

Oakington & Westwick Parish Council

Payments & Income Schedule – February 2023

Invoices	Details	Net	VAT	Total
SSE Electric	Street lighting energy 2.12.22-3.1.23	18.30	0.91	19.21
Zaros Trading Ltd	Water bowser & hitch (paid proforma)	430.28	86.06	516.34
Oakington Garden Centre	Container replanting x 2, 4 Sorbus	606.64	121.32	727.96
SLCC Enterprises Ltd	3 x webinars, Clerk	90.00	18.00	108.00
Brookfield Contracting Ltd	Poplar trees pollarding	3200.00	640.00	3840.00
ICCM	2023-24 membership	95.00		95.00
Starboard Systems Ltd	Scribe accounts annual subscription	345.60	69.12	414.72
Vision ICT	Web hosting, email accs, SSL Certificate	400.13	80.03	480.16
O&W Community Assoc	Quarter page advert	29.00		29.00
S Moore	Refreshments, Rec project publicity event	11.90		11.90
Haydens Arboricultural	Stocks Green Plane structural survey	637.40	127.48	764.88
Brookfield Contracting Ltd	2 x seating areas, Rec project RFQ 5	23280.00	4656.00	27936.00
Brookfield Contracting Ltd	Hedge posts & seat move extra charge	1080.00	216.00	1296.00
A Starling	Refund, water meter parts	7.18		7.18
O&W Sports Pavilion	Youth Bus session, Pavilion 6 Feb	20.00		20.00
Salaries	Salaries (net)	1174.04		1174.04
	Expenses	30.00		30.00
HMRC	PAYE/NI	152.73		152.73
NEST	Pensions	170.84		170.84
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
Zoom Pro	Online meetings (monthly charge)	11.99	2.40	14.39
Tap Safe	Lockable outside tap protector	57.50	11.50	69.00
Screwfix	Pavilion external tap & fixings	80.83	16.17	97.00
Ebay	Water meter for external taps	16.49	3.30	19.79
Total		31948.85	6048.29	37997.14

Income				
Co-op Funeral Services	Interment fee	200.00		200.00
Total				200.00

Oakington & Westwick Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 01/02/2023		
	Cash in Hand 01/04/2022		102,165.65
	ADD Receipts 01/04/2022 - 01/02/2023		84,364.75
			186,530.40
	SUBTRACT Payments 01/04/2022 - 01/02/2023		90,114.79
	Cash in Hand 01/02/2023 (per Cash Book)		96,415.61
B	Cash in hand per Bank Statements		
	Petty Cash 01/02/2023	0.00	
	Cambridge&Counties 95 Day Notic 01/02/2023	12,387.49	
	Santander Savings Account 01/02/2023	210.60	
	Unity Trust Current Account 01/02/2023	83,935.76	
			96,533.85
	Less unrepresented payments		118.24
			96,415.61
	Plus unrepresented receipts		
	Adjusted Bank Balance		96,415.61
	A = B Checks out OK		

OAKINGTON & WESTWICK PARISH COUNCIL

GRANT APPLICATION FORM

Please complete this form as clearly as possible and return it to the above address. The application form (only) will be circulated to all Members of the Council for consideration.

Please refer to the criteria in the policy before the completing this form.

Where * please delete as appropriate.

CONTACT DETAILS	
Name of organisation, e.g. Club, Group or Organising Group (for Event):	
Oakington & Westwick Sports Pavilion Management Committee	
Contact person for this application:	
Laura Lawrence & Elaine Bailey	
Position held (e.g., Chairman, Secretary or Treasurer):	
Treasurer & Chair	
Correspondence address:	
4 Meadow Farm Close, Oakington, Cambridge, CB24 3AS	
Email address:	
lauralawrence@btinternet.com	
Telephone number:	
01223 232398	
ABOUT YOUR ORGANISATION/GROUP	
What type of organisation/group are you?	Unregistered community group/club/society* Registered charity* - Other (please state): Voluntary Management Committee
Charity Registration No. (if applicable)	N/A
How long has the organisation/group been in existence?	2008 (in its current form)
Do you have a Constitution or a set of governing rules?	Yes <i>If yes, please provide copy with this application</i> <i>If none available, please explain management structure on a separate sheet.</i>
What area does your organisation/group cover? <i>The Council can only fund grants to organisations/groups who can demonstrate direct benefit to residents of Oakington or Westwick</i>	Mainly Oakington & Westwick but also some nearby South Cambs villages
Describe the people you <u>mainly</u> work with:	Sports groups, clubs, societies

How often do you meet?	Bi-monthly	
Where are meetings held?	Oakington Sports Pavilion	
How many members do you have?		
What membership restrictions apply, if any?	Committee is made up of the 1 member from of each of the local groups who hire the facilities, plus 2 parish councillors (Chair, Vice-chair and Treasurer are community volunteers and not associated with any groups who hire)	
What percentage of these members are residents of the Oakington and Westwick Parish?	100%	
What is the normal membership fee? (Indicate if different fees apply to residents / non-residents)	Junior:	N/A
	Adult:	N/A
YOUR ORGANISATION'S FINANCES		
Financial year (please state):	2021-22	
Income	23,984	
Expenditure	28,295	
Reserves	41,169 (now approx 33,000)	
DESCRIBE THE PROJECT OR ACTIVITY THIS GRANT WOULD BE USED FOR		
<p>Please provide a detailed description of the event for which you are seeking funding. <i>Detailed projected costings must also be supplied.</i></p> <p><u>Advertising the Pavilion & MUGA facilities.</u></p> <p>We are experiencing increased costs (mainly gas & electricity) and our revenue has dropped over the past few years, largely due to the pandemic which has resulted in us having to use our reserves for the first time ever.</p> <p>We believe we can generate extra income if we promote the Pavilion & MUGA via advertising. We are requesting a sum of £300 to be able to advertise in the parish and surrounding villages.</p> <p>The cost of a quarter page ad in each edition of Oakington & Westwick Journal is £117 PA. A business card size ad is £75 PA and would keep the facilities in people's minds and give easily accessible contact details (We have already had one enquiry following the one-off ad placed in the Feb/March edition and one comment from a resident who said they weren't aware that the meeting room can be booked separately until they saw the ad.)</p> <p>Advertising in the Journal benefits both the Pavilion Committee and the Community Association. In respect of the remainder of the funding, if successful we would draw up a clear advertising plan at the next Pavilion Management Committee meeting. Any underspend at the end of the financial year would be returned to the Parish Council.</p> <p>At our recent meeting it was agreed by both the PC and Chair of the Management Committee that promotion of the building in the form advertising would be positive PR, and therefore could generate income.</p>		
What is the total cost of the capital purchase/project?	£300	
For which element of the purchase/project is your organisation seeking funding?	100%	
Who will benefit from this capital purchase/project?	All residents – as will hopefully be safeguarding the facilities for future generations	

Amount for which the organisation or group is seeking grant aid from the Parish Council	£300
How much does the organisation or group expect to raise by its own efforts and how?	£0
How will the rest of the cost be financed?	N/A
What other organisations may use the organisation or group's facilities?	Any.
What other organisations will benefit from this project or scheme?	N/A
What facilities have been previously provided or improved as a result of the organisation or group's own efforts?	Internal improvements and building maintenance, including new chairs for meeting room.
Has the organisation or group previously applied for a grant from this Parish Council?	No <i>If yes, please give brief details and the date of any grant received:</i>
Has the organisation or group made any grant application to any other Authority or grant making body for funding support for this event, project or scheme?	No <i>If yes, please provide name of the Authority/funding organisation:</i> <i>Date(s) of application(s):</i> <i>If result of application(s) known, amount of grant(s) received:</i> £
PAYEE DETAILS FOR ANY FUNDING AWARD <i>Grant funding will be paid by cheque or bank transfer</i>	
Name of payee organisation as it appears on bank account:	
Oakington and Westwick Sports Pavilion	

Should the grant be made by bank transfer (if Yes details will be requested separately)	Yes
<p>If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.</p>	
<p style="text-align: center;">DECLARATION</p> <p>This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.</p> <ol style="list-style-type: none"> 1. I am authorised to make the application on behalf of the above organisation. 2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council. 3. I certify that the information contained in this application is correct. 4. If the information in the application changes in any way, I will inform the Council. 5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application. 6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website. 7. I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within THREE MONTHS OF COMPLETION. 	
<p>Signed <i>E Bailey</i></p>	<p>Date 5.2.2023</p>