

7. For discussion and agreement - Finance:

- a)** To consider a request made by Cllr Py Hunt from the Community Engagement working party, requesting the amount of £2,400 be entered into the budget for newsletters and posters advertising adverts.
- b)** To review and agree the draft budget before presentation at the SPC meeting on 24th January 2023, circulated separately.
- c)** To consider grant request from;
 - i.** Studley Christmas lights for the amount of £272.00 for shortage on Christmas lights funding. Pgs 5-6
 - ii.** Studley Youth Foundation for the amount of £2500.00 to provide weekly events for the youths of Studley from 1st March 2023. Pgs 7-8
- d)** Potential Office relocation to Council Chamber. The Council Office is becoming overcrowded and no longer provides a quiet place of work, in turn impacting on delayed workloads.
- e)** To discuss and agree a tender timetable
- f)** To discuss and agree costs relating to the photocopying of minutes from the County Records Office of £175.00.
- g)** To discuss and agree a further professional structural inspection of the skatepark.

8. To note items for the next agenda.

9. To note the next date and time of the next Finance Committee meeting, 24th February 2023.



Studley Parish Council Minutes of Finance & Staffing Committee Meeting held 13th December 2022, 6pm Council chamber, Studley Village Hall

Committee members

present Cllr A Smith, Chairman
Cllr Jill Beard, Cllr Phil Hunt
Cllr Penny Hunt

In attendance

Liza Rose, Clerk/RFO.
Katharine Walters, Clerk.
One member of the public

- F&S 22/076 Agenda item 1: Welcome from the Chairman.**
The meeting started at 6.10pm with the Chairman welcoming everyone to the meeting.
- F&S 22/077 Agenda item 2: Apologies.**
Cllr D Collett and Cllr M Osborne.
- F&S 22/078 Agenda item 3: Declarations of Interest.**
Cllr Phil Hunt agenda item 7c - ORI
- F&S 22/079 Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.**
None requested.
- F&S 22/080 Agenda item 5: Public Forum**
None
- F&S 22/081 Agenda Item 6: Approval of draft minutes from previous meeting**
RESOLVED to approve the minutes of the committee meeting held 29/11/2022 as a true record of proceedings, circulated separately.
- F&S 22/082 Agenda Item 7: For discussion and agreement – Finance;**
- a) To discuss and agree budget for 2023/24, ready for presentation to full council on 20th December 2022. Circulated separately.
It was requested by the chair for further deferment.
 - b) To discuss and agree timesheet system for council staff.
It was **agreed** that a quarterly review of staff timesheets would be added to the quarterly bookkeeping review.
 - c) To discuss and agree further action regarding Brickyard Lane playing fields.

It was **agreed** that the Clerk would contact Studley Sport & Social Club and arrange a meeting regarding the current use of the playing fields.

F&S 22/083 Agenda item 8 To note items for the next agenda.

No suggestions were put forward.

F&S 22/084 Agenda item 9 – To note the time and date of the next Finance and staffing committee meeting, 24th January 2023.

Meeting Closed 8:52pm

Signed Date.....
Chairman, Finance & Staffing Committee

Studley Parish Council Grant Application Form



Studley Village Hall, High Street
Studley, Warwickshire B80 7HJ
Tel: 01527 853204

email: clerk@studleyparishcouncil.gov.uk
<https://www.studleyparishcouncil.gov.uk>

Please tick here to confirm you have read the council's Grant Policy and Guidance Notes
Continue on separate sheet if necessary.

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About your Organisation

1. Name and contact address of your organisation

STUDLEY CHRISTMAS LIGHTS

2. Contact telephone number and email address

[REDACTED]
[REDACTED]

3. Name of contact and position in organisation

VAL BLUNDEN
CHAIR & SECRETARY

4. Aims & purposes of your organisation / or you as an individual applicant if relevant.

TO PURCHASE & INSTALL CHRISTMAS
LIGHTS IN THE VILLAGE

5.(a) Is the Organisation Not for Profit

Yes / ~~No~~

5.(b) Is the Organisation a Registered Charity

~~Yes~~ / No

Reason for grant request

6. Project / activity description

TO COVER VAT FOR HIGH STREET
CHRISTMAS LIGHTS INSTALLATION

7. How will it benefit the local community?


PROVIDE CHRISTMAS CHEER

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>8. What do you hope to achieve and when? – the Parish Council require an update after 6 months and/or on completion of the project.</p> <p>Team PROVIDE A SWITCH ON EVENT FOR THE VILLAGE.</p> | |
| <p>9. How will you be letting the local community know about this project / activity and how it is funded?</p> <p>POSTS ON OUR SOCIAL MEDIA & WEBSITE</p> | |
| <p>About the costs</p> | |
| <p>10. What is the total cost of the project / activity? (Provide a breakdown if applicable)</p> <p>£272.00p</p> | |
| <p>11. How do you plan to finance the project / activity? Please indicate how much you will receive from each category:</p> <ul style="list-style-type: none"> • From Organisation's reserves - £ • Fundraising events - £ • Other grants - £ • Donations from individuals or businesses - £ <p>Please attach a copy of the organisation's latest financial statements and balance sheet.</p> | |
| <p>12. What is the total grant amount you are you applying for?</p> | <p>£ 272.00p</p> |
| <p>13. If you have sought a grant from Studley Parish Council in the past three years, please give details.</p> <p>INSTILLATION OF CHRISTMAS LIGHTS & ROAD CLOSURE</p> | |

Signature of Applicant Val Blundell Date 19/01/2023
 Position held in the Organisation CHAIR & SECRETARY

Return to address details above – either by post or email; an acknowledgement will be issued within 5 working days. You will be notified when the council meets to consider your request.

V 03 (10.2019) updated 2022/04

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Studley Parish Council Grant Application Form |  Studley Village Hall, High Street Studley, Warwickshire B80 7HJ Tel: 01527 853204 email: clerk@studleyparishcouncil.gov.uk https://www.studleyparishcouncil.gov.uk |
| Please tick here to confirm you have read the council's Grant Policy and Guidance Notes () Continue on separate sheet if necessary. | |
| <p align="center">About your Organisation</p> | |
| 1. Name and contact address of your organisation Studley Youth Foundation | |
| 2. Contact telephone number and email address [REDACTED] | |
| 3. Name of contact and position in organisation PENNY HUNT TRUSTEE / TREASURER | |
| 4. Aims & purposes of your organisation / or you as an individual applicant if relevant. To provide provision for the youth of Studley We have appointed a youth worker who will engage with the youth of the village at different locations | |
| 5.(a) Is the Organisation Not for Profit Yes / <input checked="" type="checkbox"/> | 5.(b) Is the Organisation a Registered Charity Yes / <input checked="" type="checkbox"/> |
| <p align="center">Reason for grant request</p> | |
| 6. Project / activity description We have funding for wages of the youth worker. We need to set-up a website and fund ^{for} set up costs for possible venues and equipment for start date 1st March 2023 | |
| 7. How will it benefit the local community? This is a provision that the villages has been lacking for many years and will greatly benefit the youths of Studley. | |

V 03 (10.2019) updated 2022/04

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| <p>8. What do you hope to achieve and when? – the Parish Council require an update after 6 months and/or on completion of the project.</p> <p>We hope to provide weekly events with the youths of Studley from the 1st of March 2023</p> | |
| <p>9. How will you be letting the local community know about this project / activity and how it is funded?</p> <p>Website, Newsletter, Schools</p> | |
| <p>About the costs</p> | |
| <p>10. What is the total cost of the project / activity? (Provide a breakdown if applicable)</p> <p>£2,500</p> | |
| <p>11. How do you plan to finance the project / activity? Please indicate how much you will receive from each category:</p> <ul style="list-style-type: none"> • From Organisation's reserves - £ \emptyset • Fundraising events - £ • Other grants - £ • Donations from individuals or businesses - £ <p>Please attach a copy of the organisation's latest financial statements and balance sheet.</p> | |
| <p>12. What is the total grant amount you are you applying for?</p> | <p>£ 2,500</p> |
| <p>13. If you have sought a grant from Studley Parish Council in the past three years, please give details.</p> <p>_____</p> | |

Signature of Applicant  Date 19/01 / 2023

Position held in the Organisation Trustee / Treasurer

Return to address details above – either by post or email; an acknowledgement will be issued within 5 working days. You will be notified when the council meets to consider your request.

V 03 (10.2019) updated 2022/04