



SHAVINGTON  
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GRETTY

**Shavington-cum-Gresty Council  
Community and Engagement Committee**

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

6 June 2024

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

Dear Councillor,

You are summoned to attend the meeting of the **Community and Engagement Committee** to be held at **7:30PM** on **Wednesday 12 June 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

|   |   |
|---|---|
| 1 | To elect the Chair and Deputy Chair of the Community & Engagement Committee.  |
| 2 | To receive and consider apologies for absence.  |
| 3 | To note declarations of Members' interests.   |
| 4 | To note the Terms of Reference of the Community & Engagement Committee.<br><b>(attached)</b>  |
| 5 | To consider the appointment of non-Parish Councillors Members to the Committee as representatives of the community.                   |
| 6 | To confirm and sign the minutes of the Community & Engagement Committee Meeting held on 28 March 2024 <b>(attached)</b>               |
| 7 | <b>Public Participation</b><br><i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i> |

|           |   |
|-----------|---|
| <b>8</b>  | To receive and consider the YTD financial position of the Community & Engagement Committee. <b>(attached)</b>   |
| <b>9</b>  | To receive an update on the following projects: <ul style="list-style-type: none"> <li>a. D-Day program</li> <li>b. Wellbeing Wednesdays <b>(to follow)</b></li> </ul>  |
| <b>10</b> | To receive and consider a proposal for a grant application to create an immersive historical IT experience for the parish. <b>(to follow)</b>   |
| <b>11</b> | To receive and consider the following recommendation from the Village Hall Committee: <ul style="list-style-type: none"> <li>a. that a recommendation is made to the Community &amp; Engagement Committee that both map frames should be displayed in the main hall for an initial temporary exhibit, with the option to extend it to a permanent display.</li> </ul> <p>And to consider delegating the Clerk and the Chair of Community and Engagement Committee and Village Hall Committee to progress with the project and deliver it.</p> |
| <b>12</b> | To receive and consider an update on the following events: <ul style="list-style-type: none"> <li>- Shavington-cum-Gresty Remembrance Service 2024</li> <li>- Shavington-cum-Gresty Christmas Carol 2024</li> <li>- Shavington Village Festival event (29 June)</li> </ul>  |
| <b>13</b> | To receive and consider a proposal for establishing a Shavington-cum-Gresty Heritage Working Group. <p>And to consider instructing the Community Manager to contact potential members; and to draft the Terms of Reference for consideration at the next Committee meeting.</p>   |
| <b>14</b> | To receive and consider a proposal for n.2 networking events open to community and voluntary groups <b>(to follow)</b>  |
| <b>15</b> | To receive and consider a proposal to better support the Shavington Primary School Parliament <b>(to follow)</b>  |
| <b>16</b> | To receive and consider the following policy: <ul style="list-style-type: none"> <li>- Shavington-cum-Gresty Grant Program policy <b>(attached)</b></li> </ul>  |
| <b>17</b> | To receive and consider the following proposal <b>(attached)</b> : <ul style="list-style-type: none"> <li>- Shavington-cum-Gresty Village Hall Community Access Program</li> </ul>  |

|           |   |
|-----------|---|
| <b>18</b> | To note the date of the next Community & Engagement Committee Meeting – <b>11 September 2024 7:30PM</b> |
|-----------|---|



## Report Statement

Meeting: Community & Engagement Committee

Report Purpose: To present Committee ToR

Version Control: v1

Author: Clerk

### 1. Report Summary

The report presents the Committee ToR for 2024/25

### 2. Background

On 1 May 2024 the Parish Council approved the Committees Term of References.

### 3. Position

Members are asked to note the Committee Term of Reference for 2024/25

### 4. Governance

ScG Parish Council Standing Order  
LGA 1972

### 5. Financial Impact

None

### 6. Resource Impact

None

### 7. Wards Affected

All

### 8. Conclusions

Members are asked to note the Committee Term of Reference.



## COMMUNITY & ENGAGEMENT COMMITTEE

Approved by Shavington cum Gresty Parish Council on 1 May 2024

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| <b>7 Members of Authority</b>  |   | <b>Quorum 3</b>   |
|--|---|---|
| Meeting will take place every 4 months   |   |   |
| <p>To communicate with the whole Parish, via a variety of platforms (on-line and off-line) with the aim to support an active and informed community.</p> <p>To bring Shavington-cum-Gresty together by hosting, commissioning, or sponsoring events for the benefit of its residents and the wider community.</p> <p>To lead on the branding and marketing of Shavington-cum-Gresty.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.</p> |   |   |
| <b>Function of the Committee</b>   |   | <b>Delegation of function</b>   |
| <b>PR and Promotion</b>  |   |   |
| 1  | To co-ordinate and promote access to Council services and assets and public information and to advise Council on a Communications and Marketing Strategy                                      | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 2  | To promote the public face of the Council through the management of public and media relations.   | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 3  | To promote implementation of the Council's strategies in respect of corporate marketing and communication   | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 4  | To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication  | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 5  | To co-ordinate and deliver the Parish Newsletter (including content type, distribution, advertisements and advertisers). Ensuring the newsletter remains relevant to the community it serves. | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 6  | To oversee the Parish Council website   | Strategic overview to Committee   |



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|-----------------------------|---|--|
|                             |   | Operational management to Parish Clerk   |
|                             |   |  |
| <b>Community engagement</b> |   |  |
| 7                           | To determine the Parish Council's Events Programme for the coming year, or other time frame as agreed by the Council.                                 | Strategic overview and approval of programme to Committee.<br><br>Operational management to Parish Clerk |
| 8                           | To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors. | Strategic overview to Committee<br><br>Operational management to Parish Clerk                            |
| 9                           | To organise, or partner others to organise events which promote Shavington-cum-Gresty, or help strengthen communities.                                | Strategic overview to Committee<br><br>Operational management to Parish Clerk                            |
| 10                          | Promotion and protection of the Brand image including advertising campaigns.  | Strategic overview to Committee<br><br>Operational management to Parish Clerk                            |
| 11                          | To use the opportunities provided by the events programme to raise the profile of Shavington-cum-Gresty   | Strategic overview to Committee<br><br>Operational management to Parish Clerk                            |
| 12                          | To monitor the PCSO activities within the community   | Strategic overview to Committee<br><br>Operational management to Parish Clerk                            |
| 13                          | To set and review the PCSO priorities within the Parish   | Committee  |
| 14                          | To inform the PCSO of any intervention needed and to highlight any major issues of concern to the main Council  | Strategic overview to Committee<br><br>Operational management to Parish Clerk                            |



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| 15 | Provision, directly or indirectly of Christmas lights within the Parish, Local Government Act 1972. s 144                        | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 16 | To have an oversight of working groups formed to support special events and promotional projects and to give support and advice. | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 17 | Power to provide entertainment and support for the arts, Local Government Act 1972, S145   | Strategic overview to Committee<br><br>Operational management to Parish Clerk |
| 18 | To support local tourism initiatives to promote Shavington-cum-Gresty  | Strategic overview to Committee<br><br>Operational management to Parish Clerk |

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

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



**MINUTES of the meeting held on**  
**Wednesday 28 March 2024**

In attendance: Cllrs B Gibbs, K Gibbs, S Jones, G McIntyre,

Community Manager

|                           |  |
|---------------------------|--|
| <b>ScG<br/>CE/23/07/1</b> | <b>To receive and consider apologies for absence</b>   |
|                           | Apologies were received from Cllr McHugh, Cruickshank, Ms McIntyre, Ms George                                  |
| <b>ScG<br/>CE/23/07/2</b> | <b>To note declarations of Members' interests</b>  |
|                           | No declaration of interest was raised.   |
| <b>ScG<br/>CE/23/07/3</b> | <b>To confirm and sign the minutes of the Community and Engagement Committee Meeting held on 13 March 2024</b> |
|                           | <b>RESOLVED:</b> that the minutes of the previous meeting are approved and signed as an accurate record.       |
| <b>ScG<br/>CE/23/07/4</b> | <b>Public Participation</b>  |
|                           | <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>         |
|                           | No comment was raised.   |

|                                 |   |
|---------------------------------|---|
| <b>ScG</b><br><b>CE/23/07/5</b> | <b>To receive and consider variations to the Commemorative Booklet for D-Day event in 2024</b>  |
|                                 | <p>Cllr K Gibbs, Chair of the Committee, briefed Members on the item.</p> <p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Commemorative booklet will be focused on Mr Richard Pryce Hughes.</p>  |
| <b>ScG</b><br><b>CE/23/07/6</b> | <b>To receive and consider n.2 grants applications under the Micro &amp; Small Grant Scheme and Donation policy</b>   |
|                                 | <p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the grant application from Shavington Village Festival Committee for £250 is approved</p> <p><b>RESOLVED:</b> that the following clarifications are needed from Shavington Soccer Centre before the grant application can be considered:</p> <ul style="list-style-type: none"><li>a) what impact will 20 cones have, and where will they be placed</li><li>b) what is the long-term plan to address the issue of parking,</li><li>c) and how many of Shavington-cum-Gresty's youngest attend/use the premises on Sunday morning</li></ul> |

Meeting Closed at 1951 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 |          |        |          | 14,600.00        | 349.00          | 14,251.00        | 14,251.00 (97%)        |
| 21               | General Parish Council design a  |          |        |          | 3,600.00         |                 | 3,600.00         | 3,600.00 (100%)        |
| 22               | PC/VH subscription and adv       |          |        |          | 1,600.00         | 97.20           | 1,502.80         | 1,502.80 (93%)         |
| 24               | Christmas Carol                  |          |        |          | 1,500.00         |                 | 1,500.00         | 1,500.00 (100%)        |
| 25               | Remembrance Service              |          |        |          | 4,100.00         |                 | 4,100.00         | 4,100.00 (100%)        |
| 26               | Community events                 |          |        |          | 2,500.00         |                 | 2,500.00         | 2,500.00 (100%)        |
| 43               | PPS/PRS                          |          |        |          | 300.00           |                 | 300.00           | 300.00 (100%)          |
| 49               | Micro & Small Grant Scheme       |          |        |          | 2,500.00         | 250.00          | 2,250.00         | 2,250.00 (90%)         |
| 61               | Civic events                     |          |        |          | 2,600.00         | 1,194.75        | 1,405.25         | 1,405.25 (54%)         |
| 70               | Parish Map Framework             |          |        |          | 800.00           |                 | 800.00           | 800.00 (100%)          |
| 73               | Community Event Marketing and    |          |        |          | 900.00           |                 | 900.00           | 900.00 (100%)          |
| <b>SUB TOTAL</b> |                                  |          |        |          | <b>35,000.00</b> | <b>1,890.95</b> | <b>33,109.05</b> | <b>33,109.05 (94%)</b> |

Summary

|                    |  |  |  |                  |                 |                  |                        |
|--------------------|--|--|--|------------------|-----------------|------------------|------------------------|
| <b>NET TOTAL</b>   |  |  |  | <b>35,000.00</b> | <b>1,890.95</b> | <b>33,109.05</b> | <b>33,109.05 (94%)</b> |
| <b>V.A.T.</b>      |  |  |  |                  | 195.64          |                  |                        |
| <b>GROSS TOTAL</b> |  |  |  |                  | <b>2,086.59</b> |                  |                        |

# Shavington-cum-Gresty Parish Council

4 June 2024 (2024-2025)

## Receipts and Payments Forecast

Cost Centre 3 (Between 01/06/2024 and 31/03/2025)

### Community & Engagement

| Code             | Title                   | Receipts |        |          |                  |          | Payments        |                  |                  |                 |                 | Net Position |
|------------------|-------------------------|----------|--------|----------|------------------|----------|-----------------|------------------|------------------|-----------------|-----------------|--------------|
|                  |                         | Budget   | Actual | Forecast | Total            | Variance | Budget          | Actual           | Forecast         | Total           | Variance        | Net Position |
| 20               | Newsletter: design, pri |          |        |          | 14,600.00        |          | 349.00          | 12,166.70        | 12,515.70        | 2,084.30        | 2,084.30        |              |
| 21               | General Parish Council  |          |        |          | 3,600.00         |          |                 | 3,000.00         | 3,000.00         | 600.00          | 600.00          |              |
| 22               | PC/VH subscription an   |          |        |          | 1,600.00         |          | 97.20           | 1,333.30         | 1,430.50         | 169.50          | 169.50          |              |
| 24               | Christmas Carol         |          |        |          | 1,500.00         |          |                 | 1,250.00         | 1,250.00         | 250.00          | 250.00          |              |
| 25               | Remembrance Service     |          |        |          | 4,100.00         |          |                 | 3,416.70         | 3,416.70         | 683.30          | 683.30          |              |
| 26               | Community events        |          |        |          | 2,500.00         |          |                 |                  |                  | 2,500.00        | 2,500.00        |              |
| 43               | PPS/PRS                 |          |        |          | 300.00           |          |                 | 250.00           | 250.00           | 50.00           | 50.00           |              |
| 49               | Micro & Small Grant Sc  |          |        |          | 2,500.00         |          | 250.00          | 1,250.00         | 1,500.00         | 1,000.00        | 1,000.00        |              |
| 61               | Civic events            |          |        |          | 2,600.00         |          | 1,194.75        | 2,166.70         | 3,361.45         | -761.45         | -761.45         |              |
| 70               | Parish Map Framework    |          |        |          | 800.00           |          |                 | 666.70           | 666.70           | 133.30          | 133.30          |              |
| 73               | Community Event Marl    |          |        |          | 900.00           |          |                 | 750.00           | 750.00           | 150.00          | 150.00          |              |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>35,000.00</b> |          | <b>1,890.95</b> | <b>26,250.10</b> | <b>28,141.05</b> | <b>6,858.95</b> | <b>6,858.95</b> |              |

### Summary

|                    |                  |                 |                  |                  |                 |                 |
|--------------------|------------------|-----------------|------------------|------------------|-----------------|-----------------|
| <b>NET TOTAL</b>   | <b>35,000.00</b> | <b>1,890.95</b> | <b>26,250.10</b> | <b>28,141.05</b> | <b>6,858.95</b> | <b>6,858.95</b> |
| <b>V.A.T.</b>      |                  |                 |                  | 195.64           |                 |                 |
| <b>GROSS TOTAL</b> |                  |                 |                  | <b>28,336.69</b> |                 |                 |



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## **Report Statement**

Meeting: Community & Engagement Committee

Report Purpose: To present the revised version of the Shavington-cum-Gresty Grant Scheme Policy

Version Control: v1

Author: Clerk

### **1. Report Summary**

To present the revised version of the Shavington-cum-Gresty Grant Program Policy

### **2. Background**

On 5 June 2024, Shavington-cum-Gresty Parish Council approved the Parish Council Strategy 2024-29.

### **3. Position**

Following the approval of the Strategy, it is the Clerk's advice that the Council Grant Scheme should be revised to better reflect the Council's priorities and ambitions. Attached is a draft version of the Shavington-cum-Gresty Grant Scheme Policy. The main changes are listed below:

- Micro scheme, changed from up to £50 to up to £250.
- Community scheme, changed from up to £250 to up to £1,000.
- Youngest scheme introduced (up to £250).
- Priority of grant applications are now aligned with the Parish Council Strategy 2024-29.

### **4. Equality Impact**

The revised grant policy promotes inclusivity by ensuring equitable access to funding opportunities for all community members, including youth.

### **5. Sustainability Impact**

The revised grant policy supports sustainability by prioritising projects that protect and enhance the environment and promote long-term community wellbeing.

### **6. Community Impact**

The revised grant policy enhances community cohesion and engagement by funding projects that build a united community, celebrate heritage, and improve health and wellbeing.



**7. Governance**

GPoC

**8. Financial Impact**

Within budget up to £2,500

**9. Resource Impact**

Clerk and Community Manager time

**10. Conclusions**

Councillors are asked to note the report and to consider the following:

- a. Approve the attached policy, and recommend it to Full Council for adoption
- b. Approve the attached policy, subject to amendments, and recommend it to Full Council for adoption
- c. Not approve the policy

**11. Consideration Sought**

That the policy is approved and recommended to Full Council for adoption.



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

**SHAVINGTON-CUM-GRESTY  
PARISH COUNCIL**

**GRANT SCHEME**

DRAFT



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## **INTRODUCTION**

Shavington-cum-Gresty Parish Council's community grants are available for projects or organisations that benefit the local community. These grants align with the strategic themes outlined in the Shavington-cum-Gresty Parish Council Strategy 2024-2029.

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

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

## **SHAVINGTON-CUM-GRESTY PARISH COUNCIL GRANTS PROGRAMMES**

### **1. Micro Grants**

Grants of up to £250 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 strategic themes below:
  1. Building a United Community
  2. Protecting Our Environment
  3. Celebrating Our Heritage
  4. Improving Health and Wellbeing

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 approved:
  - 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 we will endeavour to get back to you in writing within one month with a decision.

#### **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 from people who have benefited from the project.

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



# SHAVINGTON CUM GRESTY

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

## **2. Community Grants**

Requests for grants of up to £1,000 must be applied for using the Community Grants application form.

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

### **Criteria for Funding for Small Grant Applications:**

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

- 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 strategic objectives:

1. Building a United Community
2. Protecting Our Environment
3. Celebrating Our Heritage
4. Improving Health and Wellbeing

### **Decision Making Process:**

- Your grant application will be checked and evaluated by the Clerk or the Community Manager before it is submitted to the 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.
- 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 necessary, organisations will be asked to meet Shavington-cum-Gresty Parish 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](<https://shavingtononline.co.uk/councillor-code-of-conduct/>). 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.



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

- Applicants will be notified in writing following the decision made by the Community & Engagement Committee at Shavington-cum-Gresty Parish Council.

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### **3. Youngest Scheme**

Requests for grants of up to £250 must be applied for using the Youngest Scheme application form. This scheme is designed to empower the younger generation and align with the strategic theme of Building a United Community. The process is similar to the Micro Grants scheme.

#### **Eligibility for the grant:**

- Your project must benefit the people of Shavington-cum-Gresty; or
- Your project must benefit the students of Shavington Primary School or Shavington Academy
  
- You must be a student or group of students from Shavington Primary School or Shavington Academy and the lead applicant must reside in Shavington-cum-Gresty; or
- You are under 18s and resident in Shavington-cum-Gresty
  
- Your project must fit one of the strategic themes below:
  1. Building a United Community
  2. Protecting Our Environment
  3. Celebrating Our Heritage
  4. Improving Health and Wellbeing

#### **Decision Making Process for School Parliament Scheme:**

- Once you have applied for a grant, it will go to the following people, who all must agree for the grant funding to be approved:
  - 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 we will endeavour to get back to you in writing within one month with a decision.

#### **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 from people who have benefited from the project.

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



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#### **4. What Will Not Be Funded?**

- Staffing costs
- Projects or events which have already taken place
- Projects or events which are not for the benefit of the community of Shavington-cum-Gresty

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

## **5. 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 the grant should be commensurate with the benefit delivered.
- The Parish Council does not affiliate with any political party and legally cannot provide grant or support to any party-political activity.
- The Council does not affiliate with any religious group; however, applications will be considered where there is a clear community-wide benefit.
- 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 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 ongoing or core costs. 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 for Shavington-cum-Gresty residents and outputs have been achieved. The evaluation form must be returned to the Council within four 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 Act.
- 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 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 from 1st April to 31st March).



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- 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.
- If there is any breach of the requirements, the group will be banned from applying to the scheme for 24 months.

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## **6. Standard Conditions for All Grants**

Shavington-cum-Gresty Parish Council's support must be recognised in all associated publicity and information material. A high-resolution Shavington-cum-Gresty Parish Council logo will be provided and must appear on all literature related to the project or service the funding is for.

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

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**7. SHAVINGTON-CUM-GRESTY PARISH COUNCIL MICRO GRANTS  
and YOUNGEST SCHEME APPLICATION FORM**

(Up to £250)

To be returned to Simona Garnero, 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. Building a United Community<br>2. Protecting Our Environment<br>3. Celebrating Our Heritage<br>4. Improving Health and Wellbeing |
| Where will the activities take place?                | 1) Shavington Village<br>2) Gresty Ward   |

**Tell us about the project?**

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**How much will it cost?**

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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



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## **8. SHAVINGTON-CUM-GRESTY PARISH COUNCIL COMMUNITY GRANT SCHEME APPLICATION FORM**

(Grants up to £1,000)

To be returned to Simona Garnero, 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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|   |  |
|---|--|
| 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.



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

|                    |  |
|--------------------|--|
| Signed:            |  |
| Date:              |  |
| Name:              |  |
| Position in group: |  |

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

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## Report Statement

Meeting: Community & Engagement Committee

Report Purpose: To consider the Shavington-cum-Gresty Village Hall Community Access Program proposal

Version Control: v1

Author: Clerk

### 1. Report Summary

To present the Shavington-cum-Gresty Village Hall Community Access Program proposal

### 2. Background

On 5 June 2024, Shavington-cum-Gresty Parish Council approved the Strategy 2024-29. The document highlights the council's strong commitment to supporting community groups and organizations within the parish.

### 3. Position

As part of the Council's Grant Scheme, the Clerk suggests that members consider offering the free use of the Shavington-cum-Gresty Village Hall to community groups and not-for-profit organisations based in Shavington-cum-Gresty or those providing services to Shavington-cum-Gresty residents. It is proposed to run the Shavington-cum-Gresty Village Hall Community Access Program on a trial basis from 1 September 2024 to 31 March 2025. The hall will not accept any new bookings for Sunday afternoons but will honour existing reservations.

The cost of the program is £840, which will be deducted from the Parish Council's Grant Scheme budget.

The Community Manager will launch a campaign to promote the offer, and organisations will be contacted directly to inform them of this opportunity.

#### Pros:

- The Parish Council's reputation will improve, addressing criticism of being too business-oriented.
- Community groups will benefit from the offer by saving money on hiring other venues and re-engaging with a community asset.
- Booking volunteers will not have to provide access to the venue, reducing the pressure on them.

#### Cons:



- Sunday afternoons might not be the preferred time slot for community groups.
- There may be complaints from residents about the hall being primarily accessible for long-term bookings.

#### **4. Equality Impact**

The scheme promotes equality by providing free access to community facilities for all local groups, enhancing inclusivity and support for diverse organizations.

#### **5. Sustainability Impact**

The scheme supports sustainability by encouraging local groups to use community facilities, reducing the need for additional infrastructure and fostering community engagement and resilience.

#### **6. Community Impact**

The scheme strengthens community bonds by offering local groups free access to the village hall, promoting social cohesion and active community participation.

#### **7. Governance**

GPoC

#### **8. Financial Impact**

Up to £850

#### **9. Resource Impact**

Clerk and Community Manger time

#### **10. Conclusions**

Councillors are asked to note the report and consider the following:

- a. Approve the Shavington-cum-Gresty Village Hall Community Access Program and recommend it to Full Council for approval
- b. Approve the the Shavington-cum-Gresty Village Hall Community Access Program, subject to amendments, and recommend it to Full Council for approval
- c. Not approve the proposal

#### **11. Consideration Sought**

That the program is approved and recommended to full council.