



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant											
1	<p>Name of Applicant/Organisation</p> <p>The Chesterfords Community Centre</p>										
2	<p>Applicant contact name, address, email and telephone*</p> <p>Cresta Ferrard, The Chesterfords Community Centre, Great Chesterford, New market rd. CB10 1NS, chesterfordscommunitycentre@btinternet.com 01799 530411</p> <p><small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small></p>										
3	<p>Aims & Objectives of Applicant / Organisation</p> <p>Tell us a little about your organisation – what you do and why</p> <p>The Chesterfords Community Centre is a charity based organisation offering a wide range of activities for a number of different groups and activities.</p>										
4	<p>What is the <u>Nature of your Organisation</u>?</p> <p>ie are you a <u>registered Charity</u>, Social Enterprise or Community Interest Company?</p> <p>If yes, please provide registration details: 301318</p>										
5	<p>Does Your Organisation Have:</p> <table><tbody><tr><td>A constitution:</td><td><input checked="" type="radio"/> Yes / No</td></tr><tr><td>Accounts:</td><td><input checked="" type="radio"/> Yes / No</td></tr><tr><td>Equal opportunities policy:</td><td><input checked="" type="radio"/> Yes / No</td></tr><tr><td>Safeguarding or child protection policy*</td><td><input checked="" type="radio"/> Yes / No</td></tr><tr><td>Health and Safety policy</td><td><input checked="" type="radio"/> Yes / No</td></tr></tbody></table> <p>Please include a copy of these documents where available.</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:	<input checked="" type="radio"/> Yes / No	Accounts:	<input checked="" type="radio"/> Yes / No	Equal opportunities policy:	<input checked="" type="radio"/> Yes / No	Safeguarding or child protection policy*	<input checked="" type="radio"/> Yes / No	Health and Safety policy	<input checked="" type="radio"/> Yes / No
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Health and Safety policy	<input checked="" type="radio"/> Yes / No										



6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding?</p> <p>Yes / <u>No</u></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>
Section 2 – The Project	
8	<p>Project name: Replacement chair Rack & chairs</p> <p>Project aim: To replace the existing chair racks that are damaged and have exposed raw metal with new bespoke chair racks and replace some of the stacking chairs.</p> <p>Start Date:</p> <p>End Date: 01st April 2023 01st August 2023</p>



SAFFRON WALDEN
TOWN COUNCIL

9	<p>Please give details of the project activities and timeline</p> <p>We aim to have the bespoke chair racks built and completed by the 1st August 2023</p>
10	<p>What particular need do you consider the project will meet?</p> <p>It will ensure that it is easier and safer to move chairs in and out of the storage cupboard</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>We have identified the need for the project because the current chair trolleys are unsafe & could injure a client & we have had feedback from users</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>5,000 - 10,000 per year</p>

↳ based on in house booking data
people book use the centre are in SW



Saffron Walden
Town Council

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 <p>It will ensure that all users of the community centre will be able to access the chairs safely and securely and it will make it much easier to move the chairs.</p>
14	<p>Where will any equipment be kept and how will it be insured?</p> <p>It will be kept securely within the building</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>The Chesterfords Community Centre Newmarket Rd Great Chesterford Essex, CB10 1NS</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Chair rack will be accessible from all heights Easy turning device & easy to manoeuvre</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>£900 - This will include bespoke build, casters, side rails for each trolley x 2 total trolleys to be made.</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>£500 (defecit to be made up from further funding)</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>NO</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>we will put this on our social media and happyts put a sign</p>



Section 4 – Contact Details

22 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

Name Cresta Jerrard
Tel No 01799 530411
Email address ChesterferdsCommunitycentre@btinternet.com
Date of application 08-02-23

23 Bank/Building Society Details

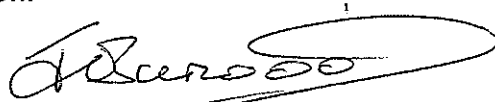
Grants will ordinarily be made by cheque payment.
Name to appear on cheque payment: The Chesterferds Village Hall

If this is not the name of the group applying, please provide an explanation for variance. It is the same group.

24 Declaration – must be signed by at least 2 persons

We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:

Name of Organisation: The Chesterferds community Centre
Signed: (1st person) C. Jerrard
Name: Cresta Jerrard
Position in Organisation: Trustee

Signed: (2nd person) 
Name: J.C. Burwood
Position in Organisation: TRUSTEE



**Map showing the parish of Saffron Walden.
The Town Council serves all the area shown in white**





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)

None

Additional Information:

Note: outside of S/W parish
evidence requested to show S/W users but
not yet supplied

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

- | | | |
|---|-------------------------------------|--|
| Youth Partnership
(to Assets & Services Committee) | <input type="checkbox"/> | Current balance in budget |
| Small Grants Scheme
(to Finance & Establishment Committee) | <input checked="" type="checkbox"/> | Current balance in budget <u>5,000</u> |
| Free of Charge Hire
(to Finance & Establishment Committee) | <input type="checkbox"/> | Current balance in budget |

To be completed for questions 6 & 7:

Commercial hire cost:

Resourcing cost to Town Council (any additional cost):

Potential Net loss / profit to SWTC:

CHESTERFORDS COMMUNITY CENTRE
Year Ended 31st December 2022

Budget Year 31.12.22

INCOME

Hire Fees	£59,996.00	£50,000.00
Bank Interest	£230.00	£15.00
Grants - covid	£2,667.00	
Grants other	£6,545.00	
Recharge	£448.00	
	£69,886.00	£50,015.00

EXPENDITURE

proforma fees	£3,000.00	
Salaries	£21,138.00	£20,990.00
Electricity	£4,242.00	£4,440.00
Gas	£3,714.00	£3,325.00
Water rates		£3,000.00
Cleaners	£4,950.00	£5,930.00
Insurance	£3,151.00	£3,000.00
Telephone	£710.00	£735.00
Misc. Administration	£1,758.00	£1,835.00
General Maintenance	£9,356.00	£10,500.00
Bank Charges & Interest	£97.00	£96.00
IT Costs	£1,520.00	£1,635.00
PRS	£599.00	£600.00
ACRE	£66.00	£65.00
Pensions	£1,658.00	
Wedding Licence	£1,975.00	
Marketing/Advertising	<u>£314.00</u>	<u>£1,000.00</u>
	£58,270.00	£57,151.00
Kitchen Shutter	<u>£4,561.00</u>	
	<u>£62,831.00</u>	<u>£57,151.00</u>
SURPLUS OF INCOME OVER EXPEN	<u>£7,055.00</u>	<u>£7,136.00</u>

Bank Balance

Current Account	£10,418.00
Deposit Account	£56,901.00
Deposit Account	£3,298.00
	<u>£70,617.00</u>



14th December 2020

We hope you are well...

Please can you read the following about safeguarding, please can you sign and return this letter agreeing to the acre safeguarding information.

You are also required to have an up to date DBS record you can check the details from the government website <https://www.gov.uk/guidance/apply-for-a-db-s-check> if you require a DBS application then please do fill in the online form, if you need help to do this, please let me know and I will be happy to do this online for you. We will reimburse the cost of the application.

Any questions then please let me know.

Yours sincerely

Cresta Jerrard

Business Development and Bookings Manager

I hereby agree to the Safeguarding information

Name.....John Burwood.....

Signature.....[Handwritten Signature].....

Date.....17. 02. 2021.....

APPENDIX A

Thank you to Community Action Suffolk for their support in creating this policy.

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how ^{The Chestergard} Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

HEALTH AND SAFETY RISK ASSESSMENT

Location name: Chesterford Community Centre

Address: Newmarket Road,
Great Chesterford,
Saffron Walden,
Essex
CB10 1NS

Date of Assessment: 18th April 2022

Last updated on: 8th May 2022

Assessor's name: Paul Dean

Signature:

Position: Caretaker

Chairman's name: Gavin Tennison

Signature:

GUIDANCE NOTES FOR COMPLETION OF RISK ASSESSMENT

1. Identify the Hazard and who is at risk (columns 1 & 2)

- Walk around the workplace and list the hazards that may cause harm during normal work activities. Take into account any Occupational/Environmental Hazards and use a selection of people at the location to help provide information and/or assistance in completing the risk assessment.

- Consider the number of people involved, their awareness of hazards, training and physical capability. (Remember that other people could be affected by the actions of our Staff / Volunteer whilst carrying out his/her duties)

2. Quantify the Risk. Prior to control measures being introduced, you should consider the following:

- The severity of an injury if an accident were to occur. Using the numerical guide opposite indicate what outcome you believe the hazard may result in. Use the severity/likelihood table to assist with this evaluation.
- Now consider the likelihood of the injury if the hazard were to cause an accident and put the corresponding number in the fourth column.
- In row 5, Multiply out the Severity and Likelihood numbers to give the hazard identified a risk rating

	Severity	Likelihood
5	Fatality	5 Frequent Occurrence
4	Major RIDDOR	4 Probable
3	3 days+ RIDDOR	3 Occasional
2	Medical/ 1 st Aid	2 Remote
1	No Treatment	1 Improbable

- Based on your findings you will now need to evaluate Controls to minimise the risk and reduce the risk rating.

3. Evaluate the controls required

- What are the control measures in place already to control the hazard/risk identified? Include these in column 6
- Question if there sufficient safety signage? Remember if you cannot eliminate the risk altogether you will need to control or reduce the risk so that harm is unlikely.

- Introduce safe systems of work where necessary and identify any training requirements associated with such systems. Personal Protective Equipment should be considered as a last resort. Remember to assign responsibility for control measures/actions to be taken and when these should be completed (columns 7 & 8)
- Now taking into consideration your control measures, re-evaluate the Severity and Likelihood rates in rows 10-12.

4. Record your findings

- Write down the existing controls and any recommendations for further controls/training required.
- Ensure that identified risks and controls in place are incorporated into the assignment instructions. Sign and date the risk assessment, specifying review date for re-assessment.

5. Monitor and review

- Ensure a copy of the Risk Assessment is placed on the Premises file and saved in relevant electronic file locations and that all personnel affected are made aware of the assessment and have signed their acknowledgement
- Ensure that any identified additional health and safety training is completed and placed on the Staffs / Volunteers P File.
- Monitor the assessment and review/re-assess if the assessment becomes invalid, an incident occurs on site, there are personnel changes or as new legislation dictates.

Initials for actions

Initials	Name	Role	Date of start of role
GT	Gavin Tennison	Chairman	2016
JB	John Burwood	Secretary	2010
PD	Paul Dean	Caretaker	Nov 2012
CJ	C Jerrard	Bookings & Development Manager	

Documents that also apply:

- The Building Manual – Construction of a New Community Centre – Chesterfords Community Centre. Manual Health and Safety File, 2001.
- Conditions of Hire and Rules, April 2022
- Chesterfords Community Centre Hire Agreement 2022
- Chesterfords Community Centre Legionella Risk Assessment January 2022

	Chesterford Community Centre		Health and Safety Risk Assessment		18th April 2022
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Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls		
		S	L	Rate					S	L	Rate
Verbal or Physical Assault	Staff, Volunteers and Trustees	3	4	2	Staff, Volunteers and Trustees are instructed to avoid confrontational situations at all times. Staff, Volunteers and Trustees must be provided with a secure place from which they can summon assistance from the Police or emergency services if necessary. All Staff, Volunteers and Trustees are to carry a mobile phone when alone at the Centre. Verbal assaults and Physical assaults are to be reported to the Police and fully investigated by the Chairman.	Conflict Management Training: Training on the legal procedures of removing unwanted people from the centre, for staff members.	Paul Dean completed NOCN level 2 in security guarding and also holds a current SIA Licence and 1 st aid Certificate until December 2024	3	2	3	

Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls		
		S	L	Rate					S	L	Rate
Fire Exits and Emergency Procedures	All Building Occupants.	3	2	5	<p>Fire Exits (to BS EB1125) are to always remain clear.</p> <p>Fire doors to remain closed and, where appropriate locked (e.g. to cupboards).</p> <p>Internal fire doors never to be propped open.</p> <p>Centre Staff are to ensure that they and the hirers fully understand and adhere to the Emergency Procedures at the centre.</p> <p>Weekly test of the Fire Alarm system is carried out and a routine maintenance programme is in place.</p>			<p>Revised hire agreement</p> <p>Assessment of current levels made</p> <p>Signage in place</p> <p>Fire safety certification is in place and held in the Office.</p>	3	1	3

Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls		
		S	L	Rate					S	L	Rate
Slips and Trips	All people on the premises.	3	2	5	<p>1, Furniture and fittings are positioned and fitted in such a way to minimise this risk and allow for ease of access and egress to and from the premises.</p> <p>2, Cables and wiring are correctly routed under desk/tables.</p> <p>3, Floor coverings are checked on a weekly basis for wear, tear, and damage.</p> <p>4, All spillages are to be cleaned up immediately.</p> <p>5, Footwear suitable to the environment is to be always worn.</p> <p>6, Climbing apparatus e.g. ladders and foot stools etc are to be checked to ensure that they are serviceable.</p> <p>7, Items stored on shelves etc. to avoid risk of falling to prevent injury to all parties.</p>	<p>Staff, Volunteers and Trustees to be conversant with duties and the requirements to complete duties properly and safely when using any of the Centre's equipment. This includes personal safety and well-being.</p>		Revised hire agreement in place	3	1	3
Manual handling including lifting.	Anyone moving or handling equipment	3	2	5	<p>Staff, volunteers, and hirers move equipment in such a way it does not cause injury to themselves and/or others.</p>	<p>Hirers are signing new Procedures, and that regular users are reminded of requirements</p>	Revised hire agreement	3	1	3	

Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls		
		S	L	Rate					S	L	Rate
Potential injury from falling from ladder	Employees and trustees	3	1	4	Step ladders are kept in locked shut cupboard in Pavilion. It is only to be used by staff and trustees. On all occasions a minimum of 2 people must be always present when ladders in use. Ladder conforms to BS 2037, has been quality control checked, and has instructions for use printed on side.	None deemed necessary – not sufficiently high enough for training		18/4/22	3	1	3
Electrical Equipment	All Staff, Volunteers and Trustees and Hires	5	3	3	1, All appliances are PAT tested on a regular basis in accordance to Health and safety guidelines 2, Visual checks of equipment / appliances are to be carried out prior to use. 3, All faults and damages to be reported to Centre Manager. 4, All repairs are carried out by qualified engineers. 5, All time are repairs to be carried out by unqualified staff.			Electrical items compliant	3	1	3

Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls		
		S	L	Rate					S	L	Rate
Display Screen Equipment	Staff, Volunteers and Trustees	1	1	1	Limit the time spent viewing CCTV cameras and computers.	Staff, Volunteers and Trustees to ensure that they conform to government guidelines. Ensure users are happy and trained on all equipment supplied		ON GOING			
Lone Worker	Staff, Volunteers and Trustees	3	1	4	A list of all Staff Volunteer's and Trustees present in office working alone are to notify the duty trustee prior to working alone.	Operational working system agreed and adhered to.	All	ON GOING	3	1	1
Hazardous chemicals	Staff, Volunteers and Trustees	4	1	5	1. Cleaning chemicals stored on site are controlled and are secured in the office, which is locked or in attendance by an authorised user. 2. Paints are kept secured in the Office 3. Dishwasher solution (irritant) is accessible but needed in situ.	Government (COSHH) guidelines to be upheld. Appropriate signage to be installed.	Review of contractor's equipment left on site	COSHH records kept	3	1	3
Working near moving vehicles	Staff, Volunteers and Trustees	5	3	2	Staff and Volunteers are aware that the area around of the centre is of high risk due to a roadway which is frequently used by visitors to the building and surrounding areas. Where possible this area should be avoided.	Staff and Volunteers should always wear high visibility jackets when required to work near the roadway and when working close to vehicles, and while assisting car parking.		Signage in place	1	3	1

Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls			
		S	L	Rate					S	L	Rate	
Kitchen – electrocution, burns and scalds	Staff, Volunteers and Trustees and Hirers	4	2	5	<p>There are 2 kitchens at the centre each have the following cooking equipment:</p> <ul style="list-style-type: none"> 1 fridge 1 freezer 1 microwave 1 Cooker <p>Gas Cooker in the main kitchen</p> <p>Electric in the sports kitchen</p> <p>The Gas cooker has appropriate emergency cut-off switches.</p> <p>1 Hot water boiler</p> <p>Both Boilers (urns) have Hot water Warning signage</p> <p>All Staff and volunteers are conversant with their usage.</p> <p>There is also a First aid kit, fire extinguisher (regularly checked) and a fire blanket available in kitchen.</p>	<p>Safety checks on all low-risk equipment to be recorded annually.</p> <p>High risk items 6 monthly</p> <p>Fire agreement to ensure there are enough staff to use the equipment safely and effectively</p> <p>First aid kit provided and is checked on a regular basis</p>		<p>Fire agreement needs to be updated</p> <p>First aid boxes checked</p>	August 2022	3	1	3
Boiler rooms – burns and electrocution	Staff, Volunteers and Trustees	5	1	5	<p>The premises consist of two Boiler rooms. Staff and Volunteers may access this area to check and to operate heating equipment.</p> <p>Hirers do not have access (on master key only).</p> <p>In case of malfunctions, professional contractor is called to repair.</p>	<p>Only staff to access this equipment and trained prior to its use.</p>		Ongoing contract in place	3	1	3	

Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls		
		S	L	Rate					S	L	Rate
Electrical cupboard	Staff, Volunteers and Trustees	5	2	5	The Electric supply room is permanently secure by lock and key. Staff and Volunteers may access this area to check and to operate equipment. Hirees do not (and are not) to have access. Electrical room access is via master key only.	Only professional contractors are to conduct any work on electrics. Electrical area to be kept clear storing of non-combustible items within this area within the shelved area only		ONGOING	3	1	3
Injury from damaged furnishings	All users	2	2	4	Miss-use of tables and chairs causes damage can lead to collapse. Hirees have access to this equipment and are responsible for insuring they are used as intended	Damaged chairs are to be reported to Centre Management and taken out of circulation for repair where possible, or disposal if beyond safe repair.		ONGOING	3	1	3
Legionella Annual Testing	All users	5	2	1	Due to the ongoing risk of Legionella's Disease annual testing of the centres water system shall be carried out	Annual Testing is carried out and the results are held in the Centres Health and Safety file.		ONGOING	3	1	1

Identified Hazard	Who may be at risk?	Risk before Controls			Nature of Risk and controls already in place	Any further controls required	Action by (Name)	Completion Date	Risk after Controls		
		S	L	Rate					S	L	Rate
COVID 19 updated 2 nd May 2022.	All users of the centre	5	2	2	<p>The risk of infection of COVID 19 is still high. However, the Government has now lifted all restrictions.</p> <p>All activities at the centre are now fully open.</p> <p>To ensure Covid 19 safety is upheld, it is now the hirers responsibility to protect themselves, guests and customers by acting accordingly when hiring / using the facilities at the centre.</p> <p>For all centre staff who manage the centre operation have all been issued with guidance. To work safely</p> <p>All Hirers are to continue to conduct their own risk assessments where appropriate.</p>	The Hirers are responsible for conducting their own risk assessments when hiring the facilities at the centre.	All	ON GOING	5	2	3

Overview of Findings and any other Recommendations 18/04/ 2022

Alarm codes for the intruder alarm should be changed periodically.

The use of Extension leads must be agreed with the Centre Manager prior to use and must not exceed the total ampereage. Centre staff to ensure that all equipment brought on site with the hire complies with recognised safety standards and are used accordingly.
Defibrillator Battery & Pads due to be changed August 2024. Box Code C3579Z REORDER JAN 2024
Pat testing due August 2024 all high risk items

Name of Assessor: Paul Dean

Position in Company: Site Caretaker

Signature of Assessor: P D Dean