date: 09/04/2024

Nelson Town Council

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Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Current Bank Account

User: NH

Bank Statement Account Name (s)		Statement Date	Page No	Balances
LLoyds Bank		28/03/2024		1,048,938.49
				1,048,938.49
Unpresented Payments (Minus)		Amount		
27/03/2023	2716	Star Marketing Solutions Ltd	145.00	
26/06/2023	2773	Star Marketing Solutions Ltd	132.00	
04/03/2024	2925	Borough of Pendle (PBC)	252.91	
13/03/2024	2929	Option Hygiene Ltd	193.44	
18/03/2024	2930	Borough of Pendle (PBC)	2,628.49	
19/03/2024	2933	Maxigene Enviromental Services	30.00	
25/03/2024	2934	Friends of St Johns Churchyard	1,000.00	
				4,381.84
				1,044,556.65
Unpresented Receipts (Plus)			0.00	0.00
				1,044,556.65
		Balance per Cash Book is :-		1,044,556.65
		Difference is :-		0.00

## Signatory 1:

Name ..... Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....

Date: 09/04/2024

## Nelson Town Council

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## Cashbook 1

User: NH

## Current Bank Account

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,054,958.19					1,054,958.19	
500050 DEP	Banked: 25/03/2024	1,240.00						
500050 DEP	Nelson Town Council	1,240.00			1211	160	1,240.00	Hall/Room Hire
Total Receipts for Month		1,240.00	0.00	0.00			1,240.00	
Cashbook Totals		1,056,198.19	0.00	0.00			1,056,198.19	

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Nelson Town Council

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Cashbook 1

User: NH

Current Bank Account

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/02/2024	Barrowford Primary School	2921	1,000.00			4240	130	1,000.00	YES Fest Small Grant
01/03/2024	Vodafone	DD	108.23		18.04	4150	110	25.40	Mobile Phone Charges-Office
						4100	160	64.79	Mobile Phone Charges-Caretaker
04/03/2024	Vision ICT	2923	496.80		82.80	4125	110	414.00	201 Hosted Email Account 24/25
04/03/2024	Vision ICT	2924	172.80		28.80	4125	110	144.00	201 Hosted Email Account 24/25
04/03/2024	Borough of Pendle (PBC)	2925	252.91		42.15	4500	170	210.76	Grit Bin on Eckroyd Close
04/03/2024	Coalition FacilitiesManagement	2926	72.00		12.00	4621	180	60.00	Quad Bike Storage - Feb 2024
04/03/2024	Remote Asset Management Ltd	DD	9.00		1.50	4680	190	7.50	Lease of Tracking Unit
05/03/2024	npower Business Solutions	2927	169.05		8.05	4330	140	161.00	Christmas Lights Electricity
05/03/2024	Option Hygiene Ltd	2928	70.56		11.76	4710	140	58.80	Embroidered Beanie Hats
13/03/2024	Option Hygiene Ltd	2929	193.44		32.24	4710	140	161.20	NTC Embroidered Uniform
13/03/2024	Vodafone	DD	30.26		5.04	4150	110	25.22	Office Phone and Broadband
15/03/2024	Business Waste Ltd	DD	279.10		46.50	4101	160	232.60	Waste Collections - Apr 2024
15/03/2024	Daisy Communications	DD	67.25		11.21	4100	160	56.04	UWC Phone and Broadband
18/03/2024	Business Card	BUSCARD	15.59		2.60	4500	170	12.99	Zoom Subscription
18/03/2024	Borough of Pendle (PBC)	2930	2,628.49		438.08	4510	170	2,190.41	Back Chapel House Rd Works TRO
18/03/2024	RC Community Group CIC	2931	3,000.00			4240	130	3,000.00	Community Cricket Project
19/03/2024	Lancashire County Council	DD	1,172.05			4020	110	815.69	Pension Contributions - Feb 24
						4439	160	273.03	Pension Contributions - Feb 24
						4010	110	83.33	Pension Contributions - Feb 24
19/03/2024	J Driver Ltd	2932	81.60		13.60	4108	160	68.00	Boiler/Radiator Maintenance
19/03/2024	Maxigene Enviromental Services	2933	30.00		5.00	4106	160	25.00	Legionella Monitoring - Mar 24
21/03/2024	E.on Next	DD	38.02		1.81	4380	150	36.21	Kickabout Area Electricity
21/03/2024	E.on Next	DD	86.94		4.14	4380	150	82.80	Games Area Electricity
22/03/2024	TotalEnergies Gas & Power	DD	314.47		52.42	4100	160	262.05	UWC Electricity
25/03/2024	Friends of St Johns Churchyard	2934	1,000.00			4220	130	1,000.00	Memorial Repair Project
27/03/2024	Peninsula Business Services	DD	245.30		38.97	4680	190	194.84	Professional HR Service
						4680	190	10.26	Insurance
						4680	190	1.23	Insurance Premium Tax (IPT)
28/03/2024	Vodafone	DD	107.68		17.95	4150	110	24.94	Mobile Phone Charges-Office
						4100	160	64.79	Mobile Phone Charges-Caretaker
Total Payments for Month			11,641.54	0.00	874.66			10,766.88	
Balance Carried Fwd			1,044,556.65						
Cashbook Totals			1,056,198.19	0.00	874.66			1,055,323.53	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	0	690,945	690,945	0			100.0%	
Income :- Income	0	690,945	690,945	0			100.0%	0
Net Income	0	690,945	690,945	0				
<b>110 Administration</b>								
4000 Clerk Salary Tax + NI	0	0	35,000	35,000		35,000	0.0%	
4010 Employer Pension	83	917	2,690	1,773		1,773	34.1%	
4020 Assistant Clerk Salary Tax+ NI	816	43,093	26,500	(16,593)		(16,593)	162.6%	
4025 Casual admin staff	0	471	0	(471)		(471)	0.0%	
4110 Postage	0	188	250	63		63	75.0%	
4120 Stationery/Office Administrati	0	135	1,000	865		865	13.5%	
4121 Miscellaneous	0	110	500	390		390	21.9%	
4125 Website & Email Hosting Accs	558	2,180	2,500	320		320	87.2%	
4130 Room Hire	0	0	600	600		600	0.0%	
4140 Computer Equipment & Software	0	848	1,000	152		152	84.8%	
4142 Office Furniture	0	0	1,000	1,000		1,000	0.0%	
4150 Telephone, Mobile & Broadband	76	608	650	42		42	93.6%	
4160 Clerk Expenses	0	0	100	100		100	0.0%	
4921 Election Costs	0	21,821	20,000	(1,821)		(1,821)	109.1%	
Administration :- Indirect Expenditure	1,533	70,369	91,790	21,421	0	21,421	76.7%	0
Net Expenditure	(1,533)	(70,369)	(91,790)	(21,421)				
<b>120 Allotments</b>								
1240 Allotment Rents & Water income	0	9,774	10,929	1,155			89.4%	
Allotments :- Income	0	9,774	10,929	1,155			89.4%	0
4200 Allotments Maintenance	0	10,201	10,929	728		728	93.3%	
Allotments :- Indirect Expenditure	0	10,201	10,929	728	0	728	93.3%	0
Net Income over Expenditure	0	(427)	0	427				
<b>130 Ward Initiative &amp; Small Grants</b>								
4210 WIF Bradley	0	0	1,000	1,000		1,000	0.0%	
4215 WIF Clover Hill	0	300	1,000	700		700	30.0%	
4220 WIF Marsden	1,000	2,000	1,000	(1,000)		(1,000)	200.0%	
4225 WIF Southfield	0	660	1,000	340		340	66.0%	
4230 WIF Walverden	0	1,030	1,000	(30)		(30)	103.0%	
4235 WIF Whitefield	0	1,010	1,000	(10)		(10)	101.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4240 Small Grants Awarded	4,000	13,870	10,000	(3,870)		(3,870)	138.7%	
Ward Initiative & Small Grants :- Indirect Expenditure	5,000	18,870	16,000	(2,870)	0	(2,870)	117.9%	0
<b>Net Expenditure</b>	<b>(5,000)</b>	<b>(18,870)</b>	<b>(16,000)</b>	<b>2,870</b>				
<b>140 Events</b>								
4290 Summer Event Football Marathon	0	800	5,000	4,200		4,200	16.0%	
4300 Food Festival	0	5,240	0	(5,240)		(5,240)	0.0%	
4310 Lancashir Day & Xmas Switch On	0	14,986	14,000	(986)		(986)	107.0%	
4330 Town Centre Christmas Lights	161	28,840	35,000	6,160		6,160	82.4%	
4340 Community Cohesion	0	3,000	5,000	2,000		2,000	60.0%	
4350 Events General	0	37,332	15,000	(22,332)		(22,332)	248.9%	
4710 Uniform	220	220	1,000	780		780	22.0%	
Events :- Indirect Expenditure	381	90,418	75,000	(15,418)	0	(15,418)	120.6%	0
<b>Net Expenditure</b>	<b>(381)</b>	<b>(90,418)</b>	<b>(75,000)</b>	<b>15,418</b>				
<b>150 Transferred Services</b>								
4380 MUGAs-Maintenance & Inspection	119	49,302	21,000	(28,302)		(28,302)	234.8%	
4381 MUGA/Play Area-Imprvm/renewals	0	6,586	5,000	(1,586)		(1,586)	131.7%	
4390 CCTV Monitoring	0	45,028	31,500	(13,528)		(13,528)	142.9%	
4400 Parks	0	140,670	140,500	(170)		(170)	100.1%	
4410 Roadside Seats-Maint+Inspectio	0	0	5,000	5,000		5,000	0.0%	
4411 Roadside seats-Renewals	0	0	2,000	2,000		2,000	0.0%	
Transferred Services :- Indirect Expenditure	119	241,586	205,000	(36,586)	0	(36,586)	117.8%	0
<b>Net Expenditure</b>	<b>(119)</b>	<b>(241,586)</b>	<b>(205,000)</b>	<b>36,586</b>				
<b>160 Unity Hall</b>								
1211 Unity Hall Room/Cafe Hire	1,240	7,600	7,500	(100)			101.3%	
1213 Music System Hire	0	0	300	300			0.0%	
Unity Hall :- Income	1,240	7,600	7,800	200			97.4%	0
4100 Utilities - Unity Centre	448	3,460	15,000	11,540		11,540	23.1%	
4101 Trade Waste&Sanitory/Nappy dis	233	3,394	1,400	(1,994)		(1,994)	242.5%	
4105 Hard Wire Test + Elec Call Out	0	3,050	500	(2,550)		(2,550)	610.0%	
4106 Building Compliance Costs	25	485	1,000	515		515	48.5%	
4107 Lift Maintenance + Costs	0	1,181	500	(681)		(681)	236.2%	
4108 Boiler maintenance + Gas Safet	68	1,002	1,000	(2)		(2)	100.2%	
4109 Music License	0	490	2,000	1,510		1,510	24.5%	
4430 Renovation/Proj/Match Funding	0	0	15,000	15,000		15,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4431 Repairs & Renewals	0	220	1,500	1,280		1,280	14.7%	
4439 Caretakers Salary Tax + NI	273	13,830	12,500	(1,330)		(1,330)	110.6%	
4440 Caretaking/Managmnt-Contractor	0	0	1,500	1,500		1,500	0.0%	
4441 Cleaning Supplies & Equipment	0	1,473	1,500	27		27	98.2%	
4445 Equipment/Furniture Costs-UWB	0	0	1,000	1,000		1,000	0.0%	
4450 CCTV & Burglar Alarm System	0	0	500	500		500	0.0%	
4453 Professional Fees - UWB Centre	0	0	1,000	1,000		1,000	0.0%	
4455 Miscellenous - UWB Centre	0	108	1,500	1,392		1,392	7.2%	
4457 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Unity Hall :- Indirect Expenditure	1,046	28,694	62,400	33,706	0	33,706	46.0%	0
<b>Net Income over Expenditure</b>	<b>194</b>	<b>(21,094)</b>	<b>(54,600)</b>	<b>(33,506)</b>				
<b>170 Projects</b>								
4500 Special Projects/ Other	224	44,425	30,000	(14,425)		(14,425)	148.1%	
4510 Highways Projects	2,190	101,492	200,000	98,508	27,000	71,508	64.2%	
4511 Dropped Kerb Grants	0	1,000	5,000	4,000		4,000	20.0%	
4520 Hanging Baskets	0	32,831	30,000	(2,831)		(2,831)	109.4%	
4570 Climate Emergency Fund	0	0	5,000	5,000		5,000	0.0%	
Projects :- Indirect Expenditure	2,414	179,749	270,000	90,251	27,000	63,251	76.6%	0
<b>Net Expenditure</b>	<b>(2,414)</b>	<b>(179,749)</b>	<b>(270,000)</b>	<b>(90,251)</b>				
<b>180 Handyman Scheme</b>								
4600 Handyman Labour	0	468	7,000	6,532		6,532	6.7%	
4610 Handyman Materials	0	974	3,000	2,026		2,026	32.5%	
4620 Handyman Equipment	0	391	1,000	609		609	39.1%	
4621 Quad Bike Maint/Repairs	60	330	0	(330)		(330)	0.0%	
Handyman Scheme :- Indirect Expenditure	60	2,163	11,000	8,837	0	8,837	19.7%	0
<b>Net Expenditure</b>	<b>(60)</b>	<b>(2,163)</b>	<b>(11,000)</b>	<b>(8,837)</b>				
<b>190 Professional Fees</b>								
4650 Insurance	0	4,769	2,500	(2,269)		(2,269)	190.8%	
4660 Audit (Internal & External)	0	82	1,500	1,418		1,418	5.4%	
4665 Accountancy Fees	0	155	500	345		345	31.0%	
4670 Legal Fees	0	61,611	17,500	(44,111)		(44,111)	352.1%	
4680 HR & H&S Support Services	214	2,707	3,000	293		293	90.2%	
4690 Subscriptions	0	2,601	225	(2,376)		(2,376)	1156.1%	
4695 Payroll Service	0	1,275	980	(295)		(295)	130.1%	
Professional Fees :- Indirect Expenditure	214	73,199	26,205	(46,994)	0	(46,994)	279.3%	0
<b>Net Expenditure</b>	<b>(214)</b>	<b>(73,199)</b>	<b>(26,205)</b>	<b>46,994</b>				

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# Nelson Town Council

## Small Grants Application Form

Please refer to the 'Small Grants Funding – Grant Criteria & Conditions' document to assist you with the completion of this form

### Contact Details

Date of Application:	28/03/24	Ref Number: (office use only)	
Name of Organisation:	Positive Voices@marsdenheights		
Address: Marsden Heights community college Edge End Lane, Nelson, Lancashire			
		Postcode:	BB9 0PR
Name of Applicant:	Mashuq Hussain OBE	Position:	Senior Youth and community worker
Telephone Number:	07856688073	Email Address:	mhussain@marsdenheights.co.uk
Website:		Cheque Payable to (if successful):	Positive Voices, Marsden heights community college

### Organisation Details

What type of organisation are you:	
<input type="checkbox"/> Charitable Organisation	<input checked="" type="checkbox"/> Unregistered Community Group
<input type="checkbox"/> Unregistered Charity	<input type="checkbox"/> Registered charity
<input type="checkbox"/> Charity Number:	
<input type="checkbox"/> Other (please state) _____	
Do you have a constitution or a set of rules? (please enclose a copy of your constitution)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you part of a larger organisation? If yes please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Marsden Heights community college
How long has your organisation been operating:	11 years
How many trustees, volunteers and service users are there in your organisation:	6 trustees, 13 volunteers. 1050 users
Tell us about your organisation, its aims and the work you undertake and the main activities:	
Marsden Heights Community College is a secondary school and responsible for formal education to young people from the age of 11-16. Youth Works at Marsden Heights is a voluntary group which works during school hours, evenings and weekends to provide opportunities for young people to be involved in projects and activities that enhance their experience, develop their personal and interpersonal skills and broaden their horizons. The aim of YouthWorks at Marsden Heights is to enable young people to fulfil their potential and have a voice.	



Who benefits from these activities:	Positive Voices 12 are in the process of selecting the new group who will take the baton for Positive voices. They will work at a local national and international level to raise the voice of young people on issues they feel strongly about. The young people from PV12 will benefit by taking part in a recruitment process for the new group and learning new skills they can take with them to a residential programme to train them in all aspects of the duties they will carry out as a Positive Voices group. This programme will build their confidence, provide an opportunity to work as a team, plan events they will be running with NTC and other community organisations. Through this training programme we will be creating a community asset in the way of empowered young people who are resilient and will benefit their community through working on projects and carry out community engagement.
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## Details of Funding Requested

What is your project called?	Positive Voices	
When will your project start and finish?	Start Date:	May 2024 – residential date to be booked
	Finish Date:	May 2024 – new group will take over
How will your project benefit the local community within the Nelson town boundary? (use a separate sheet if necessary)		
<p>Through Positive Voices, the aim is to train and empower young people in Nelson to carry out community engagement work with local people and organisations. The group of young people are all from Nelson and will go through a weekend training programme to learn how to carry out community engagement, work with organization to help plan and run events and projects, run Health and wellbeing programmes for the young people and the community members in school. Through all of our work we will target people living in Nelson.</p>		
<p>Why is this project needed? What advantage will it bring to Nelson? How many people within the Nelson town boundary will benefit from the project?</p>		
<p>This project is needed because we want to empower young people to make positive changes in their community. At present drugs and dangerous drivers are rife on our streets and we do not have enough young people with a positive mindset like the Positive Voices group. We want to work with NTC and local community organisations to bring more people on board with positive line of thinking which will enable more positive changes to occur within Nelson. This project will be driven by Positive Voices with the help of local community organisations, youth workers from Marsden Heights and the aim is to create youth action groups in the community after our training programme. The aim is to run this project and target young people from all works of life, ethnicity and backgrounds to be involved in benefitting their community through positive engagement with local councillors, community organisations and community members from the area. Involving young people at this stage in their lives and running a training programme will produce individuals in the community who will have vested interests and the ability, experience and skills to make positive change in their community.</p>		
<p>Please include dates and venue of events if applicable – please include a programme if available:</p>		



25/03/24 Assemblies in school and recruitment of young people for Positive Voices

Interviews and selection week beginning 15<sup>th</sup> April.

Programme to be booked at Coldwell Activity Centre in May 2024 – dates to be confirmed

## Project Costs and Finances

Total Cost of Project:	£ 2500	Amount Requested:	£ 1000
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Have you previously applied for grant funding from Nelson Town Council?



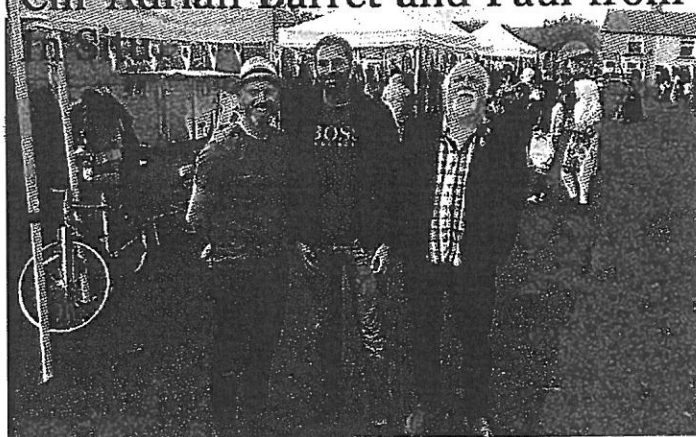
Yes



No

If yes, when did you apply? In 2017 for 'The Lark In the Park' in Walverden Park for Positive Voices 4.

Cllr Zafar Ali (Chairman NTC),  
Cllr Adrian Barret and Paul from



Have you or this group applied for or received any other grant for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applied from:	
Received From:	

<b>Budget:</b> This budget should be for the <b>total cost</b> of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already. Please also provide estimates/quotations of the proposed items of expenditure you may use.	
<b>A Expenditure items</b>	<b>Cost (£)</b>
Residential programme at Coldwell Activity centre	£2000
<b>B Total Expenditure (must be sum of A above)</b>	<b>£</b>

<b>Other Income Sources (state from whom, and whether confirmed)</b>	<b>Total £</b>
From your own resources (including public fundraising)	
20 young people - £20 per child voluntary contribution from parents - confirmed	£400
Fundraisers? – not yet confirmed	Aim to raise £100
School - confirmed	£500
We are looking at other funding streams and are going to be writing letters to local organisations in order to make this residential happen.	

<b>D Sum requested from Nelson Town Council</b>	<b>£1000</b>
<b>E Total Income (must be sum of C &amp; D above) and equal to figure in B</b>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">£</div> <div> <p>→ We are looking at other funding streams and are going to be writing letters to local organisations in order to make</p> <p>→ The Positive Voices group are prepared to present in front of the finance committee regarding this funding application</p> </div> </div>

How much do you receive in primary funds?	Per year    £0
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<p>What other grants have you received in the last 3 years (amount and from who?)</p> <p>None</p>
<p>Please attach any other information you think is appropriate for this project, eg insurance cover, health and safety issues, planning permission received, quotations from suppliers and any other relevant information to support your application.</p>

<p>If your group has been set-up or has been running for less than a year, applicants must supply one business and one personal reference. You must also provide a copy of your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position.</p>	
<p>Personal Reference:</p>	<p>Business Reference:</p>

## Town Councillor Support

<p>Please ensure this section is completed by a Town Councillor who is representing your ward (prior to submitting the application to the Town Council office.)</p>			
<p>Nelson Town Council Ward:</p>	<p>Southfield</p>	<p>Town Councillor:</p>	<p>Kamran Latif</p>
<p>Signature:</p>	<p>Mashuq Hussain</p>		
<p><b>Declaration of involvement with the applicant</b>          To your knowledge are any of the following likely to benefit in any way if this application is successful. Either directly or indirectly. Another Town Councillor/Relative/Friend/Business Acquaintance/Yourself</p> <p><input type="checkbox"/> <input type="checkbox"/> No</p> <p>If yes, please give details, ie who and how?</p>			

## Checklist and Supporting Documents

Please enclose the following documents with your application. We will only process your application once we have received them.

- ☐ Full and complete copies of your signed, certified and audited latest annual accounts (if your organisation is less than twelve months old, please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position, and the projected income and expenditure for the next twelve months. You are also required to supply one personal and one business reference)
- ☒ Copy of your organisations constitution or set of rules
- ☐ Copies of your bank statements for the last six months
- ☐ Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item
- ☐ Evidence of any other awards towards the project e.g lottery funding, other bodies
- ☐ A certified copy of the resolution of the organisation to apply for the grant.
- ☐ Any other information that is appropriate or relevant to this application (eg insurance cover, health and safety issues, planning permission received)

**If you are unable to supply this information, please contact the Town Council office for advice prior to submission.**

## Declaration

- I am authorised to make this application on behalf of the above organisation
- I certify that the information contained in this application is correct
- I confirm that I have read and understood the Council's criteria for its small grants scheme
- If the information in the application changes, I will inform Nelson Town Council as soon as possible
- I give permission for Nelson Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time
- I agree to the terms and conditions of the grant criteria stipulated on this form and will provide evidence to the council to show that the grant has been used in the manner it was intended and will repay any funds that have not been used towards the grant
- I agree to promote Nelson Town Council in all publicity activities in support of the grant awarded
- I agree to comply with any other terms and conditions that the Council may attach to the grant

**Applicant Signature: Mashuq Hussain OBE**

**Date: 14/10/2022**

PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO:

THE TOWN CLERK  
NELSON TOWN COUNCIL  
TOWN HALL  
MARKET STREET  
NELSON  
BB9 7LG





# Nelson Town Council

## Small Grants Funding - Grant Criteria & Conditions

### OF APPLICATIONS & TERMS AND CONDITIONS OF GRANTS AWARDED

Objective of the Council to encourage local groups to undertake work or projects which are for the benefit of the residents of Nelson and in a manner commensurate with the needs of the town. Grants cannot be made to individuals. Applications will only be considered from clubs, societies, voluntary groups/organisations who either operate in, or benefit people who live in the Nelson Town Council area.

Grants are awarded to voluntary groups and societies, clubs, not for profit organisations or charities used to complement other sources of funding (eg Sports Council, Arts Council, Yorkshire Arts). The Council expects organisations to make every effort to be self-supporting and a repeated request will be asked for evidence of this. The Town Council will favour grants where other funding/fund has been secured. A statement of the financial affairs and fund-raising activities already undertaken will be required.

Grants will be considered on their own merits, but in general grants will be awarded for capital expenditure such as the purchase of equipment, works to buildings, improvements to premises, improvement or development of a particular area. In addition the Council may support a community event, festival, other project. Grants towards running costs, salaries or consumables will not be considered.

Applications will be considered by the Finance and General Purposes Committee. Each application will be considered on its own merits and will be considered with other applications at the meeting. To ensure as fair a basis as possible, the Committee will take into account: the amount and frequency of other awards, the need for the grant, and the amount of income and capital of the applicant.

Grants will not be used to fund religious or political activities and cheques cannot be made payable to an individual. Individuals/groups/organisations should normally expect only one grant per financial year.

Applicants applying for a grant must have a constitution, a managing Committee and a bank account with details of the bank and branch. Details must be supplied with the application.

Groups who have applied for and received funding in consecutive years should automatically assume that they will continue to receive funding. Each application will be treated on its own merits.

Grants must be properly costed or they will be refused or returned for further details. Retrospective grants will not be funded where expenditure has been made, the project has been carried out or the grant has been spent.

When considering an application the Committee may request further information including details of the constitution of the organisation, the age range of the membership, the nature and activities of the group, and details of how the grant will be applied and the source of other funding.

When considering an application for a grant, the Committee considers that it requires additional information. It may refer its decision to the next meeting of the Committee, but if that information or evidence is not available at that subsequent meeting, the application will be rejected. For this reason applicants are encouraged to attend the meeting at which the application will be considered.

Civic Centre, North

## **CRITERIA OF APPLICATIONS & TERMS AND CONDITIONS OF GRANTS AWARDED (Continued)**

11. Applications which could be interpreted as a request for sponsorship are specifically excluded from the small grants scheme.
12. The recipient must provide Nelson Town Council with a statement of how the money has been used using the feedback form enclosed and returning it to the Town Clerks office.
13. Any unused funds must be returned back to the office within three months of the project ending.
14. Successful applicants must report back to Nelson Town Council and agree to assist in any reasonable promotion of the award as required by the Town Council.
15. Any unused funds must be returned back to the office within three months of the project ending.
16. Successful applicants must report back to Nelson Town Council and agree to assist in any reasonable promotion of the award as required by the Town Council. All Publicity with regards to the grant must refer to the funds being provided by Nelson Town Council and cannot refer to funds being provided by an individual Councillor or Political Group. Within three months of the grant being awarded the applicant may be required to submit a feedback form detailing how the grant was used.
17. The Council wishes to ensure that monies are spent wisely and that community benefit is tracked, we therefore require applicants for grants to note that the successful applicants must provide receipts or other evidence to the Town Clerk/RFO within 6 months on completion of the project. They should show that funds have been used for the purpose specified in the application. The Council may demand a refund of the grant from the applicant or, in the case of an organisation, its Committee, if the grant is not used within six months or for the purpose for which it was made