

Woodcote Village Green Committee Playground Inspection Checklist and Report Form

Appendix A

When carrying out an inspection of the play equipment on the Reading Road Site and the Folly Field Site please wear your hi viz waistcoat and carry your identity card in case you are challenged.

Use pages 2 – 4 of this document as a checklist. For any check items that are not satisfactory (the answer to the question is “no”) make an entry on this page — the Inspection Report. On completion of the inspection type your comments into the Inspection Report then cut and paste page 1 only into an email and send to Richard.tatum@btinternet.com. On receipt of your email your comments will be added to the Play Equipment Defects Log which is used by the Village Green Committee to schedule work on the play equipment. Please include any items that you resolve during the inspection e.g. clearing debris on untwisting swing chains. This way we will be able to record all the work done by the VG Committee and Inspectors.

Inspection Report

Date of Inspection: **13th March 2024** Time: **10.20 AM**..... Inspector: **Ron Hows**.....

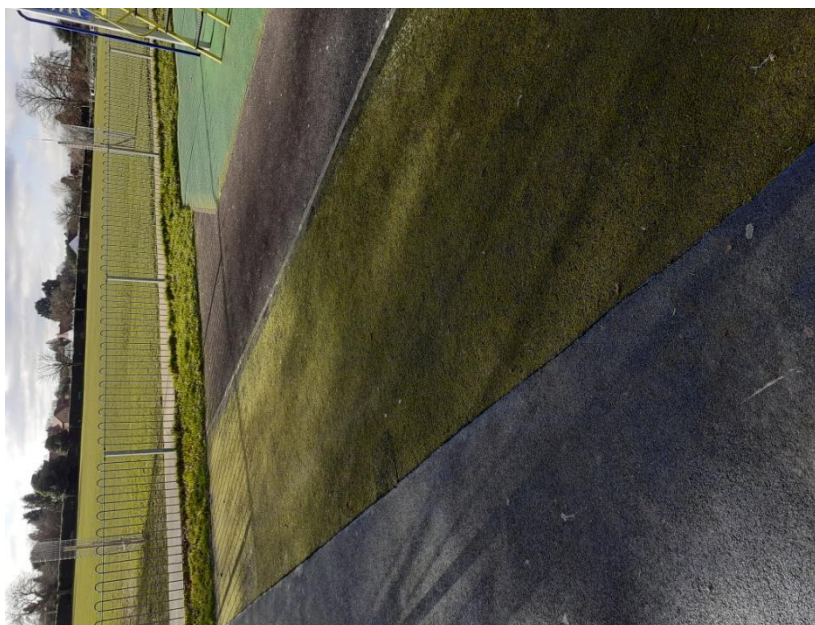
General Observations/ Weather Conditions: **Sunny and cool**

Please give further details here or on separate sheet where any check is unsatisfactory (even if you have reported it earlier).

Check No **1.1** Comment: **Opening up of the Wet pour edges**



Check No **1.1** Comment: Green Algae on the black Wet pour surface



Check No **3.2** Comment: Damage to No 2 gate post





Check No **8.2** Comment: New Wet Pour surface below the Play Frame.



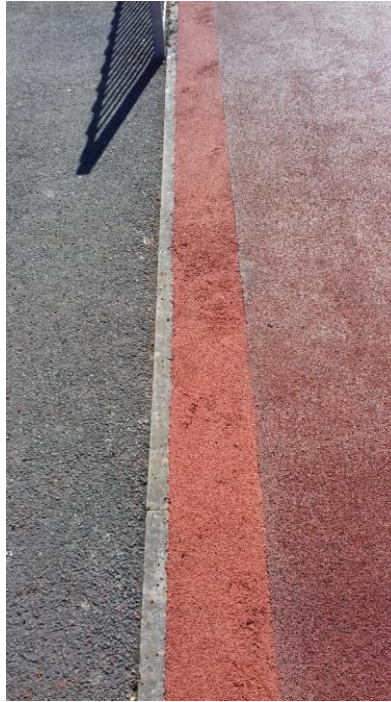
Check No **10.2** Comment: *New Wet Pour around the Overhead Spinner*



Check No **13.2** Comment: *Table bent in the centre*



Check No **14.1** Comment: [Repair of the Wet Pour edges around the Zip wire.....](#)

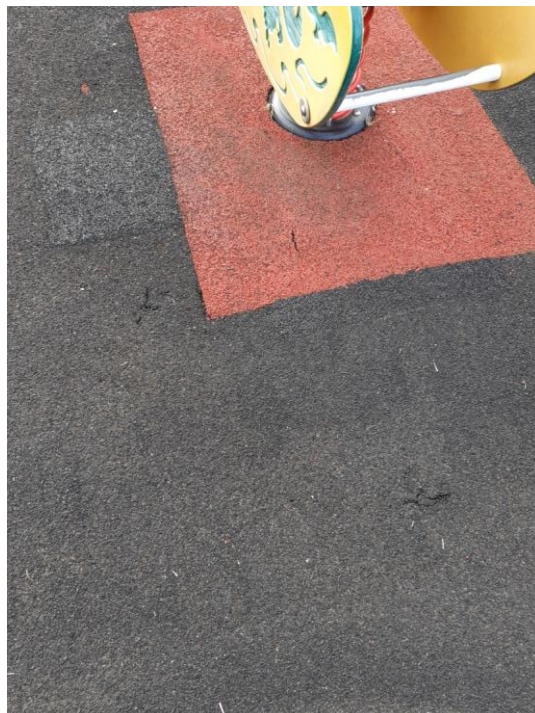


Check No **14.2** Comment: [Some damage to the Wet Pour surface below the zip wire seat, and ramp](#)





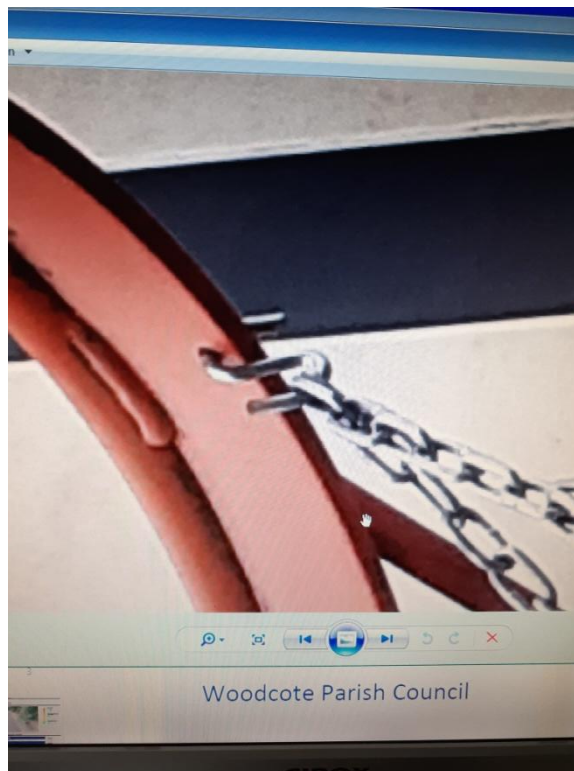
Check No **15.2** Comment: [Wet Pour cracking around the base of the Ark springer](#)



Check No **21.2** Comment: [New area of Wet Pour on small child swings.](#)



Check No **28.2** Comment: [Net hooks on the Multi sport frame](#) now have been closed



Check No **28.6** Comment: BMX jumps on hard standing.



Check No **32.1** Comment: Folly field table and one bench have been removed



Check No **34.1** Comment: Graffiti on the underside of the Table Tennis Table



Check No **34.2..** Comment: Black spray paint all over the table





Check No 24.2 Comment: New bin



Check No Comment:

Check No Comment:

Other Notes or Comments:

Please email this page of the form to kengroom@btinternet.com

Equipment	Check No.	Comments and Observations
Site	1.1	Clear of debris (including all areas inside fence and areas immediately around fence)? Sum of the Wet pour is where two colors join and around the edges seemed to have opened up; this may have been due to high temperatures during the last two summers. No change The black surfaces have green algae on the top this may develop into a slippery surface with addition wet weather so will monitor (see photo 1.1 above).
Fence and Signs	2.1	Fence intact and clear of obstructions? The post between fence panels 4 and 5 also between 9 and 10 on the right hand side of the entrance from the park is loose in the ground, it is not excessive so will monitor. No change
	2.2	Signs intact and legible? Ok
Gates (3)	3.1	Gates are intact? Ok
	3.2	Gates open and close properly (within a 3-8 seconds closing time)? ok One of the gate posts on Gate 2 has been hit by a vehicle in the past and is bent back slightly. The gate chain and lock were missing a new lock and chain has been fitted, R Hows has the keys. No change.
	3.3	When closed, is there contact between bumper and gate? ok.
Paths	4.1	Paths in good condition and free of weeds? ok
	4.2	Paths free of trip hazards? ok
2x2 Swing	5.1	Area around swings clear of debris? ok
	5.2	Safety surface intact, free from trip hazard? The surface directly below the swings (about half of the surface) has been replaced. The join between the new surface and the old surface is showing signs of cracking on the joint. No change from February report Still some soil removal under the post after it has been filled in and is standing up to its use.
	5.3	Frames intact and free from corrosion? ok
	5.4	Chain intact, in good condition with less than 40% wear and free from twists? ok
	5.5	Free Movement without undue noise in the 8 x black bearings at the top of the frame? Greasing of the bearings to be carried out as per the last Rospa 23 report. Work to be undertaken by Ron Hows still ongoing.
	5.6	Seats fixed securely and free from cuts and abrasions? ok
Bin 1	6.1	Area around bin clear of debris? ok
	6.2	Bin intact, secure and standing, not full or overflowing? ok
	6.3	Bin liner in place and secure? ok
Bench	7.1	Area around bench clear of debris? ok
	7.2	Bench intact and free from corrosion? ok
Play frame	8.1	Area around frame clear of debris? ok
	8.2	Safety surface intact, free from trip hazards? The Wet pour below the play frame has been replaced with all new light green covering. (see 8.2 photo above) No further problems.
	8.3	Slide, platforms and steps clear and free from trip hazards? ok

	8.4	Scramble net intact, free from cuts and loose ends? Slight wear on some of the treed tops but no broken wires within the rope so will monitor. No further problems found. No change.
	8.5	Climbing wall intact, secure with all holds tight? ok
	8.6	Ramp intact and secure. Rope intact, secure and free from cuts? ok.
Balance beams (x2) and steps(x4)	9.1	Area around equipment clear of debris and obstructions? ok
	9.2	Safety surface intact and free from obstruction? Some of the Wet pour seems to be pulling away from the edges. There has been no change from February report.
	9.3	Beams and steps secure? ok
	9.4	Black plastic topping intact? ok
	9.5	Steps intact? Tallest step is slightly loose ok but will monitor. No change from February report.
Overhead spinner	10.1	Area around spinner clear of debris? ok
	10.2	Safety surface intact, free from trip hazards? ok The Wet pour has been replaced with new yellow surface ok. (see 10.2 photo above) No further problems found.
	10.3	Spinner intact, rotates smoothly without undue noise? ok
	10.4	Bearing free from play? ok
Bench	11.1	Area around bench clear of debris? ok
	11.2	Bench intact and free from corrosion? ok
Bin 2	12.1	Area around bin clear of debris? ok
	12.2	Bin intact and standing and not full or overflowing? ok
	12.3	Bin liner in place and locked? ok
Picnic benches (x2)	13.1	Area around benches clear of debris? ok
	13.2	Tables and benches intact and free from corrosion? One of the benches seems to have been jumped on bending the table it is only a slight bend but will monitor (see photo 13.2 above) 1x No change for the February report.
Zip wire	14.1	Area around zip wire clear of debris? ok
	14.2	Safety surfacing intact and clear of debris? The small area in the centre of the wet pour where the zip wire seat comes to rest has a slight increase in damage to the surface. (See photo 14.2) will monitor .There has been a slight increase in the damage from the September report. The joint of the Wetspour and ramp of the zip wire is beginning to lift causing a possible trip hazard will monitor. (see photo 14.2).No change from the February report.
	14.3	Frames (x2) intact and free from corrosion? ok
	14.4	Wire intact? ok
	14.5	Spring bumpers (x2) intact and secure? ok
	14.6	Spring brake on seat functioning? ok
	14.7	Seat and shroud intact, secure and free from cuts and abrasions? ok
Ark springer	15.1	Areas around Springer clear of debris? ok
	15.2	Safety surfacing intact, clear of debris? Some of the Wet pour seems to be cracking in both the red and black surface (See 15.2 photo above). No change from February report.
	15.3	Springer intact and springing without looseness? ok
Inclined bowl spinners	16.1	Area around spinner clear of debris? ok
	16.2	Safety surface intact, free from trip hazards? ok

	16.3	Spinner intact, free from corrosion and clear of debris? ok.
	16.4	Bearing free from play and turning freely without undue noise? ok
Roundabout	17.1	Area around roundabout clear of debris? ok
	17.2	Safety surface intact and free from trip hazards? The last Rospa report identified a clearance issue with the underside of the roundabout and the Wet Pour, which is approximately 50mm at its closest, will keep this under review. No change from February report
	17.3	Roundabout intact and clear of debris, frames solid? ok
	17.4	Bearing free from play and turning freely without undue noise? ok

Equipment	Check No	Comments and Observations
Lion seesaw	18.1	Area around seesaw clear of debris? ok
	18.2	Safety surface intact and free from tripping hazards? ok
	18.3	Seesaw intact, free from corrosion and springing without looseness in pivot, pivot secure. ok
Bench	19.1	Area around bench clear of debris? ok
	19.2	Bench intact and free from corrosion? ok
Smaller children's play-frame	20.1	Area around play-frame clear of debris? ok
	20.2	Safety surface intact and free from tripping hazards? Some of the Wet pour seems to be pulling away from the edges. There has been no change from the February report.
	20.3	Slide, platforms and steps free from obstructions, intact and free from corrosion? To help meet the Covid 19 requirements the Pan Pipes have been removed and are stored at R Hows premises for refitting when required. No change from the January report. The latest Rospa 23 report suggested that they be replaced this needs to be agreed with the PC so as not to contravene any Covid restrictions still in place.
	20.4	Scramble net intact, free from cuts and abrasions? ok
	20.5	Tunnel intact? ok
Smaller children's swings	21.1	Area clear of debris? ok
	21.2	Safety surface intact and free from trip hazards? A large area in the centre of the swing Wet pour has been replaced removing the trip hazard previously reported. (see 21.2 photo above) No change from the February report. Greasing of the bearings to be carried out as per the last Rospa 23 report.
	21.3	Frames intact and free from corrosion? ok
	21.4	Chain intact, in good condition with less than 40% wear and free from twists? ok
	21.5	Free Movement without undue noise in the 8 x black bearings at the top of the frame? ok
	21.6	Seats fixed securely and free from cuts and abrasions? ok
Bin 3	22.1	Area around bin clear of debris? ok
	22.2	Bin intact, secure and standing, not full or overflowing? ok
	22.3	Bin liner in place and locked? ok

YOUTH SHELTER

Youth Shelter	23.1	Area around shelter clear of debris? Area in the front of the shelter has now been laid with some concrete slabs and reseeded and is growing back well ok. Grass around the slabs growing back well. There has been a previous report of damage to the bins which I understand is under review but the bins are still in use. Some graffiti in the form of tags has been added (the same tags which have appeared on the table tennis table on Folly Field (same culprit?) The graffiti having been removed some further additional marking have now been added to the rear of the shelter. Some further graffiti has been added since the January report.
	23.2	Shelter secure, intact and free from corrosion, with bolts visually tight? ok
Bin	24.1	Area around bin clear of debris? ok
	24.2	Bin intact, secure and standing, not full or overflowing? A new bin has been installed adjacent to the shelter. (See photo 24.2 above).ok
	24.3	Bin liner in place and locked? ok

Equipment	Check No	Comments a Comments and Observations
Site	25.1	Clear of debris? ok New gate and posts have been installed. ok
Swing Bar	26.1	Area around bar clear of debris? ok
	26.2	Bar Secure and free from corrosion? ok
	26.3	No raised burrs? ok
4x stepping stones	27.1	Area around stones clear of debris? ok
	27.2	Steps secure? Ok One of the steps has some slight damage on the top this was identified in the latest Rospa 22 report no action was required but monitoring no change from February report.
	27.3	No raised burrs? ok
Multi sport play frame First unit	28.1	Area around frame clear of debris? ok
	28.2	Frame intact, secure and free from corrosion? 2022 Rospa report mentions the net requires repair, this is a new chain net however the S hooks holding the net to the top ring have not been closed so the net chain can jump off the S hook when in use which is what has happened. Attention is required to close the hooks (see 28.2 photo above) The netting has now been repaired. Some areas on the frame and sign have been spray painted with black paint but does not affect its use. The sign has yet to be replaced with a new up to date one. The sign has been replaced with a new one. The new net has some of the links worked loose so will now need refitting. Two of the net backboard needs replacing as they are missing.
	28.3	Tarmac area intact and free from tripping hazards (especially at edges)? ok
Multi sport play frame New unit	28.4	Area around frame clear of debris? ok
	28.5	Frame intact, secure and free from corrosion? ok
5 aside hard standing	28.6	The concrete edging slabs in place and no trip hazard. Several BMX jumps still remains on the site. The muddy surface reported last month has now been washed away with the recent rain.
	28.7	All markings clear and undamaged. ok
	28.8	Earth viewing mound free form damage. ok
Spinner	29.1	Area around spinner clear of debris? Ok
	29.2	Spinner secure, and free from corrosion with bearing turning freely without play and undue noise? ok . Some of the frame has been spray painted with black paint but does not affect its use
	29.3	Black cover intact and secure? ok
	29.4	No raised burrs? ok
Tightrope	30.1	Area around rope clear of debris? ok
	30.2	Posts secure and free from corrosion? ok
	30.3	Ropes free from cuts and abrasions? ok
	30.4	Shackle pins x 2 in place and closed? ok

	30.5	No raised burrs? ok
Balance Beams	31.1	Area around bar clear of debris? ok
	31.2	Ropes free from cuts and abrasions? ok
	31.3	Shackle pins x 8 in place and closed? ok
	31.4	No raised burrs? ok
Picnic Table & Benches	32.1	Area clear of debris? The picnic table and one of the benches have been removed. (see 32,1 photo above)
Benches (x1)	32.2	Bench Intact and free from corrosion? ok
Picnic Table	33.1	Table has been removed.
Table tennis table	34.1	Area of tarmac around table clear of debris? Some graffiti in the form of tags has been added on the underside of the table stand (see photo 34.1). No additional graffiti has been added.
	34.2	Table top free from damage and paint finish in good condition? Some of the table has been spray painted with black paint although unsightly does not affect its use (see photo 34.2 above)
	34.3	Net free from damage and paint in good condition? ok
	34.4	Table edges free from damage? ok
	34.5	Area around the table hard standing free from trip hazard? ok
Target wall	35.1	Area around the wall free from trip hazard. ok
	35.2	Wall free from damage. ok
New Childs swing	36.1	Area around swings clear of debris? ok
	36.2	Frames intact free from corrosion and rot? ok
	36.3	Chain intact, in good condition with less than 40% wear and free from twists? ok
	36.1	Seat fixed securely and free from cuts and abrasions? ok





Title	Finance 2023-2024
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 03 rd April 2024

DATA TO BE VERIFIED / CREATED MONDAY 25TH MARCH

6.1. To approve finalised Payment List for March 2024

6.2. To note receipts for January; February & March 2024

6.3. To note the reconciled bank balances, up to March 2024, including all other Bank Reconciliations for this financial year, now all data has been moved to Scribe Accounting.

6.4. To complete the quarterly budget review and approve virements.

6.5. To approve asset register for 31st March 2024

6.6. To ratify decision made on email due to time constraints to award the Youth Club a grant for FY 2023-2024.

Title	Finance 2024-2025
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 03 rd April 2024

DATA TO BE VERIFIED / CREATED MONDAY 25TH MARCH

6.1. To approve payments list for April 2024

Title	Clerk's Report
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 03 rd April 2024

8. Clerks Report

8.1. To review the Action List

See Action List

8.2. To consider reinstating the Neighbourhood Plan Committee, to include review of the Local Plan, and approve Terms of Reference

Members to be appointed at the Annual Meeting of the Council in May 2024, after asking the community for volunteer members.

To consider the terms of Reference as written, agree any changes and number of members. Members to be appointed at the May 2024 Annual Council Meeting.

Neighbourhood Plan Monitoring Committee TERMS OF REFERENCE

1. Remit

To review all planning applications relating to the made Neighbourhood Plan and recommend responses to the Council to planning consultation in these areas, and when considered appropriate send a representative of this committee to any relevant planning committee meetings of the planning authority to make representation on an application, as approved by the Council. In addition to considering Neighbourhood Plan sites, to also review any local plan documentation from South Oxfordshire District Council or Oxfordshire County Council and make representation to Woodcote Parish Council on the implications of those documents to the neighbourhood plan.

2. Meetings

To meet as required to meet the needs of the Committee. The Clerk will minute all meetings of the Committee and minutes will be submitted after approval to the Parish Council at the next meeting for adoption.

3. Appointment of members

The Committee will be comprised six core members with a quorum of three. At least two members shall be parish councillors, the remaining membership shall be made up of members of public who meet the qualification criteria to be a Parish Councillor. Members will be appointed at the Annual Council meeting. The Chairman will be elected by the Committee at its first meeting after the Annual Council meeting, they may also appoint a Vice-Chairman. Committee membership substitutions can be made with any councillor of Woodcote Parish Council, to ensure a meeting is quorate.

4. Delegated Authority

The Committee has no delegated powers, other than ah-hoc delegation by the Council to attend planning appeal hearings. The majority of this Committee's work will be to make proposals to the Council for adoption.

5. Scope

To consider all planning applications relating to the neighbourhood plan sites.

To study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.

To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.

To endeavour to ensure that any objections or recommendations are based solely on planning criteria and in line with the Neighbourhood Plan

To consider environmental aspects when considering planning applications.

When an application is subject to appeal, the Council may delegate to the Committee to make written representation or to elect a member to attend the hearing on behalf of the Council.

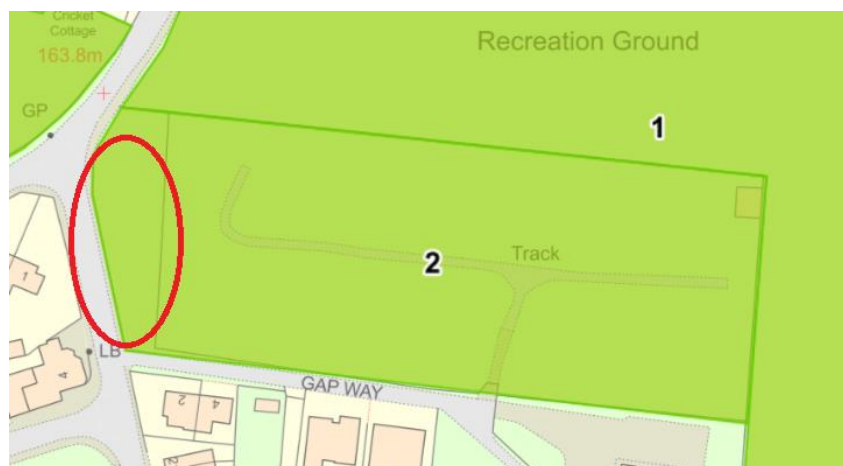
To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

6. Review

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on 03rd April 2024, it shall be reviewed periodically, at least once per council term.

8.3. To consider asking the Woodcote Allotment Charity Trustees to approve or ask for removal of the trees on the allotment ground, outside the boundary hedge.

It has been noted that trees have been planted in the circled area, which is actually part of the "allotment land" despite being outside of the allotment boundary fence/hedge. It was asked by a Cllr of this Council for a formal decision to be made on these trees and whether they should be there.



Allotment representatives have stated that the land in this location is not suitable for growing and contains spoil from other locations, and so they recommend the trees remain.

8.4. To approve sending a letter of thanks to the donator of 8 fruit trees in the Folley Green Play Area, and approve the installation.

This was on the February meeting as an item for future discussion.

8.5. To approve an official position regarding the Parish Council notice boards, and which organisations can ask for notices to be displayed.

A member of public has come to the office asking why the Community Coffee Shop notices have been put only in the public noticeboards in the village, when the previous Clerk used to post them in all of the Parish Council noticeboards, and occasionally other non-Parish Council notices. There are 4 parish council noticeboards

- A council noticeboard on the road-side of the VH – adjacent a large community noticeboard
 - NOTE: this noticeboard is also impossible to use without balancing the heavy door on the user's head, this is not appropriate with respect to health and safety and should be rotated through 180 degrees at the earliest opportunity.
- A council notice board on the Recreation Ground side of the Village Hall.
- A council notice board on the other side of the Recreation Ground, near the village sign.
- A council notice board on the outside of the Co-operative convenience shop, there is a community noticeboard inside the co-operative.

In normal circumstances parish council noticeboards are only for official Parish Council notices. Sometimes there can be many notices which have to be posted at the same time, which makes it tricky to keep other notices also displayed.

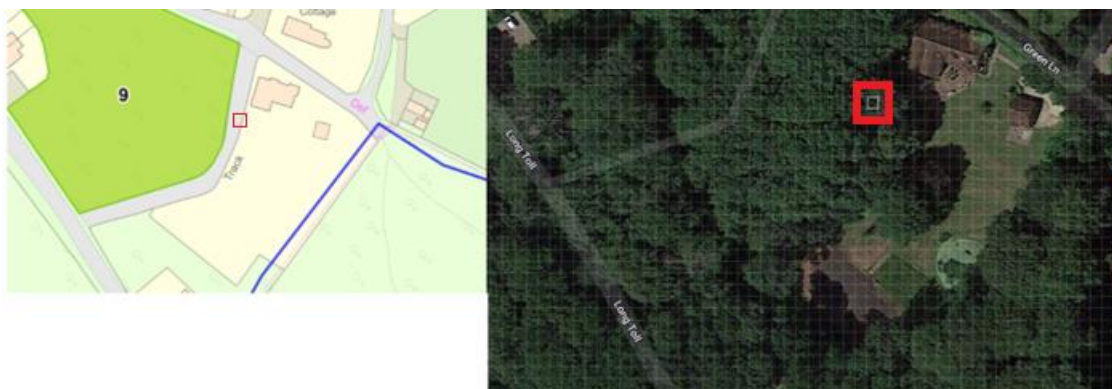
In the absence of a PC policy on allowing non-PC notices, the Clerk asks the Council to pass a resolution on what will and will not be added to the PC noticeboards, including what takes precedence when the notice board is full and expectation as to how often the Clerk will visit the noticeboard. Note, each round trip takes 30 minutes.

Another option could be to fund a second community noticeboard for outside the Co-op shop, and

8.6. To approve actions regarding “dangerous tree on Green Lane”

NOTE: At time of issuing agenda, Clerk still needed to ascertain if this was a PC tree to be removed.

Clerk to go see tree Monday 25th March. Member of Public has explained it to be in this location:



GRANTS POLICY

1. Introduction

Woodcote Parish Council has a limited budget for the award of grants, which is funded by the residents of the parish. The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in the parish of Woodcote.

Subject to funding being available, grants will be considered as and when they are received by the Parish Council Clerk and must meet the Council's grant criteria set out below.

This policy sets out the general principles and approach that the Parish Council will follow in respect of grants in the Parish.

2. Grant Philosophy

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide grant funding.

Rather than provide a large number of small grants across a wider number of projects and organisations, in order to have the greatest impact in the Civil Parish of Woodcote, the Council will choose fewer projects and provide larger grants.

Generally, grants should be awarded for infrastructure projects, such as the purchase of equipment, works to community buildings or facilities and improvements to premises or similar. Grants towards running costs, salaries or consumables, may be considered under exceptional circumstances.

The Council may consider supporting a community event, festival or other special event.

In order to make the greatest difference across a range of settings, the Council generally does not support year on year applications from the same organisations, with preference being given to start-ups, new ideas and expansion projects. Historically, Woodcote Parish Council has given year on year grants for the following:

- Librarian
- Youth Club Running Costs
- St Leonards Churchyard Maintenance
- Village Hall Maintenance
- Woodcote Correspondent

Whilst these have been granted historically, there is no guarantee in any given year they will be granted and every request must be accompanied by the appropriately completed "Grant Application Form"

3. Grant Requests & Application Process

All grant requests must be made in writing and submitted to the Clerk. The application form can be found in Appendix A to this Policy, a .docx, editable version of the forms can be requested from the Clerk. For groups who need assistance in completing the form, they should contact the Clerk to the Council in the first instance.

The request must clearly indicate the purpose of the grant, details of the organisation or group, other sources of funding for the group or project that have either been or applied for, the amount requested from WVPC, and how that grant will specifically benefit those who live or work in the Civil Parish of Woodcote. If all information is not provided, the request will be rejected by the Clerk, though the request can be resubmitted with all the necessary information.

When the Clerk to the Council determines the request meets the grant criteria, they will then present the qualifying grant request for consideration at a full Parish Council meeting for consideration.

4. Grant Assessment

Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, service or charities operating in the Woodcote Parish area where the benefit will be specifically for this area. This list is not exclusive and may be amended at the Council's discretion to the specific needs of the Grant being considered.

The Council will determine the request by considering:

- Whether the group/project has followed our grants process and meets the requirements.
- How well the grant will meet the needs of the community, providing positive, impactful benefit to those who live and work in the Parish.
- Evidence of a well-managed group including previous experience and track record.
- Financial stability and viability of the group/project.
- How effectively the group will use the grant.
- Whether costs are appropriate and realistic.
- What the level of contributions has been, or will be, raised and supported locally
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions.

The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.

Organisations should not make a presumption that funding will continue on a year on year basis, where possible organisations should wait 3 years after receiving a grant before applying again.

5. Applications Which Will Not Be Considered

Woodcote Parish Council will not consider funding applications relating to or from the following:

- Organisations that do not provide a service to the community in the Civil Parish of Woodcote.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment, or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Retrospective applications where the expenditure has been made, the project has been carried out or the event has taken place.
- Any commercial venture or for private gain.

Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Parish or where there will be obvious, specific benefit to the Council's area. Groups from outside the Parish who can demonstrate direct benefit to the area may request a grant, though priority will be given to local groups and organisations.

6. Decisions

All grants and their amounts are awarded at the Parish Council's discretion. Woodcote Parish Council's decision is final and there is no right of appeal.

Only one request for a grant will be considered from any group or organisation in any 12 month period, unless agreed at the time of the previous grant, that a further grant application may be welcomed.

All applicants will be notified of the Council's decision.

7. Payments

Grant payment will be made by Bank Transfer, to a bank account in the name of the organisation only. The Council reserves the right to request a copy of a recent bank statement as proof of the bank account details.

In exceptional circumstances, and only by special request, will the payment be made by cheque, made out in the name of the named organisation.

In no circumstances will a payment, be that BACS or cheque, be made to an individual.

8. Monitoring and Reporting Requirements

As a condition of receiving a grant from Woodcote Parish Council you are required to complete a short evaluation form, Appendix B to this Policy.

Groups are expected to provide Woodcote Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Meeting of the Council.

9. General Grant Conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from Woodcote Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being required to be repaid or affect future grant assistance.

10. Review

This document was approved for use at the meeting of the Parish Council on 03rd April 2024, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 03rd April 2024

R Peirce, Chair of the Council

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Organisation

Name of Organisation

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☐

How long has your group been operating?

Do you have a voluntary management committee?

Yes ☐ No ☐

Do you have a formal constitution?

Yes ☐ No ☐

Do you have an equal opportunities policy/statement?

Yes ☐ No ☐

Do you have an annual record of accounts?

Yes ☐ No ☐

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

Section B: The Grant

What is the Grant For?

Who will benefit from the grant if approved?

How will the Civil Parish of Woodcote benefit from the monies if the grant is awarded?

How much are you applying for?

How many people will benefit from the monies?

£

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes

☐

No

☐

If Yes, please provide details.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Total Project Cost:		

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

Position in Organisation

Signature

Date

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to: The Clerk to the Council, Woodcote Parish Council

GRANT EVALUATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Grant

Name of Organisation

Year of Award

How much funding did you receive?

£

Did you spend the entire amount awarded?

Yes ☐ No ☐

If No, please explain why the full amount was not spent and detail how much remains?

What did you use the grant monies for?

Section B: Evaluation

What difference has the funding made in the locality/community?

Please include information about the number of people in Woodcote who participated and/or benefited from the grant.

How did your group measure these benefits?

Did you come across any problems in the delivery of your projects, and give reasons.

Please use this space to make any other comments which will help us improve the grants process/programme

Section C: The Terms and Conditions

It was a condition of your grant to fill in this evaluation form. Failure to do so will affect any future grant funding applications.

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name

Position in Organisation

Signature

Date

This completed evaluation forms, and any other supporting documents should be returned to:

Attention: The Clerk to the Council, Woodcote Parish Council

NOTE: If you received money for equipment or capital works please include proof/copies of relevant receipts to this evaluation form.