

AGENDA

Meeting: SPECIAL WARMINSTER AREA BOARD
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: Wednesday 26 November 2014
Time: 2.30 pm

Including the Parishes of Bishopstrow, Boyton, Chapmanslade, Chitterne, Codford, Corsley, Heytesbury, Imber and Knook, Horningsham, Longbridge Deverill and Crockerton, Maiden Bradley with Yarnfield, Norton Bavant, Sherrington, Stockton, Sutton Veny, Upper Deverills, Upton Lovell, Upton Scudamore, and Warminster.

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Please direct any enquiries on this Agenda to Jessica Croman , direct line 01225 718262 or email jessica.croman@wiltshire.gov.uk or Jacqui Abbott (Warminster Community Area Manager), on 07771 844 530 or email jacqui.abbott@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

Wiltshire Councillors

Andrew Davis (Vice-Chairman)	Warminster East
Fleur de Rhé-Philippe	Warminster Without
Keith Humphries	Warminster Broadway
Christopher Newbury (Chairman)	Warminster Copheap and Wylde
Pip Ridout	Warminster West

Items to be considered

Time

Please note these timings are approximate only

1. **Chairman's Welcome and Introductions**

7.00pm

The Chairman will welcome those present to the meeting.

2. **Apologies for Absence**

3. **Minutes** (*Pages 1 - 6*)

To approve and sign as a correct record the minutes of the meeting held on 11 September 2014 (*copy attached*).

4. **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5. **Area Board Budget for the Local Youth Network** (*Pages 7 - 10*)

In line with Wiltshire Council's approach with community area grants in respect of urgent matters that may arise from time to time between meetings it is recommended, that the Community Area Manager, in consultation with the chairman of the Local Youth Network and Warminster Area Board, be granted delegated authority to approve expenditure from the youth budget.

Recommendations:

1. To adopt the Leader's Guidance for Positive Activities for young people and Terms of Reference for Local Youth Networks (LYNs) and commence work on establishing a LYN.
2. That authority is delegated to the Community Area Manager to approve expenditure of up to £1,000 for urgent projects falling between area board meetings. A report explaining such decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the Warminster Area Board.
3. That authority is delegated to the Community Area Manager to manage a budget of up to £500 to cover expenditure related to the management of the LYN meetings. A report explaining such decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the Warminster Area Board.

6. **Community Area Transport Group** (*Pages 11 - 12*)

To agree proposed projects and funding.

7. **Area Board Funding - Community Area Grants** (*Pages 13 - 20*)

To consider the applications for funding from the Community Area Grants Scheme.

8. **Evaluation and Close**

3pm

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MINUTES

Meeting: WARMINSTER AREA BOARD
Place: Civic Centre Sambourne Rd, Warminster BA12 8LB
Date: 11 September 2014
Start Time: 7.05 pm
Finish Time: 8.10 pm

Please direct any enquiries on these minutes to:

Jessica Croman , Tel: 01225 718262 or (e-mail) jessica.croman@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Pip Ridout, Cllr Andrew Davis (Vice Chairman), Cllr Keith Humphries,
Cllr Christopher Newbury (Chairman) and Cllr Fleur de Rhé-Philippe

Wiltshire Council Officers

Jessica Croman – Democratic Services Officer
Jacqui Abbot – Community Area Manager
Imogen Dallimore – Community Co-ordinator
Sandra Samuel – Youth Development Co-ordinator

Town and Parish Representatives

Warminster Town Council – Heather Abernethe
Chitterne Parish Council – Mike Lucas
Longbridge Deverill and Crockerton Parish Council – Caroline Sawyer

Partners

Wiltshire Police

Total in attendance: 20

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Warminster Area Board and invited members of the board to introduce themselves.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Phil Jefferson • Barry Pirie • Mike Franklyn
3.	<p><u>Minutes</u></p> <p>Decision</p> <p>The Minutes of the previous meeting held on 3 July 2014 were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Cllr Davis declared a non pecuniary interest in the grant application from St. Lawrence Chapel.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p>Changes to the Electoral Register</p> <p>The Chairman drew attention to the announcement contained within the agenda pack which explained the changes to the electoral register.</p> <p>Wiltshire Fire & Rescue Service – Consultation</p> <p>The Chairman drew attention to the announcement contained within the agenda pack which gave details of the current consultation.</p> <p>Health Fair</p> <p>The Chairman informed those present that the next Area Board meeting on the 6 November would begin at 1.30pm and would include a Health Fair.</p> <p>Army Re-basing</p>

	<p>The Chairman drew attention to the announcement which had been placed on the tables which provided an update on the Army re-basing programme. It was noted that Warminster would not be affected by the re-basing programme.</p>
6.	<p><u>Your Local Issues</u></p> <p>The Community Area Manager introduced her report including new issues since the last meeting, on-going issues and those since resolved.</p> <p>The report was included as part of the agenda pack.</p> <p>An update was provided on a complaint raised at the previous meeting about the Bore Hill Farm Biodigester. It was noted that previously there had been an issue with smells when the storage tanks were being unloaded and that this had now been rectified. Information previously provided from a Freedom of Information request had been out of date as on re-investigation the Environment Agency reported that they had no concerns. The Environment team at Wiltshire Council would be monitoring to identify any further issues. Bore Hill Farm encouraged any one with problems to speak with the owners at Bore Hill Farm as soon as the issues arises in order for them to be resolved promptly.</p>
7.	<p><u>Updates from Partners</u></p> <p>Some written updates had been received before the meeting and were included in the agenda.</p> <p>Police</p> <p>It was noted that numbers had been disappointing and that two new officers have been appointed to the area.</p>
8.	<p><u>Community Messaging - Mike Davidson and Inspector Webb</u></p> <p>Mike Davidson the NHW Community Area Coordinator, gave a presentation on community messaging. It was noted that the service was now live in four areas including Warminster. The service involved the emergency services being able to send messages directly to those who have signed up to the messaging service about incidents in their areas.</p> <p>Members of the public, business owners and neighbourhood watch schemes were able to sign up for community messaging via kiosks at local events or via the internet at www.wiltsmessaging.co.uk.</p> <p>Questions were asked if the service would include the surrounding villages of Warminster and it was confirmed that the villages would be included.</p>

9.	<p><u>Positive activities for young people - Sandra Samuel and Jacqui Abbott</u></p> <p>Sandra Samuel (Community Youth Officer from 1st October 2014), and Jacqui Abbott (Community Area manager), gave a presentation on the positive activities for young people giving information on the Local Youth Network.</p> <p>It was noted that young people would have a greater influence on the local provisions they need. The Community Youth Officer would be visiting all of the local clubs and groups to build connections and understanding of the current provisions in-order to signpost youths when needed.</p> <p>Questions were asked about the vulnerable and the dangers of missing people in the community. It was noted that plans were still being put into place and that they would work hard to not let anyone go unrecognised.</p> <p>Some groups expressed their concerns and explained that they felt as if they would be assessed. They were informed that the role would be to build knowledge around what groups/ clubs already exist and to sign post youths in the right direction.</p> <p>The Area Board would be playing an active role and would be allocated money to fund youth activities.</p>
10.	<p><u>Area Board Funding - Community Area Grants</u></p> <p>The area board considered the following applications seeking 2014/15 Community Area Grant funding:</p> <p>Decision St Lawrence Chapel was awarded £4200 towards altar panelling to commemorate the Great War.</p> <p>Reason This application met the grant criteria 2014/2015 and had match funding.</p> <p>Decision West Wilts Railway Users Group was awarded £978 for Warminster railway planters.</p> <p>Reason This application met the grant criteria 2014/2015.</p> <p>Update Mr Carpenter of the Corsley Memorial Playing Field gave a presentation which informed the Area Board on what the group had achieved with funding they had received.</p>

	The Chairman thanked Mr Carpenter for his feedback.
11.	<u>Your Area Board - Your Ideas, Your Reactions, Your Suggestions</u> There were no suggestions.
12.	<u>Future Meeting Dates</u> The next meeting would involve a health fair on the 6 November 2014, 1.30pm at the Warminster Civic Centre.

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Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

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Wiltshire Council

Warminster Area Board

6 November 2014

Agreement of Community Area Transport Group Budget Allocation Proposals

1. Purpose of the Report

- 1.1. To agree the budget allocation proposals from the Community Area Transport Group (CATG) for the Warminster Community Area.

2. Background

- 2.1. Funding for local road schemes for 2014/15 is to be allocated by area boards through Community Area Transport Groups (CATGs).
- 2.2. The Warminster CATG met in October 2014 to prioritise projects which have been put forward for CATG expenditure.
- 2.3. The CATG discussed a variety of projects and have recommended 2 projects detailed in section 4 below for approval by the Area Board.

3. Financial Summary

BUDGET 2014-15	
	£15,226.00 CATG ALLOCATION 2014-15
	£23,283.92 2013-14 underspend
Contributions	£500.00 Warminster TC for central car park
Total Budget 2014-15	£39,009.92
New schemes	
Chitterne Tilshead Road junction improvements	£1,350.00 topo complete
Longleat Caravan club signs	£6,000.00 estimate (possible £3000 contribution)
Warminster Access to Central carpark	£3,000.00 Estimate - works complete
Speed limit assessments C274 & C275	£2,500.00 estimate
Warminster Sambourne Gardens bollards	£1,080.00 Estimate

Corsley Geys Hill passing bay	£1,500.00	topo complete
Warminster Woodcock Rd / Woodcock Lane	£1,350.00	Topo complete
Warminster Woodcock Rd / Woodcock Lane	5,000.00	Contribution to substantive bid TBC

Total commitment 2013-14 **21,780.00**

Remaining Budget 2013-14 **£17,229.92**

4. Proposed expenditure recommended by CATG:

1. A350 Longbridge Deverill

Ongoing maintenance work is taking place during October / November. However, there are a number of issues to consider, one of which is visibility from the side roads.

In order to fully address this, a topographical survey of the A350 in the vicinity of the A350 / Sand Street junction is required.

£1,300 is requested from CATG funding.

2. Chitterne – Tilshead Road & B390 junction.

Kerbing realignment works at the junction to discourage higher entry speeds for traffic turning left in Tilshead Road.

£5,000 requested from CATG funding.

If the above expenditure is approved, the Warminster CATG will have a balance of £10,929.92

4 Recommendations

The CATG recommends that the Warminster Area Board:

- a) Agrees the 2 projects listed in section 4 for CATG expenditure.

Report Sponsor & Chair of CATG: Cllr. Christopher Newbury

Report Author: Jacqui Abbott, Community Area Manager

Tel No: 07771 844 530

E-Mail: jacqui.abbott@wiltshire.gov.uk

Report to	Warminster Area Board
Date of Meeting	6 November 2014
Title of Report	Community Area Grants

Purpose of Report:

To ask Councillors to consider the following application seeking 2014 /15 Community Area Grant funding.

Applicant	Project	Request
Sherrington Parish Council	Additional Grit bin	£120

Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (4 April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The emphasis in the Coalition Government’s Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups
- 1.4. Warminster area Board has been allocated a 2014 / 15 capital budget of £44,968.33 for community grants and area board / councillor led initiatives.
- 1.5. The remaining capital budget is £32,483.67
- 1.6. £1,500 has been allocated to fund digital literacy projects which is included in the overall figure of £44,968.13 for grant funding in Warminster.
- 1.7. Applications of up to and including £1000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1000 - £5000 will

be required to find matched funding. The area board will rarely award more than £5000.

- 1.8. Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.9. In addition to CAGs and Small Grants, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.
- 1.10. From April 2014, officers are **not** required to provide recommendations in their funding reports. The decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.11. Funding applications will be considered at every Area Board meeting. There will be a further three rounds of grant applications in this financial year which will be heard at Area Board meetings on the following dates:

8 January
5 March
- 1.12. The funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.
- 1.13. A decision was made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.14. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.

- 1.15. Warminster Area Board has a separate Community Area Transport Group (CATG) budget for 2014 /15; please see the separate CATG report for detail regarding budget and expenditure.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2014 /15 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. Community Area Managers are no longer required to submit recommendations for community area grant requests. All requests will be presented to the Area Board as long as the grant criteria are met.

3. Environmental & Community Implications

Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Warminster Area Board.
- 4.2. If the applications are approved by the Area Board, the remaining capital allocation will be £32,363.67

5. Legal Implications

- 5.1. There are no specific Legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

8. Grant request detail:

Ref	Applicant	Project proposal	Funding requested
8.1	Sherrington Parish Council	Additional grit bin for village	£120

8.1.1 The Community Area Manager has appraised the application which meets The grants criteria for 2014 / 15.

8.1.2 Funding is available from the Area Board's capital grants allocation.

8.1.3 Sherrington has two exits and there is one yellow grit bin at the eastern exit. There is a sharp bend and a steep hill if approaching this end of the village from the Western end. The village would very much like to have a second grit bin at the western exit. This is near a bus stop which is regularly used and would ensure safer conditions in the village during inclement weather.

8.1.5 The total project cost is £120 and match funding is not required. Sherrington Parish Council does not raise any funding through precepts.

Documents used in the production of this report	Completed Community Area Grant Application forms Community Area Grants criteria Warminster Area Board Funding allocation
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Jacqui Abbott Warminster Community Area Manager <u>Tel: 07771 844 530</u> Email: Jacqui.abbott@wiltshire.gov.uk
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Grant Applications for Warminster on 06/11/2014

ID	Grant Type	Project Title	Applicant	Amount Required
968	Community Area Grant	Sherrington village second grit bin	Sherrington Parish Council	£120.00

ID	Grant Type	Project Title	Applicant	Amount Required
968	Community Area Grant	Sherrington village second grit bin	Sherrington Parish Council	£120.00

Submitted: 10/10/2014 11:36:12

ID: 968

Current Status: Application Appraisal

To be considered at this meeting:

06/11/2014 Warminster

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

Yes

4. If yes, please state why this project cannot be funded from the Parish Precept

Sherrington does NOT raise any precept.

5. Project title?

Sherrington village second grit bin

6. Project summary:

Sherrington has two exits onto the Wylde to Sutton Veny C road and both are steep uphill climbs and blind corners. We have one yellow grit bin at the eastern exit, which is filled each year by Wiltshire Council. We urgently require to have one at the western exit as well, which is potentially the most dangerous junction, requiring extreme caution by drivers leaving and

entering the village. The bus stop is adjacent to the junction which is used by schoolchildren.

7. Which Area Board are you applying to?

Warminster

Electoral Division

Warminster Copheap and Wyllye

8. What is the Post Code of where the project is taking place?

BA12 0SN

9. Please tell us which theme(s) your project supports:

Safer communities

Transport and roads

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

10/2014

Total Income:

£0.00

Total Expenditure:

£0.00

Surplus/Deficit for the year:

£0.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

Why can't you fund this project from your reserves:

No reserves

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost	£120.00		
Total required from Area Board	£120.00		
Expenditure	Income	Tick if income	
(Itemised £ expenditure)	(Itemised income)	confirmed	£

Grit bin	120.00	0.00	120.00
Total	£120		£120

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Warminster

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

All drivers entering and leaving the village and schoolchildren and other pedestrians, including the elderly, using the bus stop at the junction.

14. How will you monitor this?

It will be monitored daily by those living adjacent to the junction.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

This project is a one-off to purchase a grit bin. Its replenishment by the Council will be organised separately.

16. Is there anything else you think we should know about the project?

N/A

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.
