



SHAVINGTON  
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**Shavington-cum-Gresty Council  
Community and Engagement Committee**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

9 August 2023

To: **Members of the Community and Engagement Committee**

Dear Councillor,

You are summoned to attend the extraordinary meeting of the **Community and Engagement Committee** to be held at **7:00PM** on **Wednesday 30 August** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Community and Engagement Committee Meeting held on 26 July 2023 <b>(attached)</b>
4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive and consider the YTD financial position of the Community and Engagement Committee <b>(attached)</b>
6	To receive and consider an update with regards to the plans for the Shavington-cum-Gresty Remembrance Service 2023 <b>(attached)</b>

<b>7</b>	To receive and consider an update with regards to the plans for Shavington-cum-Gresty Christmas Events 2023 <b>(attached)</b>
<b>8</b>	To consider relevant subjects to be included in the next Parish Council newsletter and date for the December edition
<b>9</b>	To receive and consider a proposal for the establishment of a Social Media Team working group <b>(attached)</b>  To receive and consider a proposal to delegate officers to review the rules of the ShavingtonOnline Facebook group as needed, subject to reporting justification to the next Committee meeting
<b>10</b>	To consider and inform the budget setting process for 2024/25 financial year <b>(attached)</b>
<b>11</b>	To receive and consider the following policy:  a. Shavington-cum-Gresty Parish Council Micro and Small Grant Policy <b>(attached)</b>
<b>12</b>	To receive and consider proposals for D-Day 2024
<b>13</b>	To note the date of the next Community and Engagement Committee Meeting – <b>13 December 2023 – 7:30PM</b>

**Shavington-cum-Gresty Council**  
**Community & Engagement Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 26 July 2023**

In attendance: Cllrs B Gibbs, K Gibbs, S Jones, G McIntyre, P McHugh<sup>1</sup>

Sara Randle, J McIntyre, Cllr Buchanan<sup>2</sup>, Wain<sup>3</sup>

<b>ScG CE/23/02/1</b>	<b>To receive and consider apologies for absence<sup>4</sup></b>
	Apologies were received and accepted from Cllrs R Jones and K Cruickshank.
<b>ScG CE/23/02/2</b>	<b>To note declarations of Members' interests</b>
	No declaration of interest was raised.
<b>ScG CE/23/02/3</b>	<b>To confirm and sign the minutes of the Community and Engagement Committee Meeting held on 28 June 2023</b>
	<b>RESOLVED:</b> that the minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG CE/23/02/4</b>	<b>To receive and consider an update on the Christmas event.</b>
	<b>To receive and consider proposals for the Santa Grotto at the Christmas event.<sup>5</sup></b>

<sup>1</sup> Joined the meeting at 18:49hrs

<sup>2</sup> Joined the meeting 18:43hrs

<sup>3</sup> Joined the meeting 18:55hrs

<sup>4</sup> Meeting started at 18:31hrs

<sup>5</sup> Joined the meeting at 18:49hrs

	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that option 2 is approved, and that the Community Manager is instructed to progress with the event.</p> <p>It was <b>NOTED</b> that Cllrs McIntyre and B Gibbs voted against the above resolution.</p> <p><b>RESOLVED:</b> that the measure of success of the event is defined as follow:</p> <p>a. At least 90 attendees (children) resident in the parish of Shavington-cum-Gresty should attend the event.</p> <p><b>RESOLVED:</b> that Officers are delegated to define all details of the event, such time and duration, liaison with partners (WI), event layout and booking system,..</p> <p><b>RESOLVED:</b> that an event questionnaire is designed and delivered to collect customers' feedback. And that results are reported to Councillors for consideration.</p> <p><b>RESOLVED:</b> that, unless at least 6 councillors commit to volunteer on the day of the event to support officers, the Clerk has delegated authority to cancel the event due to shortage of manpower and H&amp;S.</p>
ScG CE/23/02/5	<b>To note the date of the next Community and Engagement Committee Meeting – 30 August 7:00PM</b>
	The date of the next meeting was <b>NOTED</b> .

Meeting Closed at 1931 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

Summary of Receipts and Payments

Cost Centre 3

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				12,400.00	3,264.48	9,135.52	9,135.52 (73%)
21	General Parish Council design a				3,700.00	1,103.60	2,596.40	2,596.40 (70%)
22	PC/VH subscription and adv				1,500.00		1,500.00	1,500.00 (100%)
23	Village Festival				600.00	323.00	277.00	277.00 (46%)
24	Christmas/Winter event				3,100.00		3,100.00	3,100.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				1,150.00	190.00	960.00	960.00 (83%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
55	#QueenBee fund		4,146.56	4,146.56				4,146.56 (N/A)
58	Engagement and Promotion				3,300.00	927.92	2,372.08	2,372.08 (71%)
61	Civic events				2,600.00	2,117.76	482.24	482.24 (18%)
<b>SUB TOTAL</b>			<b>4,146.56</b>	<b>4,146.56</b>	<b>32,950.00</b>	<b>7,926.76</b>	<b>25,023.24</b>	<b>29,169.80 (88%)</b>

Summary

<b>NET TOTAL</b>		<b>4,146.56</b>	<b>4,146.56</b>	<b>32,950.00</b>	<b>7,926.76</b>	<b>25,023.24</b>	<b>29,169.80 (88%)</b>
<b>V.A.T.</b>					<b>1,073.71</b>		
<b>GROSS TOTAL</b>		<b>4,146.56</b>			<b>9,000.47</b>		



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## Report Statement

Meeting: Community & Engagement Committee  
30 August 2023

Report Purpose: To receive an update and request for Remembrance 2023

Version Control: v1

Author: Sara Randle

### 1. Report Summary

The report details an update and a request for the Remembrance Sunday Service 12 November 2023.

### 2. Background

On 26 June 2023 the C&E committee members resolved to continue with previous format for Remembrance Sunday Service 2023. This included an addition of wooden crosses available for public to leave message or place as a tribute. It was resolved at that 50 crosses were to be purchased. The Remembrance steering group met on 25 July and a suggested increase purchase of 100 (total) crosses was requested.

### 3. Position

Members are asked to consider the update and the request to increase the number of wooden crosses available to community.

### 4. Equality Impact

Neutral.

### 5. Community Impact

Positive. Actions included in this report will validate positive community engagement.

### 6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

### 7. Financial Impact

The financial impact will be from the C&E budget with allocation already in place for Remembrance event.

### 8. Resource Impact



There is limited resource impact to include publicising crosses and ensuring they are available to public for access before event.

#### **9. Consultation/Engagement**

n/a

#### **10. Parish Area Affected**

All Parish residents and community groups.

#### **11. Conclusions**

Member are asked to consider the request and vote accordingly

#### **12. Consideration Sought**

##### **a)Members to receive an update of the planning.**

Planning for service to continue as previous years. Previous Live Stream supplier not available – other options/suppliers currently being investigated.

Parade to be led by Scout/Cubs leaders. Order of parade to be as follows: Union Flag, Veterans, Scouts/Cubs/Brownie Flags, Scouts/Cubs/ Brownies, Community Members & Councillors.

Service to be led by St Mark's Church and Shavington Methodist Church in conjunction with ScG Parish council. Format for service to be as previous years\* .

\*Addition of missing names included TBC

No drone available for after the service this year.

WI to serve refreshments in St Mark's Church Hall after service.

**b)That a decision is made to allow the Community Manger to purchase a further 50 crosses (total 100) from the Remembrance budget. The crosses will be available prior to the service at church services a week before the event and in the village hall (agreed times) or by emailing the Community Manager prior to the event. Any spares will be available on the day of the service. The donation for this will come from the Remembrance 2023 budget.**

##### **Cost**

£50 donation agreed for 50 crosses (already agreed by members)

£50 donation for 50 additional crosses

£100 Total donation for 100 crosses



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## Report Statement

Meeting: Community & Engagement Committee  
30 August 2023

Report Purpose: To receive an update for the Santa Grotto Christmas event.

Version Control: v1

Author: Sara Randle

### 1. Report Summary

The report details an update for the Christmas Event on Sunday 3 December 2023.

### 2. Background

The C&E committee members resolved to continue with a Christmas Event 2023. This is planned to be a scaled back version of the Christmas Festival that took place in 2022 due to staffing capacity.

### 3. Position

Members are asked to note the update.

### 4. Equality Impact

Neutral.

### 5. Community Impact

Positive. Actions included in this report will validate positive community engagement.

### 6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

### 7. Financial Impact

The financial impact will be from the C&E budget with allocation already in place for Christmas events.

### 8. Resource Impact

There are 30 hours of Community Manager time available to plan and deliver this event.

### 9. Consultation/Engagement

n/a



## 10. Parish Area Affected

All Parish residents and community groups.

## 11. Conclusions

Members are asked to note the report.

## 12. Consideration Sought

That a decision is made to allow the Community Manager and Clerk to proceed with any organisation that is required.

*There are approximately 30 hours available for the planning and running of this event*

The Grotto hired is to be hired from Blitz with ScG PC to source Santa from local volunteers.

### Cost

£400 Grotto Hire (confirmed)

£375 Gifts (250@ £1.50 each)

£75 activities on table

£900 advertising

**£1750 Total**

To ensure the event running smoothly members were asked to commit to support and attendance at the event. A minimum of 6 members was needed with 2 staff on the day.

Members available to help:

R Jones, S Jones, G McIntyre, S Randle, L Buchanan, R Hancock, M Fergusson (Half day only)

Members not available to help on the day:

K Gibbs, B Gibbs, C Wain

Arrangements still to be sourced:

- Volunteer Santa
- Costumes for event
- Activities for tables

At the C&E meeting on 26 July it was resolved that Officers are delegated to define all details of the event, such time and duration, liaison with partners (WI), event layout and booking system.

It was also resolved that an event questionnaire is designed and delivered to collect customers' feedback. And that results are reported to Councillors for consideration.

At this meeting, the success criteria for the event was set at least 90 attendees (children) resident in the parish of Shavington-cum-Gresty should attend the event.



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## Report Statement

Meeting: Community and Engagement Committee

Report Purpose: To provide Members with information with regard to the establishment of a Social Media Working Group

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with information with regard to the establishment of a Social Media Working Group

### 2. Background

Since the opening of the ShavingtonOnline Facebook page, a number of volunteers and Councillors had been working to manage and monitor the page, overseeing that rules of the page are followed, and the tone and language used are appropriate.

### 3. Position

Volunteers had been asking to be more involved and informed in the decision-making process involving the management of the page.

It is then suggested to the Committee to consider the establishment of a Social Media Working Group (attached the DRAFT ToR)

### 4. Governance

Community & Engagement Committee ToRs

### 5. Financial Impact

Nil

### 6. Resource Impact

Community Manager time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve the establishment of the Social Media Working Group and Term of Reference attached
- b. Approve the establishment of the Social Media Working Group, approve the Group of ToR subject to amendments being made

- c. Not approve the establishment of the Social Media Working Group

**8. Consideration Sought**

That the Working Group is established





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Main Rd, Shavington, Crewe, CW2 5DP

## **SHAVINGTON-CUM-GRESTY PARISH COUNCIL SOCIAL MEDIA WORKING GROUP TERMS OF REFERENCE**

### **REMIT**

The Social Media Working Group (Working Group) exists to maintain and enhance the ShavingtonOnline group on Facebook owned and managed by Shavington-cum-Gresty Parish Council.

### **TIME**

- The Working Group shall be constituted for an initial period of two years.
- The initial period may be extended for an additional period which must be defined by the Community & Engagement Committee by resolution.

### **COMPOSITION**

- At least three members of the Working Group must be a Parish Councillor
- Administrators and editors of the ShavingtonOnline page (subject them signing the Social Media Volunteering Agreement)
- Community Manager

### **POWERS**

- The Working Group may only act under the direction of the Community & Engagement Committee
- The Working Group has no requirement to publish an agenda
- The Working Group has no requirement to keep minutes
- All members of the Working Group must be familiar with its Terms of Reference

### **PROCEDURE AND FUNCTIONS**

- The Working Group will operate within Shavington-cum-Gresty Parish Council Code of Conduct



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- The Working Group will operate within Shavington-cum-Gresty brand guidelines
- The Working Group is tasked by Community and Engagement Committee to deal with the following Facebook Page
  - ShavingtonOnline
- The Working Group will monitor the content of the ShavingtonOnline page, implement changes or amendments within the approved scheme of delegation, and make recommendations to the Community and Engagement Committee for its development and on-going maintenance
- The Working Group will not have any funds or monies available to spend unless approved in advance by the Community and Engagement Committee
- The Working Group may make recommendations to the Community and Engagement Committee on ways to increase Community Engagement with residents, local groups and organisations
- The Community Manager (or the Clerk) will provide administrative support for the Working Group as and when required

### Meeting Dates

Meetings of the Working Group will be arranged and agreed by the Working Group as appropriate.



## Report Statement

Meeting: Community and Engagement Committee

Report Purpose: To inform the budget 2024/25 process

Version Control: v1

Author: Clerk

### 1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2024/25 budget for C&E Committee.

### 2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2024/25 Budget at the Full Parish Council meeting on 7 June 2023
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2024/25 C&E Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2024/25 C&E Committee Budget has been developed in line with the key principles of the Parish Council

### 3. Position

- The detailed draft 2024/25 C&E Budget is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2023/24 Community & Engagement budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2024/25 budget proposals

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation  
Shavington-cum-Gresty Parish Council Budget Setting Schedule

### 5. Financial Impact

The financial implications for the Council are fully set out in the report.

### 6. Wards Affected

Community & Engagement Committee



**7. Consideration Sought**

It is recommended that Members consider the attached draft 2024/25 Community & Engagement Budget, and provide comments, feedback or proposed amendments in order to make their onwards recommendation to the Parish Council as defined by the Budget Setting Schedule.







## Report Statement

Meeting: Community & Engagement Committee

Report Purpose: To provide Members a DRAFT Micro and Small Grants Policy for consideration

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with a DRAFT Micro and Small Grant Policy to consider.

### 2. Background

As per Financial RA, the Parish Council is required to review their policies and governance regularly to ensure its internal arrangements are fit for purpose and within law.

### 3. Position

Members are asked to consider the following policy:

- Shavington-cum-Gresty Micro and Small Grant Policy

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations  
Shavington-cum-Gresty Parish Council Financial RA  
Shavington-cum-Gresty Parish Council Standing Orders

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve the policy and recommend it to full council
- b. Approve the policy with some amendments, and recommend it to full council
- c. Not approve the policy

### 8. Consideration Sought

Shavington-cum-Gresty, *Community & Engagement Committee 03.08.2023*  
Agenda Item 11

That the Micro and Small Grant Policy is approved and recommended  
to Parish Council





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**SHAVINGTON-CUM-GRESTY  
PARISH COUNCIL**

**MICRO AND SMALL GRANTS  
AND  
DONATIONS POLICY**



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**Shavington-cum-Gresty Parish Council**  
Main Rd, Shavington, Crewe, CW2 5DP

## INTRODUCTION

Shavington-cum-Gresty Parish Council's community grants are available for projects or organisations which provide benefit to the local community.

For the purposes of this policy donations and grants differ only in that a donation is given without the need to be specific about how it is used whereas a grant must be spent specifically for the purpose agreed. For example, a donation may be given to a village hall towards the general running costs without being specific about what it is spent on whereas a grant would be given towards the cost of specific project such as installation of a new security system.

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL GRANTS PROGRAMMES

### Micro Grants

Grants of up to £50 for individuals or informal groups of residents.

Eligibility for the grant:

- Your project must benefit the people of Shavington-cum-Gresty
- You can be an individual
- You can be an informal group
- Your project must fit one of the themes below:
  - 1) Environment and green spaces:
  - 2) Improve community spirit and community activities
  - 3) History and heritage
  - 4) Community pride and safer parish

You can apply by using the Shavington-cum-Gresty Micro Grants form.

## DECISION MAKING PROCESS FOR MICRO GRANT

Once you have applied for a grant it will go to the following people, who all must agree for the grant funding to be agreed.

- Chair of Community and Engagement Committee
- Deputy Chair of Community and Engagement Committee
- Clerk or Community Manager

We aim for this to be a quick and easy process, so will endeavour to get back to you in writing within one month with a decision.



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Main Rd, Shavington, Crewe, CW2 5DP

Monitoring and Evaluation:

- This will be light touch in view of the size of the grant.
- A summation of the project outcomes and any lessons learned.
- A few photographs if appropriate
- Quotes for people who have benefited from the project

A list of projects will be presented to each Community & Engagement Committee with updates

### Small Grants

Requests for grants of up to £250 must be applied for using the small grants application form. Priority is given to grant applications of £250 or less. The majority of grants offered will be around this amount.

When applying for a small grant, match funding is preferred but not essential.

## CRITERIA FOR FUNDING FOR SMALL GRANT APPLICATIONS

Grants are available for organisations/projects/events which can demonstrate a proposed benefit to the community of Shavington-cum-Gresty. Requests will only be considered from the following categories of applicant:

- A Shavington-cum-Gresty Parish based charity
- An organisation serving the needs of the residents of Shavington-cum-Gresty
- A Shavington-cum-Gresty based club/association/organisation serving a specific section of the community or the community as a whole

Applications will be considered based on the following:

- The ability to demonstrate how the activity or project will benefit the residents of Shavington-cum-Gresty
- Priority will be given to those projects which progress one or more of the following objectives:
  - 1) Environment and green spaces:
  - 2) Improve community spirit and community activities
  - 3) History and heritage
  - 4) Community pride and safer parish

## DECISION MAKING PROCESS

- Your grant application will be checked and evaluated by the Clerk or the Community Manager before it is submitted to Community & Engagement Committee for consideration
- Incomplete applications may be declined or returned, leading to a delay in decision-making and an application is considered during the next evaluation round



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- Shavington-cum-Gresty Parish Council may seek further clarification on any details or information contained within the grant application and liaise with external parties to verify information or details contained within the grant application
- Where felt necessary, organisations will be asked to meet Shavington-cum-Gresty Council to discuss their application in more detail before it is presented to the Community & Engagement Committee
- Shavington-cum-Gresty Parish Council strives to allocate funding and donations in a fair and open manner, judging each application on its own merit. Funds are allocated under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations
- Shavington-cum-Gresty Parish Councillors are governed by a Code of Conduct, which can be [found here](#) (ADD LINK). Councillors have an obligation to declare any personal and / or prejudicial interest when considering the allocation of funds held by Shavington-cum-Gresty Parish Council
- Applicants will be notified in writing following the decision made by the Community & Engagement Committee at Shavington-cum-Gresty Parish Council

### WHAT WILL NOT BE FUNDED?

- Staffing costs
- Projects or events which have already taken place
- Grant applications which do not demonstrate match funding
- Projects or event which are not for the benefit of the community of Shavington-cum-Gresty

### MONITORING AND EVALUATION

- A summation of the project outcomes
- Photographs, links to website, case studies, tags in social media stories.
- Quotes for people who have benefited from the project.
- Outcomes agreed e.g numbers of people benefiting from the funding and the impact on their lives.

### ALL FUNDING APPLICATION TERMS AND CONDITIONS

- An award of a grant must give direct benefit to all or some of the inhabitants of the Parish, and the size of grant should be commensurate with the benefit delivered.
- The Parish Council does not affiliate to any political party and legally cannot provide grant or support to any party-political activity.
- The Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.





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Main Rd, Shavington, Crewe, CW2 5DP

- Applications will only be considered when made on a formal application form.
- The Council will normally require details of the structure and funding of the organisation and may request copies of budget/accounts and business plans.
- The Council will require details of any project which is the subject of the application, including quality standards, costs, timescales and how the remainder of the funding will be provided.
- Match funding for small community grants is preferred but not essential.
- Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.
- Payment will be made against a formal acceptance of the grant and terms.
- The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be “pump-priming” to help organisations get established or organisations which deliver a substantial part of the Council’s priorities.
- The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support “in kind”, rather than provide grant assistance.
- An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project.
- The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.
- Please be aware that if your project involves working with children and/ or vulnerable people we will need to be assured that they are safeguarded and so may come back to you for more information. In addition to your safeguarding policies.
- An applicant organisation is allowed one successful grant application in a single financial year (financial year running 1st April to 31st March)
- Where an application is successful, the terms and conditions must be accepted in writing within the same financial year in which the grant is offered.

### **STANDARD CONDITIONS FOR ALL GRANTS WILL BE**

- That Shavington-cum-Gresty Parish Council's support will be recognised in all associated publicity and information material. A high-resolution Shavington-cum-Gresty



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Shavington-cum-Gresty Parish Council  
Main Rd, Shavington, Crewe, CW2 5DP

Parish Council's logo will be provided and must appear on all literature related to the project or the service the funding is for.

- That any equipment purchased will be branded with the Shavington-cum-Gresty Parish Council 'supported by' sticker which will be supplied by the Parish Council where appropriate.
- That all successful grant applicants with social media accounts, tag the Parish Council in posts related to this grant funding and where possible use the hashtag #shavingtononline
- That the grant is to be used only for the defined purposes in the committee resolution and associated grant application.
- That update information is supplied to the council on request and as a requirement following the completion of the funded activity.
- That successful grant applicants agree for details of their project to go on the Shavington-cum-Gresty Parish Council website, social media pages and any other promotional literature.
- That successful grant applicants agreed to attend the Annual Meeting of Shavington-cum-Gresty Parish



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## **SHAVINGTON-CUM-GRESTY PARISH COUNCIL MICRO GRANTS APPLICATION FORM**

(Up to £50)

To be returned to Simona Garner, Clerk to Shavington-cum-Gresty Parish Council at  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or Main Road, Shavington, Crewe, CW2 5DP

Name or group name:	
Address:	
Phone:	
Email:	
I am an individual:	Yes / No
We are an informal group:	Yes / No
Which of our objectives does your project relate to?	1) Environment and green spaces: 2) Improve community spirit and community activities 3) History and heritage 4) Community pride and safer parish
Where will the activities take place?	1) Shavington Village 2) Gresty Ward

### **Tell us about the project?**

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Main Rd, Shavington, Crewe, CW2 5DP

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**Why do you want to do this?**

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**Who will help you do this?**

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**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Parish Council**  
Main Rd, Shavington, Crewe, CW2 5DP

**What difference do you hope this project will make to Shavington-cum-Gresty residents?**

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**How will you show us what you have achieved?**

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**How much will it cost?**



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Main Rd, Shavington, Crewe, CW2 5DP

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**Consent**

I agree to Shavington-cum-Gresty Parish Council contacting me by the following methods to provide feedback or offer additional support on completing this application:

Postal address	Yes / No
Email address	Yes / No
Phone	Yes / No

Signature:

Date:

For further information on how Shavington-cum-Gresty Parish Council processes personal data, please view our privacy policy at [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk) or call 01270 42 11 25



SHAVINGTON  
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Shavington-cum-Gresty Parish Council  
Main Rd, Shavington, Crewe, CW2 5DP

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL SMALL GRANT APPLICATION FORM

(Grants up to £250)

To be returned to Simona Garner, Clerk to Shavington-cum-Gresty Parish Council at  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or Main Road, Shavington, Crewe, CW2 5DP

### Contact details

Applicant name:	
Organisation:	
Address:	
Contact number:	
E-mail address:	

### Project details

Organisation:	
Location of organisation:	
Project name:	
Short project description:	
If you receive a grant, briefly tell us what difference it will make to your organisation/area:	



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**Project cost**

Total cost of project:	
Amount requested from Shavington-cum-Gresty Parish Council:	
Amount of any confirmed match funding (this is preferred but not essential)	
Outstanding balance:	
If there is a balance outstanding, please tell us how the shortfall will be met:	
Please state organisations bank account name (who the cheque should be made payable to):	

**Project beneficiaries**

Please tell us how many people you expect to benefit if you were successful with your community grant application:	
Please tell us which geographical area will benefit most from your project or activity:	

**Supporting documentation**

Please complete the table below to indicate if you have the supporting documents. You do not need to send these documents in with your application (apart from your Governing Document and Safeguarding Policies, which must be supplied by email or post within 7 days of submitting this application) but we may request copies at a later date.





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**Shavington-cum-Gresty Parish Council**  
Main Rd, Shavington, Crewe, CW2 5DP

Up to date Annual accounts/income and expenditure	
Copy of your Governing Document (signed)	
Planning permission	
Relevant insurances	
Safeguarding policies	
Quotes/estimate for equipment	
Affiliation to a Governing Body	
Equalities and Inclusion Policy	

### **Data protection and consent**

Please ensure that you read this section before submitting your application.

#### Grant application administration

Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Please indicate below if you consent to us passing on your name and email address to the local press for this purpose.

Yes / No

#### Grant application support

Please indicate below if you agree if you agree to Shavington-cum-Gresty Parish Council contacting you by the following methods to provide feedback or offer additional support on completing this application:

Postal address            Yes / No  
Email address            Yes / No  
Phone                      Yes / No

### **Declaration**

I certify that to the best of my knowledge all the information contained within this application is correct.

I confirm that I understand, agree and accept the terms and conditions of this grant as set out in the Grants and Funding Policy.



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

Shavington-cum-Gresty Parish Council  
Main Rd, Shavington, Crewe, CW2 5DP

Signed:	
Date:	
Name:	
Position in group:	

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