

~~March 2022~~

February, 2022

Date: 15/03/2022

Nelson Town Council

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**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Current Bank Account**

User: NH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
LLoyds Bank	28/02/2022	112	1,073,488.21
			<u>1,073,488.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/11/2021 2360 Max Bretherton		50.00	
04/01/2022 2385 Gary Webb		20.00	
31/01/2022 2393 Paak AFC		1,000.00	
11/02/2022 2428 Pennine Fire & Safety Limited		127.32	
11/02/2022 2429 Borough of Pendle (PBC)		255.60	
14/02/2022 2430 CMS Tree Services		390.00	
14/02/2022 2431 Northwest in Bloom		110.00	
15/02/2022 2432 PKF Littlejohns LLP		1,560.00	
21/02/2022 2433 Option Hygiene Ltd		313.12	
25/02/2022 2434 Option Hygiene Ltd		56.23	
25/02/2022 2435 Pennine Fire & Safety Limited		99.11	
			<u>3,981.38</u>
			1,069,506.83
<u>Receipts not Banked/Cleared (Plus)</u>			
01/12/2021 BACS		1,200.00	
			<u>1,200.00</u>
			1,070,706.83
		Balance per Cash Book is :-	1,070,706.83
		Difference is :-	0.00

Receipts for Month 11

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 :		1,079,880.95					1,079,880.95	
FP Banked: 21/02/2022		183.33						
FP ITHAAD		183.33			1214	160	183.33	Office Rent
500039 Banked: 22/02/2022		1,370.00						
500039 Nelson Town Council		1,370.00			1211	160	1,350.00	Room Hire Fees
					1213	160	20.00	Music System Hire Fee
Total Receipts for Month		1,553.33	0.00	0.00			1,553.33	
Cashbook Totals		1,081,434.28	0.00	0.00			1,081,434.28	

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/01/2022	Option Hygiene Ltd	2384	-62.28		-10.38	4441	160	-51.90	Cancellation Entry
04/01/2022	Option Hygiene Ltd	2384	62.78		10.46	4441	160	52.32	Reinputted Entry
01/02/2022	Asset Monitoring Solutions	DD	9.00		1.50	4680	190	7.50	FM Lite Monthly Hosting
02/02/2022	Noreen Akhtar-Iqbal	2395	95.00			4115	160	95.00	Vernon Street Backdrop
02/02/2022	Coalition FacilitiesManagement	2396	72.00		12.00	4621	180	60.00	Quad Bike Storage - Feb 2022
02/02/2022	Option Hygiene Ltd	2398	264.00		44.00	4441	160	220.00	Chair Deep Clean at UWC
03/02/2022	PKF Littlejohns LLP	2399	1,491.00		248.50	4660	190	1,242.50	Annual Audit Return for 20/2
07/02/2022	Blackburn with Darwen Borough	2400	3,946.85			4020	110	1,627.64	Payroll-Jan 2022 Salary
						4439	160	771.91	Payroll-Jan 2022 Salary
						4025	110	52.04	Payroll-Jan 2022 Salary
						4115	160	887.64	Payroll-Jan 2022 Salary
						4020	110	530.14	Payroll-Jan 2022 Tax&NI
						4439	160	14.15	Payroll-Jan 2022 Tax&NI
						4025	110	13.00	Payroll-Jan 2022 Tax&NI
						4115	160	50.33	Payroll-Jan 2022 Tax&NI
07/02/2022	E.on Energy	DD	93.67		4.46	4380	150	89.21	Kickabout Area Electricity
09/02/2022	Option Hygiene Ltd	2426	35.28		5.88	4441	160	29.40	UWC Cleaning Supplies
09/02/2022	Option Hygiene Ltd	2427	47.40		7.90	4441	160	39.50	Safety Boots
10/02/2022	Vodafone	DD	23.86		3.98	4150	110	19.88	Office Phone and Broadband
11/02/2022	Pennine Fire & Safety Limited	2428	127.32		21.22	4106	160	106.10	Fire Extinguisher Servicing
11/02/2022	Borough of Pendle (PBC)	2429	255.60		42.60	4380	150	213.00	Replacement of Playground Bin
13/02/2022	Daisy Communications	DD	43.58		7.26	4100	160	36.32	UWC Phone and Broadband
14/02/2022	CMS Tree Services	2430	390.00		65.00	4200	120	325.00	Tree Works-Lee Bank Allotments
14/02/2022	Northwest in Bloom	2431	110.00			4350	140	110.00	North West in Bloom 2022 Entry
15/02/2022	Business Waste Ltd	DD	211.10		35.20	4101	160	175.90	Waste Collections - March 2022
15/02/2022	Business Card	BUSCARD	14.39			4690	190	14.39	Zoom Subscription
15/02/2022	PKF Littlejohns LLP	2432	1,560.00		260.00	4660	190	1,300.00	Annual Audit 31 March 2021
18/02/2022	Lancashire County Council	DD	708.79			4020	110	393.77	Pension Contributions-Jan 2022
						4439	160	145.10	Pension Contributions-Jan 2022
						4115	160	169.92	Pension Contributions-Jan 2022
21/02/2022	Option Hygiene Ltd	2433	313.12		52.19	4441	160	260.93	UWC Cleaning Supplies
22/02/2022	TotalEnergies Gas & Power	DD	464.71		77.45	4100	160	387.26	UWC Electricity
24/02/2022	E.on Energy	DD	65.69		3.13	4380	150	62.56	Kickabout Area Electricity
25/02/2022	Option Hygiene Ltd	2434	56.23		4.78	4441	160	27.53	Tea
						4441	160	23.92	Coffee
25/02/2022	Pennine Fire & Safety Limited	2435	99.11		16.52	4106	160	82.59	Fire Alarm Servicing
27/02/2022	Peninsula Business Services	DD	229.25		36.42	4680	190	182.10	Professional HR Service
						4680	190	9.58	Insurance
						4680	190	1.15	Insurance Premium Tax (IPT)

Date: 15/03/2022

Nelson Town Council

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Cashbook 1

User: NH

Current Bank Account

For Month No: 11

Total Payments for Month	10,727.45	0.00	950.07	9,777.38
Balance Carried Fwd	1,070,706.83			
Cashbook Totals	1,081,434.28	0.00	950.07	1,080,484.21

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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
<u>100 Income</u>								
1076 Precept	0	690,945	690,945	0			100.0%	
Income :- Income	<u>0</u>	<u>690,945</u>	<u>690,945</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>690,945</u>	<u>690,945</u>	<u>0</u>				
<u>110 Administration</u>								
4000 Clerk Salary Tax + NI	0	63	28,700	28,637		28,637	0.2%	
4010 Employer Pension	0	0	2,640	2,640		2,640	0.0%	
4020 Assistant Clerk Salary Tax+ NI	2,552	25,434	19,620	(5,814)		(5,814)	129.6%	
4021 RFO Salary Tax + NI	0	0	5,000	5,000		5,000	0.0%	
4025 Casual admin staff	65	385	0	(385)		(385)	0.0%	
4100 Utilities - Unity Centre	0	0	10,000	10,000		10,000	0.0%	
4110 Postage	0	27	250	223		223	10.7%	
4120 Stationery/Office Administrati	0	41	1,000	959		959	4.1%	
4121 Miscellenous	0	32	500	468		468	6.4%	
4125 Website & Email Hosting Accs	0	470	1,000	530		530	47.0%	
4130 Room Hire	0	0	350	350		350	0.0%	
4140 Computer Equipment & Software	0	866	1,000	134		134	86.6%	
4142 Office Furniture	0	0	1,000	1,000		1,000	0.0%	
4150 Telephone, Mobile & Broadband	20	467	650	183		183	71.9%	
4160 Clerk Expenses	0	0	100	100		100	0.0%	
4921 Election Costs	0	0	5,000	5,000		5,000	0.0%	
Administration :- Indirect Expenditure	<u>2,636</u>	<u>27,785</u>	<u>76,810</u>	<u>49,025</u>	<u>0</u>	<u>49,025</u>	<u>36.2%</u>	<u>0</u>
Net Expenditure	<u>(2,636)</u>	<u>(27,785)</u>	<u>(76,810)</u>	<u>(49,025)</u>				
<u>120 Allotments</u>								
1240 Allotment Rents & Water income	0	(1,905)	10,929	12,834			(17.4%)	
Allotments :- Income	<u>0</u>	<u>(1,905)</u>	<u>10,929</u>	<u>12,834</u>			<u>(17.4%)</u>	<u>0</u>
4200 Allotments Maintenance	325	2,438	10,929	8,491		8,491	22.3%	
Allotments :- Indirect Expenditure	<u>325</u>	<u>2,438</u>	<u>10,929</u>	<u>8,491</u>	<u>0</u>	<u>8,491</u>	<u>22.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(325)</u>	<u>(4,343)</u>	<u>0</u>	<u>4,343</u>				
<u>130 Ward Initiative & Small Grants</u>								
4210 WIF Bradley	0	0	1,000	1,000		1,000	0.0%	
4215 WIF Clover Hill	0	0	1,000	1,000		1,000	0.0%	
4220 WIF Marsden	0	0	1,000	1,000		1,000	0.0%	
4225 WIF Southfield	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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
4230 WIF Walverden	0	0	1,000	1,000		1,000	0.0%	
4235 WIF Whitefield	0	1,000	1,000	0		0	100.0%	
4240 Small Grants Awarded	0	0	10,000	10,000		10,000	0.0%	
Ward Initiative & Small Grants :- Indirect Expenditure	0	1,000	16,000	15,000	0	15,000	6.2%	0
Net Expenditure	0	(1,000)	(16,000)	(15,000)				
140 Events								
1150 Events income	0	1,500	0	(1,500)			0.0%	
Events :- Income	0	1,500	0	(1,500)				0
4330 Town Centre Christmas Lights	0	42,905	40,000	(2,905)		(2,905)	107.3%	
4340 Community Cohesion	0	0	5,000	5,000		5,000	0.0%	
4350 Events General	110	22,512	20,000	(2,512)		(2,512)	112.6%	
4710 Uniform	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	110	65,417	66,000	583	0	583	99.1%	0
Net Income over Expenditure	(110)	(63,917)	(66,000)	(2,083)				
150 Transferred Services								
4380 MUGAs-Maintenance & Inspection	365	3,605	21,000	17,395		17,395	17.2%	
4390 CCTV Monitoring	0	24,400	25,000	600		600	97.6%	
4400 Parks	0	77,900	93,000	15,100		15,100	83.8%	
4410 Roadside Seats-Maint+Inspectio	0	0	3,000	3,000		3,000	0.0%	
4411 Roadside seats-Renewals	0	0	1,000	1,000		1,000	0.0%	
Transferred Services :- Indirect Expenditure	365	105,905	143,000	37,095	0	37,095	74.1%	0
Net Expenditure	(365)	(105,905)	(143,000)	(37,095)				
160 Unity Hall								
1210 Unity Hall Income (do not use)	0	0	3,750	3,750			0.0%	
1211 Unity Hall Room/Cafe Hire	1,350	3,870	4,500	630			86.0%	
1213 Music System Hire	20	180	150	(30)			120.0%	
1214 Office Tenancy Income	183	2,017	0	(2,017)			0.0%	
1216 Heritage Lottery Grant	0	19,140	0	(19,140)			0.0%	
Unity Hall :- Income	1,553	25,207	8,400	(16,807)			300.1%	0
4100 Utilities - Unity Centre	424	3,039	0	(3,039)		(3,039)	0.0%	
4101 Trade Waste&Sanitary/Nappy dis	176	2,087	1,400	(687)		(687)	149.1%	
4105 Hard Wire Test + Elec Call Out	0	0	500	500		500	0.0%	
4106 Building Compliance Costs	189	1,184	1,000	(184)		(184)	118.4%	

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

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
4107 Lift Maintenance + Costs	0	2,797	500	(2,297)		(2,297)	559.4%	
4108 Boiler maintenance + Gas Safet	0	0	1,000	1,000		1,000	0.0%	
4109 Music License	0	(140)	2,000	2,140		2,140	(7.0%)	
4115 Heritage Lottery Funding	1,203	13,315	23,800	10,485		10,485	55.9%	
4430 Renovation/Proj/Match Funding	0	0	15,000	15,000		15,000	0.0%	
4431 Repairs & Renewals	0	0	1,500	1,500		1,500	0.0%	
4439 Caretakers Salary Tax + NI	931	9,457	12,500	3,043		3,043	75.7%	
4440 Caretaking/Managmnt-Contractor	0	0	1,500	1,500		1,500	0.0%	
4441 Cleaning Supplies & Equipment	602	1,770	1,500	(270)		(270)	118.0%	
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	216	1,500	1,284		1,284	14.4%	
Unity Hall :- Indirect Expenditure	3,524	33,725	66,200	32,475	0	32,475	50.9%	0
Net Income over Expenditure	(1,971)	(8,518)	(57,800)	(49,282)				
<u>170 Projects</u>								
4500 Special Projects/ Other	0	13,766	70,020	56,255		56,255	19.7%	
4510 Highways Projects	0	53,277	172,000	118,723	27,000	91,723	46.7%	
4511 Dropped Kerb Grants	0	2,434	10,000	7,566		7,566	24.3%	
4520 Hanging Baskets	0	6,005	10,000	3,995		3,995	60.0%	
Projects :- Indirect Expenditure	0	75,482	262,020	186,538	27,000	159,538	39.1%	0
Net Expenditure	0	(75,482)	(262,020)	(186,538)				
<u>180 Handyman Scheme</u>								
4600 Handyman Labour	0	210	7,000	6,790		6,790	3.0%	
4610 Handyman Materials	0	298	1,500	1,202		1,202	19.9%	
4620 Handyman Equipment	0	24	1,500	1,476		1,476	1.6%	
4621 Quad Bike Maint/Repairs	60	330	0	(330)		(330)	0.0%	
Handyman Scheme :- Indirect Expenditure	60	862	10,000	9,138	0	9,138	8.6%	0
Net Expenditure	(60)	(862)	(10,000)	(9,138)				
<u>190 Professional Fees</u>								
4650 Insurance	0	4,522	2,500	(2,022)		(2,022)	180.9%	
4660 Audit (Internal & External)	2,543	1,243		258		258	82.8%	

LLOYDS BANK



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NELSON TOWN COUNCIL
MR NICHOLAS HARBOUR
NELSON TOWN HALL
MARKET STREET
NELSON
LANCASHIRE
BB9 7LG



Your account statement

Issue date: 28 February 2022

Write to us at: PO Box 1000, Andover

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: BURNLEY (301148)

Sort code: 30-11-48 Account number: 00310306

BIC: LOYDGB21325

IBAN: GB73 LOYD 3011 4800 3103 06

TREASURERS ACCOUNT

NELSON TOWN COUNCIL

Account summary

Balance On 28 Jan 2022	£1,086,933.62
Total Paid In	£1,553.33
Total Paid Out	£14,998.74
Balance On 28 Feb 2022	£1,073,488.21

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Jan 22		STATEMENT OPENING BALANCE			1,086,933.62
31 Jan 22	CHQ	002384 ✓		62.78	1,086,870.84
31 Jan 22	CHQ	002386 ✓		90.00	1,086,780.84
31 Jan 22	CHQ	002377 ✓		17.42	1,086,763.42
01 Feb 22	DD	AMS TRACKING AMS9891055 ✓		9.00	1,086,754.42
01 Feb 22	DD	VODAFONE LTD 691405438-00001 ✓		83.99	1,086,670.43
04 Feb 22	CHQ	002392 ✓		6,398.40	1,080,272.03
07 Feb 22	DD	E.ON 015527503100A ✓		93.67	1,080,178.36
07 Feb 22	CHQ	002391 ✓		288.00	1,079,890.36
10 Feb 22	DD	VODAFONE LTD 7039489837-1001 ✓		23.86	1,079,866.50
14 Feb 22	DD	DAISY COMMS LTD HCJ34055 ✓		43.58	1,079,822.92
14 Feb 22	DD	BUSINESS WASTE LTD C-NEL003 ✓		211.10	1,079,611.82
15 Feb 22	DD	BUSINESS CHG CRD 5328660501884097 ✓		14.39	1,079,597.43
15 Feb 22	CHQ	002400 ✓		3,946.85	1,075,650.58
17 Feb 22	CHQ	002398 ✓		264.00	1,075,386.58
17 Feb 22	CHQ	002426 ✓		35.28	1,075,351.30
17 Feb 22	CHQ	002427 ✓		47.40	1,075,303.90
17 Feb 22	CHQ	002394 ✓		152.58	1,075,151.32
18 Feb 22	DD	LCC CO 6510032218 LPF00402 ✓		708.79	1,074,442.53
21 Feb 22	CHQ	002399 ✓		1,491.00	1,072,951.53
21 Feb 22	FPI	ITHAAD COM DEV OFFICE RENT RP4653285708687300 201570 30 21FEB22 01:14	183.33		1,073,134.86
22 Feb 22	CHQ	002382 ✓		90.00	1,073,044.86
22 Feb 22	DEP	500039 ✓	1,370.00		1,074,414.86
23 Feb 22	DD	TOTALENERGIES G&P 1162976 ✓		464.71	1,073,950.15
23 Feb 22	CHQ	002396 ✓		72.00	1,073,878.15
23 Feb 22	CHQ	002395 ✓		95.00	1,073,783.15
24 Feb 22	DD	E.ON NEXT A-31F96775-001 ✓		65.69	1,073,717.46
28 Feb 22	DD	PENINSULA BUSINESS 000NEL031 ✓		229.25	1,073,488.21
28 Feb 22		STATEMENT CLOSING BALANCE	1,553.33	14,998.74	1,073,488.21

Streets to Price Up Nelson 2020-2021

Street List	Adopted?	Notes	Contractor	Start date
Back Percy / Princess Street (Top Block)	Yes	Awarded	O'Callaghan	Mar-22
Back Swaine / Lomeshaye (two blocks)	Yes	Awarded	O'Callaghan	Feb-22
Back 273 - 291 Chapelhouse Road	Yes	Awarded	A & G	
Back Brunswick Street 58-116 (4 blocks)	Yes	Awarded	O'Callaghan	
Back Dover / Derby	Yes	Awarded	A & G	
Back 70-108 Barkerhouse Road	Yes	Awarded	O'Callaghan	
Walverden Terrace / Back 249-289 Brunswick Street	No	Completed	Braithwaite	Finished
Back Lomeshaye / St Mary's (bottom block)	No	Completed	Braithwaite	Finished
Back Dover / Midland	No	Completed	Braithwaite	Finished
Back 76-100 Fir Street / Back 6-36 Larch Street	No	2nd batch		
Back 51-63 York Street	Yes	2nd batch		
Back Ripon / Beaufort Street	No	2nd batch		
Back Hibson Road (Extwistle to Bradshaw Street)	Yes	2nd batch		
Back Victoria / MacLeod (two blocks)	Yes	2nd batch		
Hope Street	Partly	2nd batch - 1-25 Adopted 90 degree link Not		
Top Gable of Garrick / Sheridan / Terry and Alexander Streets	Partly	2nd batch - Gable nr 33 Sheridan Adopted rest not, no gullies full length.		
2 - 40 bk Hargreaves St (£15k allocated?)	No	2nd batch - discussed on site too many problems allocated monies been allocated elsewhere.		
116 - 130 Carr Road	Yes	3rd batch		
43-69 Stanley Street	Yes	3rd batch		
121-229 Chapelhouse Road	Yes	3rd batch		
231-251 Chapelhouse Road	Yes	3rd batch		
Percy St / Napier St Junction	Yes	3rd batch		
Derby St / Crawford Street	Yes	3rd batch		
Maurice Street/ Victoria Street (Middle Block)		4th batch		
Duerden Street/ Princess Street		4th batch		
Holly Street/ Larch Street		4th batch		
Temple Street/ Holly Street		4th batch		
Swaine Street/ Lomeshaye Road		4th batch		
6-20 Hilldrop		4th batch		
Rear of Bradshaw / Pont St		5th batch		
Rear of Beaufort st / Camden st bottom section		5th batch		
Rear of Beaufort st / Camden St Middle Section		5th batch		
Rear of Hibson rd / linking to Bentley and Pont St		5th batch		
Rear of Bentley st / Romney St.		5th batch		

To be arranged
To be arranged
To be arranged
To be arranged

Tender next
Tender next
Tender next

Query as half a street
Query as what works to carry out?
Is this all the contained streets?
Middle block
Only one block here
Check with Cllr Atique which block(s)
Check with Cllr Atique which block(s)
Check with Cllr Aslam which block(s)

Check with Cllr Faraz which block(s)

17EM 8



ITEM 9

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:	14/03/22	Ref Number: (office use only)	
Name of Organisation:	Pendle Food For All		
Address: The Zone, Leeds Road, Nelson			
		Postcode:	BB9 8EL
Name of Applicant:	Sara Mumby	Position:	Development Worker
Telephone Number:	07972 500531	Email Address:	pendlefoodforall@gmail.com
Website:		Cheque Payable to (if successful):	Pendle Food For All

Organisation Details

What type of organisation are you:	
<input type="checkbox"/> Charitable Organisation	<input type="checkbox"/> Unregistered Community Group / Club / Society (delete as appropriate)
<input type="checkbox"/> Unregistered Charity	<input checked="" type="checkbox"/> Registered charity
<input type="checkbox"/> Other (please state) _____	<input type="checkbox"/> Charity Number: _____
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How long has your organisation been operating:	3 years
How many trustees, volunteers and service users are there in your organisation:	4 trustees, 20 volunteers, 80 Food Club members
Tell us about your organisation, its aims and the work you undertake and the main activities	
<p>We run a weekly food club and membership is open to people who live, work, or are in education, in Pendle, and are on low or very low incomes.</p> <p>Members come to our venue, pay £4 a week, and get at least £15-20 worth of food. We estimate that this will cover food for at least three days a week for a family.</p> <p>We source this from Fareshare, surplus food from local contacts and by buying from Morrisons and Birchalls, and other local companies. We supply chilled foods, e.g. dairy, meat, and fresh fruit and vegetables, as well as ambient food, with the aim of encouraging members to eat healthily. We have halal meat available.</p> <p>Each member gets 10 points to spend as they like. We charge as this helps members to budget and</p>	

means that they maintain their dignity as they can choose what they 'buy'

Who benefits from these activities:

Nelson residents on low incomes and their families. These include older people, single people, people with long term health conditions, residents of the women's refuge, people with learning disabilities, refugees and asylum seeker. This includes residents on benefits, or in low paid work.

Details of Funding Requested

What is your project called?

Supplies for Pendle Food Club

When will your project start and finish?

Start Date: 1/4/22

Finish Date: 31/5/22

How will your project benefit the local community within the Nelson town boundary? (use a separate sheet if necessary)

The project will provide very low cost, healthy food to those residents who are members of Pendle Food For All Food Club (anyone on a low income can join). This is particularly important because of the increased cost of living which is disproportionately affecting people on low incomes. By providing good nutrition this helps children to thrive in their education, and supports adults to have a better quality of life.

Our members sometimes bring their concern to us, e.g. asylum seekers wanting help with getting access to services, and we will signpost them to local services that might be able to help.

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?

The project is needed as many people on low incomes living in Nelson are struggling to pay all of their bills, and might not have enough money to buy food. The advantages that it brings to Nelson are that it helps to keep residents healthy and more active, and hopefully rely less on heavily stretched local services.

On average we have 90 members using the Food Club, so taking into account their families we estimate that we benefit 250 people each week.

Please include dates and venue of events if applicable – please include a programme if available

Pendle Food For All Food Club operates each Thursday at the Zone, Leeds Road, Nelson.

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Project Costs and Finances

Total Cost of Project:	£ 2000	Amount Requested:	£ 1000
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Have you previously applied for grant funding from Nelson Town Council?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, when did you apply? 2019

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

NB We are requesting a grant to buy food for two months and have made no other application for this. We have recently had grant funding from Pendle Council to buy food from the Household Support Fund but this finishes on 31 March

Received From:

Budget: This budget should be for the **total cost** 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.

A Expenditure items	Cost (£)
Food i.e meat (including halal meat), cheese, canned food, eggs, fruit and vegetables	1000
B Total Expenditure (must be sum of A above)	£ 1000

C Other Income Sources (state from whom, and whether confirmed)	Total £
From your own resources (including public fundraising)	
From membership money	1000

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 Councils criteria for it's 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: Sara Mumby

Date: 15/3/22

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

CRITERIA OF APPLICATIONS & TERMS AND CONDITIONS OF GRANTS AWARDED

1. It is a prime objective of the Council to encourage local groups to undertake work or projects which are considered to be for the benefit of the residents of Nelson and in a manner commensurate with the expenditure. Grants cannot be made to individuals. Applications will only be considered from individuals/groups/organisations who either operate in, or benefit people who live in the Nelson Town Council area.
2. Grants will be awarded to voluntary groups and societies, clubs, not for profit organisations or charities. Grants may be used to complement other sources of funding (eg Sports Council, Arts Council, Yorkshire Arts). Nelson Town Council expects organisations to make every effort to be self-supporting and a repeated application may be asked for evidence of this. The Town Council will favour grants where other funding/fund raising has been secured. A statement of the financial affairs and fund-raising activities already undertaken should be provided.
3. All applications will be considered on their own merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises, improvement or enhancement to a particular area. In addition the Council may support a community event, festival, other special event or project. Grants towards running costs, salaries or consumables will not be considered.
4. 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 distribution as possible, the Committee will take into account:
 - The amount and frequency of other awards,
 - The Ward (s) which will benefit for the grant, and
 - The amount of income and capital of the applicant.
5. Grants cannot 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.
6. Organisations applying for a grant must have a constitution, a managing Committee and a bank account with at least two signatories. Details must be supplied with the application.
7. No applicant who has applied for and received funding in consecutive years should automatically assume that funding will continue. Each application will be treated on its own merits.
8. Applications must be properly costed or they will be refused or returned for further details. Retrospective applications will not be funded where expenditure has been made, the project has been carried out or the event has taken place.
9. The Committee considering the application may request further information including details of the membership, location of the organisation, the age range of the membership, the nature and activities of the organisation, full details of how the grant will be applied and the source of other funding.
10. If the Committee, when considering an application for a grant, considers that it requires additional information or documentation, it may refer its decision to the next meeting of the Committee, but if that information or documentation 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.

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