

Reduced Town Hall
Hire Fee Application



SAFFRON WALDEN TOWN COUNCIL

Grant Application Form

Version	Date Adopted Policy	Minute Reference	Review Date
1	October 2016	A & S 116-16	October 2018
2	June 2018	F & E 380-18	October 2020
3	July 2019	F & E 038-19	October 2020
4	May 2021	F & E 053-21	Oct/Nov 2021
5	July 2022	F & E 108-22	October 2023



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant	
1	Name of Applicant/Organisation SAFFRON WALDEN INITIATIVE
2	Applicant contact name, address, email and telephone* Jacqui Portway, 31 Tukes Way, Saffron Walden CB11 3ES M: 07931 534599 jacqui.portway@gmail.com <small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small>
3	Aims & Objectives of Applicant / Organisation Tell us a little about your organisation – what you do and why <u>These include:</u> Developing Community Spirit Providing Facilities & Activities for all Ages & Interests
4	What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company? Company Limited by Guarantee If yes, please provide registration details: Company Number: 03340325



5	<p>Does Your Organisation Have:</p> <table><tr><td>A constitution:</td><td>Yes / No</td><td>See website</td></tr><tr><td>Accounts:</td><td>Yes / No</td><td>Attached</td></tr><tr><td>Equal opportunities policy:</td><td>Yes / No</td><td>See website</td></tr><tr><td>Safeguarding or child protection policy*</td><td>Yes / No</td><td>See website</td></tr><tr><td>Health and Safety policy</td><td>Yes / No</td><td></td></tr></table> <p>Please include a copy of these documents where available. www.swinitiative.org/policies</p> <p>If these documents are not supplied, please advise why these details are missing.</p> <p><i>*If you are not able to provide a safeguarding or child protection policy, please advise how you will monitor and ensure the protection of children and vulnerable adults.</i></p>	A constitution:	Yes / No	See website	Accounts:	Yes / No	Attached	Equal opportunities policy:	Yes / No	See website	Safeguarding or child protection policy*	Yes / No	See website	Health and Safety policy	Yes / No	
A constitution:	Yes / No	See website														
Accounts:	Yes / No	Attached														
Equal opportunities policy:	Yes / No	See website														
Safeguarding or child protection policy*	Yes / No	See website														
Health and Safety policy	Yes / No															
6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council? Town Hall booked from 18:00 hours on Saturday 26 August 2023</p> <p>If No, please proceed to question 7</p>															



7	<p>Have you previously applied to SWTC for grant funding? Yes</p> <p>If Yes, please give details of when and if the application was successful, the grant received and the purpose. Reminder that funding is restricted to one application per organisation per financial year (1st April – 31st March)</p> <p>Previous Dances in the Square</p>
Section 2 – The Project	
8	<p>Project name: 2023 Dance in the Square</p> <p>Project aim: To develop community spirit with free community entertainment</p> <p>Start Date: 26 August 2023</p> <p>End Date: 26 August 2023</p>



9	<p>Please give details of the project activities and timeline</p> <p>20th free Dance in the Square on the evening of 26 August 2023.</p> <p>Set up in Market Place to start at around 16:00 hours Dance to start at 19:45 hours and end at 22:45 hours Set up to end at 23:45 hours</p>
10	<p>What particular need do you consider the project will meet?</p> <p>Community service because the Dances in the Square are both free and popular with all ages and all sections of the community.</p> <p>The Dance will help support local market food & drink traders as well as local musical performers.</p>
11	<p>How have you identified the need for this project? Please include your experience in this field and research and scoping that has been carried out with the intended target group</p> <p>Successful Dances in the Square held every year since 2004 (except for 2020)</p>



12	<p>Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area (the parish of Saffron Walden and Little Walden, see map attached for the area served by SWTC), the project will serve. If possible, please provide evidence of this within the Data Protection Act</p> <p>Around 450 people over the course of the evening</p>
13	<p>Please give a brief outline of:</p> <ul style="list-style-type: none">• How this project benefits the residents of Saffron Walden Town Council's area• The change you wish to see as a result of your project or activity for the residents of the Saffron Walden parish• How your project will be measured <ol style="list-style-type: none">1) Free quality community entertainment event for local residents2) An improved feeling of living in a caring and dynamic community3) Success measured by the number of residents attending the Dance plus social media and press feedback
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>N/A</p>



15	<p>Address where <u>main</u> activities will take place</p> <p>Market Place, Saffron Walden</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Free event open to all the general public</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£7,500</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible) (please note grants are ordinarily restricted to £500 per application)</p> <p>Free and exclusive access to the Town Hall between 6pm and 11.45pm on Saturday 26 August 2023 for changing room facilities and toilets - for use only by performers and Initiative helpers.</p>





19	<p>Have you applied for funding from other sources for this project?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please indicate how much and who from</p>
20	<p>Have you applied for funding from other sources for any other project which may relate to this funding request? If so, please give details of when, and if the application was successful, please give details of the grant received.</p> <p>N/A</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>Social Media, Local Press, Website, Posters and Banners</p>

Section 4 – Contact Details

22	<p>Contact details for this application (this must be someone who has full knowledge of the application and can answer questions about it). Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held</p> <p>Name: Jacqui Portway</p> <p>Tel No: 07931 534599</p> <p>Email address: jacqui.portway@gmail.com</p> <p>Date of application: 27 FEBRUARY 2023</p>



23	<p>Bank/Building Society Details</p> <p>Grants will ordinarily be made by cheque payment. Name to appear on cheque payment: Saffron Walden Initiative</p> <p>If this is not the name of the group applying, please provide an explanation for variance.</p>
24	<p>Declaration – must be signed by at least 2 persons</p> <p>We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:</p> <p>Name of Organisation: Saffron Walden Initiative Ltd</p> <p>Signed: (1st person) </p> <p>Name: Jacqui Portway</p> <p>Position in Organisation: Chairman</p> <p>Signed: (2nd person) </p> <p>Name: Peter Riding</p> <p>Position in Organisation: Director</p>



For Internal Office use only: Information to Committee

Details of any previous grants awarded to this Organisation (Provide details for grants in past five years)

Breakdown of grants awarded to SWI in the past five years is attached
Totaling to £7,336.92

Recommended Source of Funding: (As recommended by SWTC Officer)

Youth Partnership
(to Assets & Services Committee)

Current balance in budget

Small Grants Scheme
(to Finance & Establishment Committee)

Current balance in budget

Free of Charge Hire
(to Finance & Establishment Committee)

Current balance in budget 5,000

To be completed for questions 6 & 7:

Commercial hire cost: £1,029.60

Resourcing cost to Town Council (any additional cost): Dependent if additional staffing is required

Potential Net loss / ~~profit~~ to SWTC: £858.00

2023 DANCE IN THE SQUARE

BUDGET ESTIMATE (CONFIDENTIAL)

Mobile Stage, PA System, Lighting & Power Supply 4,620

Band Performers 1,450

Security & First Aid Post 655

Public Toilets Cleaning 100

Band Refreshments 120

Poster, Banner Design & Printing 350

Paid Helpers & Expenses 205

TOTAL £7,500



**CROUCHER
NEEDHAM**

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY
GUARANTEE)**

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**



info@croucherneedham.com

accountancy • audit • tax • advisory

www.croucherneedham.com

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

COMPANY INFORMATION

Directors	P A Riding J S Ready C J Knight L White J Portway D Pearl P Hawke-Smith
Secretary	D Pearl
Company number	03340325
Registered office	Market House 10 Market Walk Saffron Walden Essex CB10 1JZ
Accountants	Croucher Needham (Essex) LLP Market House 10 Market Walk Saffron Walden Essex CB10 1JZ

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

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SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

REPORT TO THE DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

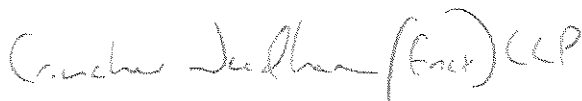
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Saffron Walden Initiative Limited (Company Limited by Guarantee) for the year ended 31 March 2022 set out on pages 2 to 4 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html>.

This report is made solely to the board of directors of Saffron Walden Initiative Limited (Company Limited by Guarantee), as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Saffron Walden Initiative Limited (Company Limited by Guarantee) and state those matters that we have agreed to state to the board of directors of Saffron Walden Initiative Limited (Company Limited by Guarantee), as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at http://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Saffron Walden Initiative Limited (Company Limited by Guarantee) and its board of directors as a body, for our work or for this report.

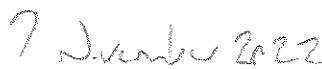
It is your duty to ensure that Saffron Walden Initiative Limited (Company Limited by Guarantee) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Saffron Walden Initiative Limited (Company Limited by Guarantee). You consider that Saffron Walden Initiative Limited (Company Limited by Guarantee) is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Saffron Walden Initiative Limited (Company Limited by Guarantee). For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



Croucher Needham (Essex) LLP

Chartered Certified Accountants



Market House
10 Market Walk
Saffron Walden
Essex
CB10 1JZ

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2022

	2022		2021	
	£	£	£	£
Fixed assets		1		1
Current assets	26,038		25,122	
Creditors: amounts falling due within one year	(3,437)		(2,710)	
Net current assets		22,601		22,412
Total assets less current liabilities		22,602		22,413
Net assets		22,602		22,413
Reserves		22,602		22,413

Notes to the financial statements

1 Employees

The average number of persons, including directors, employed by the company during the year was as follows:

	2022	2021
	Number	Number
Employees	-	-

Saffron Walden Initiative Limited (Company Limited by Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is Market House, 10 Market Walk, Saffron Walden, Essex, CB10 1JZ.

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

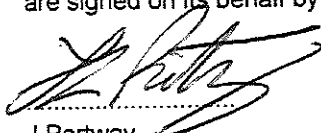
These financial statements have been prepared in accordance with the micro-entity provisions and in accordance with FRS 105 'The Financial Reporting Standard applicable to the Micro-entities Regime' and the provisions applicable to companies subject to the small companies regime.

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY
GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

The financial statements were approved by the board of directors and authorised for issue on 31/03/22 and are signed on its behalf by:



J Portway
Director

Company Registration Number 03340325

**SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY
GUARANTEE)**

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 31 MARCH 2022

SAFFRON WALDEN INITIATIVE LIMITED (COMPANY LIMITED BY GUARANTEE)

**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	£	2022 £	£	2021 £
Turnover				
Membership fees and donations		1,082		1,285
Dance in the square income		7,847		-
Insurance grant income		279		280
		<u>9,208</u>		<u>1,565</u>
Other income				
Bank interest received	6		16	
		6		16
Other charges				
Dance in the square expenses	7,847		-	
Sundry events expenses	51		175	
Shop windows competition expenses	48		-	
Photography competition expenses	414		-	
House and garden competition expenses	13		-	
Website expenses	130		-	
Insurance	279		283	
Administrative expenses	243		632	
		<u>(9,025)</u>		<u>(1,090)</u>
Surplus for the year		<u>189</u>		<u>491</u>