

# AGENDA

**Meeting:** Westbury Area Board  
**Place:** CH - Rudman Room, - County Hall, Trowbridge  
**Date:** Thursday 21 September 2017  
**Time:** 12.00 pm

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Including the Parishes of Bratton, Coulston, Dilton Marsh, Edington, Heywood and Westbury

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**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.

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Please direct any enquiries on this Agenda to Roger Bishton (Democratic Services Officer), direct line 01225 713 035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

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## Wiltshire Councillors

Cllr Russell Hawker, Westbury West (Chairman)  
Cllr David Jenkins, Westbury North (Vice Chairman)  
Cllr Gordon King, Westbury East  
Cllr Jerry Wickham, Ethandune

## **RECORDING AND BROADCASTING NOTIFICATION**

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By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

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### **Parking**

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**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

### **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

## Items to be considered

1. **Apologies for Absence**
2. **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.
3. **Youth Grants** (*Pages 1 - 30*)

To consider a report from Jan Bowra, Locality Youth Facilitator requesting funding for three applications.
4. **Community Area Grants** (*Pages 31 - 52*)

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



**Report to** Westbury Area Board  
**Date of meeting** 21<sup>st</sup> September 2017  
**Title of report** Youth Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below. Also to note items listed under point five of this report.

Applicant	Amount requested	LYN Management Group recommendation
Youth In Focus	£3595.00	To defer unto the next Area Board
Crosspoint (Westbury)	£5420.00	To be considered as part of the Community Area Grant Budget
Westbury Youth Centre	£5000.00	To part fund the total of £3752.00 out of the £5000.00 requested

**1. Background**

Any recommendation made from the LYN Management Group will have been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

**2. Main Considerations**

- 2.1. Councilors will need to be satisfied that Youth Grant Funding awarded in the 2017/18 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councilors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councilors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councilors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

**3. Environmental & Community Implications**

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

**4. Financial Implications**

Financial provision had been made to cover this expenditure

4.1. For 2017/18 Westbury Area Board was allocated £14,318.00

4.2. The Westbury Area Board Youth Funding balance for 2017/18 is £8018.50

4.3. All decisions must fall within the Youth Funding allocated to Westbury Area Board.

If funding is awarded in line with the LYN recommendations outlined in this report Westbury Area Board balance for 2017/18 £4266.50

**5. LYN report**

A Local Youth Network meeting was held on 11<sup>th</sup> September 2017 where 3 grant applications for positive activities and services for young people were submitted and discussed. All applications met the grants criteria.

**6. Legal Implications**

There are no specific legal implications related to this report.

**7. Human Resources Implications**

There are no specific human resources implications related to this report.

**8. Equality and Inclusion Implications**

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

**9. Safeguarding Implications**

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Locality Youth Facilitator has assessed this application agreed it meets safeguarding requirements.

**10. Applications for consideration**

Application ID	Applicant	Project Proposal	Requested
ID 487	Youth in Focus	Youth in Focus Community Project	£3595.00
<p><b>Project description</b>                      The project proposal is to carry out Street Based Youth Work in and around Westbury community area. The project is aimed at young people aged 13-19 up to 25 with additional special needs. Street based youth provision team will consist of three members of staff who will support and engage local youths using informal education through discussion allowing them to have a positive input around local issues concerning the community.</p>			

**Recommendation  
Short Paragraph**

The LYN Members agreed that the application missed a number of evidence pertaining to the success of the project and the evidence on whether or not there is a need for this project in Westbury Community Area. The proposal is for the Locality Youth Facilitator to obtain further information in time for the next LYN/Area Board Meeting where a final recommendation/decision can be made.

Applicant ID	Applicant	Project Proposal	Requested
ID 480	Crosspoint (Westbury)	Young People Counseling	£5420.00

**Project Description**

A pilot project has been run by Crosspoint Westbury from its premises in the Market Place since March 2016 to test the need for a young person’s counselling service in the Westbury area. The pilot has been very successful and has demonstrated a level of unmet need. Funding is now being sought to continue this service. The project will offer counselling from a specialist counsellor to young people to help them deal with issues such as anxiety depression self-harm suicidal thoughts low self-esteem anger issues and eating disorders

**Recommendation  
Short Paragraph**

Crosspoint (Westbury) is funded through the Community Grant Budget instead of the Community Youth Budget

The reason for this proposal is that it responds to the highest priority and has a high possibility of addressing Child Poverty also, which is the priority that the Area Board highlighted, would like most to address out of all 3.

While the other 2 grant applications are responding more to the Positive Leisure time Activities.

Mental Health and Emotional – 66.0%  
Positive Leisure time Activities – 55.3%  
Child Poverty – 46.8%

**Note:**

An e-mail has been sent addressing why the need for exceeding the maximum budget of £5000.00 has been made and is included in this report and was passed through to the Area Board members and Community Engagement Manager prior to this meeting.

The applicant has been informed of the recommendation prior to this meeting.

Applicant ID	Applicant	Project Proposal	Requested
ID 490	Westbury Youth Club	Westbury Youth Club 20172018	£5000.00

**Project Description**

This project will provide a supervised youth club every week during term time for the young adults aged 11 to 18 years of age. Activities will include fun games that will also provide young adults with useful learning experiences an opportunity to pursue an activity or learning objective they may wish

for themselves with assistance and guidance from one or more of our volunteers as well as meeting and mixing with other young adults of their age living in our community. In addition we intend to provide the young adults with skills that will assist them in their everyday life away from the club. In the future we also hope to provide organised opportunities for visits and experiences away from the community centre

**Recommendation  
Short Paragraph**

To award in –part the sum of £3752.00 due to further information required based on the amount request by the applicant for volunteer expenses.

The applicant has been informed of the recommendation prior to this meeting.

No unpublished documents have been relied upon in the preparation of this report

**Report Author**

Name, Jan Bowra Locality Youth Facilitator  
Email: janette.bowra@wiltshire.gov.uk



**Started on:** 21/08/2017 16:52:09  
**ID** 487

**Applicant** Mrs sanfra samuel  
youth in focus community group  
Charity Number:  
31 orchard Way  
North Bradley  
Trowbridge  
BA14 0SU  
07946344904  
[youthinfocusuk@gmail.com](mailto:youthinfocusuk@gmail.com)

**Current Status:** Application Received

**1. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project)**  
**\*required field**

Youth In Focus Community Group

**2. Project summary: (100 words) \*required field**

The project proposal is to carry out Street Based Youth Work in and around Westbury community area. The project is aimed at young people aged 13-19 25 with additional special needs Street based youth provision team will consist of three members of staff who will support and engage local youths using informal education through discussion allowing them to have a positive input around local issues concerning the community. Youth in focus team spent several weeks doing SBYW in Westbury. this piece of work was carried out in partnership with Dorset and Wiltshire Fire and Rescue service supporting young people on the Salamander project. Whilst carrying out youth work it became apparent that there was a lack of engagement for out of hours youth provision for those who do not wish to engage in in house activities. These targeted young people are perceived as a threat who take part in anti- social behaviour or hanging around supermarkets or undesired areas. The team will work in partnership with the area board local councillors Town council PCSOs and local secondary schools. Youth in focus staff team have a wide range of experiences in youth work and understand the challenges young people face which allow them to signpost and support young people in mentoring domestic violence relationship issues drugs and Alcohol issues sexual exploitation safeguarding and self-harming etc.

**3. Amount of funding required: \*required field**

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

**4. Which Area Board are you applying to? Not sure? [-check on a map](#) \*required field**  
Westbury

**5. What is the Post Code of where the project is taking place?(If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.) \*required field**

BA113

**6. Please tell us which theme(s) your project supports: \*required field**

- Informal education
- Youth work/development
- Sport/Leisure
- Residential
- Arts/Culture
- Employment or training
- 1:1/group work
- Community Project
- Community Safety
- Volunteering
- Environment
- Health
- Other

If Other (please specify)

Mental health diversity and inclusion

**7. About your project**

**Please tell us about your project (a strong application will address all of the following):  
\*required field**

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will ensure your project is inclusive?
- How will you work with other community partners?

This project is needs led by young people and the priorities are risen from the Local Youth Network needs analysis and the Joint Strategy Agenda JSA. Street Based Team has had a positive impact on supporting and encouraging young people in raising and highlighting issues such as the need to improve the condition of the Skate Park in Warminster organising trips through Positive Activities funds working with the LYN and having a voice about what is needed within their community area. We expecting to engage with over 200 contacts and participants per month and the young people may vary in age diversity gender and behaviour needs. The project is low cost as there are no overheads. Young people will have a key role in how the project is directed and the priorities that they need to see addressed. We encourage young leaders as part of our community engagement. SBYW is accessible to all young people and we work within the guidelines of equal opportunities. We have a strong working partnership that includes Town council Area Board Local Secondary Schools PCSOs CPT and other Local Youth Providers.

## **8. Safeguarding**

**Please tell us about how you will protect and safeguard young people in your project (You must address all of the following): \*required field**

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
- Who in your organisation is ultimately responsible for safeguarding?
- How do you ensure that young people are kept safe online when accessing your All staff are DBS checked and trained appropriately. Liability insurance to cover staff and young people. We are supported by Youth Action Wiltshire and the Local Youth Facilitator as well as run a club on line monitoring. Staff have a duty of care to ensure that young people and themselves are safeguarded and good understanding of the methods of reporting safeguarding issues services?

## **9. Monitoring your project**

**How will you know if your project has been successful? \*required field**

verbal updates and written report to the Area Board members photos Facebook weekly session evaluation feedback from young people feedback from PCSOs Run a club online monitoring success stories from partner agencies.

**10. Finance: \*required field, if you are a new organisation and don't have accounts leave blank and tick box below**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

Month  Year

**Total Income:**

£  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:**

£

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

This reserve is for work which money is given to carry out other work and expenditure

We are a newly formed group and do not yet have published accounts:

**10b. Project Finance:**

**Part One: \*required**

Total Project cost £  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00  
[help](#)

Total required from Area Board £

**Part Two: Please itemise your project expenditure and project income \*required**

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure
5. Please ensure you **TOTAL** both columns correctly.
  - Expenditure column should equal Total project cost in Part One.
  - Income column should equal Total project cost **minus** Total required from the Area Board.
6. Here is an example layout, including how to display in kind contributions [help](#)

<b>Itemised Expenditure</b> eg Materials <a href="#">help</a>	£	<b>Itemised Income</b> eg Our reserves	£	<b>Tick if income confirmed</b>
staffing cost	£ 2400.00		£	<input type="checkbox"/>
insurance	£ 195.00		£	<input type="checkbox"/>
out of school activitie	£ 1000.00		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
<b>Total</b>	£ 3595.00	<b>Total</b>	£	

(please ensure you total these columns even if values are 0.00)

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

- Yes  
 No

**12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) \*required field, if Yes to Q11.**

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey

- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

### 13. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):**

**Do you have the following (please tick any that apply):**

- Child Protection Policy
- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety
- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

**Legal declaration \*required field**

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

**Started on:** 22/07/2017 13:00:34  
**ID** 480

**Applicant** Ms Hilary Fairfield  
Crosspoint (Westbury)  
Charity Number: 1149257  
Albion House  
Market Place  
Westbury  
BA13 3DE  
01373 824330  
[hilary.fairfield@hotmail.co.uk](mailto:hilary.fairfield@hotmail.co.uk)

**Current Status:** Application Received

**1. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project)**  
**\*required field**

Young Peoples counselling

**2. Project summary: (100 words) \*required field**

A pilot project has been run by Crosspoint Westbury from its premises in the Market Place since March 2016 to test the need for a young persons counselling service in the Westbury area. The pilot has been very successful and has demonstrated a level of unmet need. Funding is now being sought to continue this service. The project will offer counselling from a specialist counsellor to young people to help them deal with issues such as anxiety depression self-harm suicidal thoughts low self-esteem anger issues and eating disorders.

**3. Amount of funding required: \*required field**

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

**4. Which Area Board are you applying to? Not sure? -[check on a map](#)**  
**\*required field**

Westbury

**5. What is the Post Code of where the project is taking place?** (If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.) **\*required field**

BA13 3DE

**6. Please tell us which theme(s) your project supports: \*required field**

- Informal education
- Youth work/development
- Sport/Leisure
- Residential
- Arts/Culture
- Employment or training
- 1:1/group work
- Community Project
- Community Safety
- Volunteering
- Environment
- Health
- Other

If Other (please specify

Building resilience promotion of positive mental health and preparation for adult life

**7. About your project**

**Please tell us about your project (a strong application will address all of the following): \*required field**

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will you ensure your project is inclusive?
- How will you work with other community partners?

How does the project support local needs and priorities? The mental health needs of young people have been identified as a priority within the Wiltshire Health and Wellbeing strategy and the Children and Young Peoples plan. The project aims to contribute to meeting this priority by identifying young people who may not meet the criteria for referral to statutory mental health services. How have young people been involved in the project so far? For the young people who were offered a service in the pilot phase they were asked at their last session to what extent the counselling had an impact on them. Some of the comments recorded were I feel an increase in



my mood and self-confidence with far less anxiety. I feel that I know myself better and know how stubborn I can be. I now know what to do when I feel like nothing is there. I needed someone apart from my mum to talk to. I have taken a good experience in counselling and become a lot more stress free. In addition the Thrive worker at Matravers School has identified that some young people with whom they have been working have stated a preference for one-to-one counselling rather than the group sessions arranged at the school. How many young people do we expect to benefit? Assuming that four sessions per week can be offered for 44 weeks of the year and the average number of sessions undertaken by each young person is six the project will benefit 29 - 30 young people during the year. Naturally this depends on whether the level of funding sought is granted. Should a grant of a lower amount of the full costs of the project be given the numbers will need to be amended accordingly as there is no other identified income for this project. How will the project be accessible and affordable? The counselling will be free to all young people who are referred to the service. Any young person referred will be assessed independent of their physical or mental ability, social background or family situation. Counselling sessions will be offered from the Crosspoint premises in the Market Place Westbury which is easily accessible within a short walking distance from bus routes from the outlying villages. The premises are on the ground floor of the building. The counselling room can be accessed by a step or a ramp inside. Sessions will be provided after normal school hours to ensure young people do not need to miss school to attend. How will we encourage volunteering and community involvement? During the pilot phase volunteers were involved in providing receptionist duties for the counselling sessions and this would continue if funding is secured to extend the pilot phase and make this service sustainable. Volunteers provide some assurances in respect of safeguarding for young people attending for counselling and also help to prevent lone working. How will we work with other community partners? Referrals to the service may come from a number of sources. In addition to young people being able to refer themselves, referrals have been received from White Horse Health Centre and Matravers School. Liaison with Matravers School is thought to be the main reason in the increase in referrals during the period of the pilot. At the time of this application there is a small waiting list of young people who have been referred for counselling demonstrating the need for this type of service. Matravers School now has a Thrive worker within the school. This is an initiative from the Children and Adolescent Mental Health CAMHS whereby peer support groups are encouraged within the school to look at topics such as anxiety, depression and self-esteem issues. The Thrive worker acknowledges the need for a counselling service for those young people who would benefit from one-to-one sessions.

## **8. Safeguarding**

**Please tell us about how you will protect and safeguard young people in your project (You must address all of the following): \*required field**

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
- Who in your organisation is ultimately responsible for safeguarding?
- How do you ensure that young people are kept safe online when accessing your services?

All volunteers in Crosspoint Westbury are committed to providing a safe environment to the wide range of vulnerable clients who use our services. There are no paid staff. The staff who act as supervisors for drop-in sessions are all DBS checked and the chair of the organisation has the ultimate responsibility for safeguarding and keeps copies of the DBS checks. All volunteers are trained in safeguarding when they start their role with the organisation and given a copy of the policy. Safeguarding updates are offered to volunteers. No volunteer is ever left on their own on the premises. During the pilot phase for the young persons counselling sessions there has been a volunteer receptionist present at all sessions. No young people have access to the computers within the building.

## 9. Monitoring your project

### How will you know if your project has been successful? \*required field

The success of the project will be measured by The number of young people receiving counselling The number of sessions provided The difference in before and after scores see below The comments received from young people who have had counselling about any changes in their condition and their ability to cope In the pilot twenty two young people aged between 9 and 18 years were given counselling. In total 111 sessions were held and the number of sessions per young person varied from one to eighteen depending on the nature of the presenting issue. As the pilot progressed the counsellor used a self-assessment scale with each young person accessing the service at their first session. This was repeated at the last session. In this way it was possible to give some quantitative assessment of the improvement the young person felt. The last scores of the last six young people completing their counselling sessions were

No	Initial score	Final score	Difference
118	72	74	108
118	72	74	108
56	66	105	81
62	62	196	56
107			

The project will be overseen by the Board of Directors/Trustees of Crosspoint Westbury who will receive regular updates and reports from the counsellor.

## 10. Finance: \*required field, if you are a new organisation and don't have accounts leave blank and tick box below

### 10a. Your Organisation's Finance:

### Your latest accounts:

Month  Year

### Total Income:

£  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

### Total Expenditure:

£

### Surplus/Deficit for the year:

£

### Free reserves currently held:

£

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

There are no unrestricted reserves. All reserves are currently committed to meet outstanding liabilities should the organisation need to discontinue eg. outstanding liabilities for the lease of the building.

We are a newly formed group and do not yet have published accounts:

### 10b. Project Finance:

#### Part One: \*required

Total Project cost £  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00  
[help](#)

Total required from Area Board £

#### Part Two: Please itemise your project expenditure and project income \*required

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure

5. Please ensure you **TOTAL** both columns correctly.

- Expenditure column should equal Total project cost in Part One.

- Income column should equal Total project cost **minus** Total required from the Area Board.

6. Here is an example layout, including how to display in kind contributions

(please ensure you total these columns even if values are 0.00)

## Breakdown of expenditure attached

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

Yes

No

**12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) \*required field, if Yes to Q11.**

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

### **13. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):**

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- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety

- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

**Legal declaration \*required field**

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

<b>Itemised Expenditure</b> eg Materials <a href="#">help</a>	£	<b>Itemised Income</b> eg Our reserves	£	<b>Tick if income confirmed</b>
Fees for counsellor		£3960.00		
Professional Supervision for Councillors		£360.00		
Proportion of rent heating lighting buildings		£1100.00		
Insurance				
<b>Total</b>		<b>£5420.00</b>		





**From:** Hilary Fairfield [hilary.fairfield@hotmail.co.uk]  
**Sent:** 24 July 2017 17:58  
**To:** Bowra, Janette  
**Subject:** Re:  
[http://portal.wiltshire.gov.uk/areaboard\\_grants/yp\\_pa\\_grant\\_detail.php?gid=480](http://portal.wiltshire.gov.uk/areaboard_grants/yp_pa_grant_detail.php?gid=480)

**Attachments:** Complaints policy and procedure final.pdf; Confidentiality policy final.pdf; Safeguarding policy and procedure final.pdf; Grievance policy and procedure final.pdf; Equal opportunities policy and procedure final.pdf; Health and safety policy and procedure final.pdf

Dear Jan

Here is the information that you have requested:

#### **Breakdown of fees for the counsellor**

The application is based on the counsellor offering 3 counselling slots per week for 44 weeks of the year. Each slot is allocated for one hour, and the counsellors fees are £30 per hour.

As per the code of conduct for the British Association of Counselling, the counsellor needs to have professional supervision. This has been costed at £30 per hour once a month.

Should the amount requested not be granted, this number of sessions would not be able to be provided. During the pilot phase, which is now coming to an end due to the funding being exhausted, the counsellor has just increased to four slots a week, and even so, she is holding a small waiting list.

#### **Proportion of rent, heating, lighting, building insurance**

The annual costs for the provision of the premises and overheads in the last set of annual accounts were:

Rent and costs relating to the premises £12642

The lease on the premises is due for renewal this autumn, and we are anticipating that the annual cost of the lease will rise, as we already pay below the market rental value.

The amount requested in the grant to support this project is £25 per session (ie. a session equates to four hours) for 44 weeks of the year, which is well-below the true cost of the use of the premises.

#### **Crosspoint's contribution**

Crosspoint would be contributing to the project in a number of ways:

- finding, training and providing volunteers to provide the receptionist duties during counselling sessions;
- use of the telephone during sessions if needed;
- the time of the volunteer directors/trustees to oversee the project, and have monitoring meetings with the counsellor
- promotion of the service through our website, social media channels and flyers
- the additional cost of the use of the premises, heating, lighting, insurance, etc

Please note that Crosspoint (Westbury) exists totally on donations and grants. There are no paid staff.

### **Policies and procedures**

I attach some of relevant policies. I will need to scan the insurance paperwork and our memorandum and send it to you separately.

Please know if there is anything else you need.

Best wishes

Hilary Fairfield  
Treasurer, Crosspoint (Westbury)

---

**From:** Bowra, Janette <[janette.Bowra@wiltshire.gov.uk](mailto:janette.Bowra@wiltshire.gov.uk)>  
**Sent:** 24 July 2017 11:47  
**To:** [hilary.fairfield@hotmail.co.uk](mailto:hilary.fairfield@hotmail.co.uk)  
**Subject:** [http://portal.wiltshire.gov.uk/areaboard\\_grants/yp\\_pa\\_grant\\_detail.php?gid=480](http://portal.wiltshire.gov.uk/areaboard_grants/yp_pa_grant_detail.php?gid=480)

Hi Hilary, first I would like to thank you for the recent grant application that you have submitted.  
I have checked over the content and I have a few questions which I hope you will be able to answer.

- Please could you provide further information on the breakdown of the fees for the counsellor for example how long is the funding for?
- Please could you provide a breakdown of the cost for rent, heating and building insurance.
- the amount requested exceed the maximum amount of funds that are granted per application. The amount allowed is up to £5000.00
- .

Fees for counsellor	£3960.00
Professional supervision for counsellor	£360.00
Proportion of rent, heating, lighting, buildings insurance	£1100.00
Total	£5420.00

However, if your request for funding is agreed and the sessions are a success, you will be able to submit a further application during this financial year, depending on whether funding is still available or not.

To note, It is always looked on favourably if the applicant can provide information on any funds that the organisation is contributing for example in kind: volunteers, paperwork, promotion, tea and coffee to clients (if applicable), etc

Lastly, please could you provide either a link to all the relevant policies listed below as part of the funding criteria or alternatively, please forward each document to me electronically for my records.

- Child protection
- Health and Safety
- Equality of Opportunity
- Relevant insurance
- Constitution
- Complaints Procedures
- Whistle blowing and whistle blowing
- E-safety (not applicable as per your comments)

Any questions, please do not hesitate to contact me – I look forward to hearing from you soon.

Jan Bowra  
Locality Youth Facilitator - Pewsey (Maternity Cover), Warminster and Westbury  
Community Areas  
Community Engagement and Governance

Mobile: 07747455746

Email: [janette.bowra@wiltshire.gov.uk](mailto:janette.bowra@wiltshire.gov.uk)



<https://www.facebook.com/WestburyLocalYouthNetwork>



<https://www.facebook.com/warminsterlyn>



@janbowra1

<http://ourcommunitymatters.org.uk>

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personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

**Started on:** 30/08/2017 11:33:30  
**ID** 490

**Applicant** Mr Paul Howard  
Westbury Youth Club  
Charity Number: 1164413  
Leigh Park Community Centre  
Leigh Park Way  
Westbury  
BA13 3FN  
07902987475  
[westburyyouth@outlook.com](mailto:westburyyouth@outlook.com)

**Current Status:** Application Received

**1. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project)**  
**\*required field**

Westbury Youth Club 20172018

**2. Project summary: (100 words) \*required field**

This project will provide a supervised youth club every week during term time for the young adults aged 11 to 18 years of age. Activities will include fun games that will also provide young adults with useful learning experiences an opportunity to pursue an activity or learning objective they may wish for themselves with assistance and guidance from one or more of our volunteers as well as meeting and mixing with other young adults of their age living in our community. In addition we intend to provide the young adults with skills that will assist them in their every day life away from the club. In the future we also hope to provide organised opportunities for visits and experiences away from the community centre.

**3. Amount of funding required: \*required field**

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

**4. Which Area Board are you applying to? Not sure? [-check on a map](#) \*required field**  
Westbury

**5. What is the Post Code of where the project is taking place?(If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.) \*required field**

BA13 3FN

**6. Please tell us which theme(s) your project supports: \*required field**

- Informal education

- Youth work/development
- Sport/Leisure
- Residential
- Arts/Culture
- Employment or training
- 1:1/group work
- Community Project
- Community Safety
- Volunteering
- Environment
- Health
- Other

If Other (please specify)

## 7. About your project

**Please tell us about your project (a strong application will address all of the following):**

**\*required field**

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will ensure your project is inclusive?
- How will you work with other community partners?

Since the closure of the council run youth club some years ago there has been a need for a club to be re-established in Westbury this was achieved in October 2016 at the Leigh Park Community Centre. The need came directly from the young people and they have been involved in the planning during sessions that have been run the young people will continue to have a say in how the club is run and where the money is spent. It is anticipated that 30 to 35 youths will attend each session which is based on previous attendance. A fee of 1 per session will go back in to the club and pay for resources. The club is run by a group of 12 volunteers who are very dedicated in the delivery of the youth club service to the area all who wish to use their skills and knowledge to provide a better environment for the young people. The club will be open to all youths within the Westbury area and will be held in a building that has full disabled access

## 8. Safeguarding

Please tell us about how you will protect and safeguard young people in your project (You must address all of the following): \*required field

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
- Who in your organisation is ultimately responsible for safeguarding?
- How do you ensure that young people are kept safe online when accessing your services?

All staff and volunteers will be DBS checked and are required to carry out safeguarding training. We have a run-a-club licence provided by Wiltshire Council which has enabled us to gather all the necessary templates for policies and procedures and effective running of the youth club.

## 9. Monitoring your project

How will you know if your project has been successful? \*required field

We will know that our project is successful by the number of young people who use the facilities. We complete evaluations at the end of each sessions to ensure the young people are getting a valid and resourceful service.

**10. Finance: \*required field, if you are a new organisation and don't have accounts leave blank and tick box below**

### 10a. Your Organisation's Finance:

Your latest accounts:

Month  Year

**Total Income:**

£  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:**

£

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

We are a newly formed group and do not yet have published accounts:

**10b. Project Finance:**

**Part One: \*required**

Total Project cost £  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00 [help](#)

Total required from Area Board £

**Part Two: Please itemise your project expenditure and project income \*required**

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure
5. Please ensure you **TOTAL** both columns correctly.
  - Expenditure column should equal Total project cost in Part One.
  - Income column should equal Total project cost **minus** Total required from the Area Board.
6. Here is an example layout, including how to display in kind contributions [help](#)

Itemised Expenditure eg Materials <a href="#">help</a>	£	Itemised Income eg Our reserves	£	Tick if income confirmed
Activity Resources	£ 1763.00	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
Hall Hire	£ 1989.00	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
Volunteer Expenses	£ 1248.00	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<b>Total</b>	£ 5000.00	<b>Total</b>	£ <input type="text"/>	

(please ensure you total these columns even if values are 0.00)



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

- Yes
- No

**12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) \*required field, if Yes to Q11.**

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

### 13. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):**

**Do you have the following (please tick any that apply):**

- Child Protection Policy
- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety
- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

**Legal declaration \*required field**

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

<b>Report to</b>	Westbury Area Board
<b>Date of Meeting</b>	21/09/2017
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below.

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Westbury Detachment Army Cadet Force <b>Project Title:</b> Westbury ACF - Resources to Improve Cadet Training and Retention  <a href="#">View full application</a>	£996.00
<b>Applicant:</b> Dilton Marsh Parish Council <b>Project Title:</b> Recreation and Play in Dilton RAPID  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Dilton Marsh Parish Council <b>Project Title:</b> Dilton Marsh Village Defibrillator  <a href="#">View full application</a>	£1500.00
<b>Applicant:</b> Wiltshire Wildlife trust <b>Project Title:</b> Wilts Waste Watcher Reward Scheme  <a href="#">View full application</a>	£198.90
<b>Applicant:</b> "Little Marshians" Dilton Marsh mother and toddler group <b>Project Title:</b> "Little Marshians" bouncy castle and craft resources fund  <a href="#">View full application</a>	£1000.00

**1. Background**

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

## 2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

## 3. Environmental & Community Implications

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

## 4. Financial Implications

Financial provision had been made to cover this expenditure.

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

There are no specific human resources implications related to this report.

## 7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

## 8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

## 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">2485</a>	Westbury Detachment Army Cadet Force	Westbury ACF - Resources to Improve Cadet Training and Retention	£996.00
<b>Project Description:</b> Resources to Improve Cadet Training and Retention. The project objectives are as follows: Improve the enjoyment of young people attending Westbury ACF, Increase the number of cadets, improve retention and maintain enthusiasm of new recruits, Improve integration and identity in the Westbury Detachment. Providing better training facilities to help learning and development, provide incentives and rewards to cadets to promote the values of the ACF, Encourage a healthy lifestyle with a variety of fun physical activities. The project will provide resources for new			

recruits and existing cadets to improve identity variety and training.

**Input from Community Engagement Manager:**  
(CEM put your input here)

---

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2534</a>	Dilton Marsh Parish Council	Recreation and Play in Dilton RAPID	£5000.00

**Project Description:**  
The parish has a play area for younger children in the playing field. The equipment is now extremely old and reaching the end of its life. The Recreation and Play in Dilton RAPID group has carried out extensive local consultation to develop a plan to refurbish the play area and has achieved grants in the order of £40000. A further £5000 is required to complete the project and enable installation.

**Input from Community Engagement Manager:**  
(CEM put your input here)

---

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2535</a>	Dilton Marsh Parish Council	Dilton Marsh Village Defibrillator	£1500.00

**Project Description:**  
The parish council wishes to install a defibrillator at the village Memorial Hall in the centre of the village.

**Input from Community Engagement Manager:**  
(CEM put your input here)

---

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2482</a>	Wiltshire Wildlife trust	Wilts Waste Watcher Reward Scheme	£198.90

**Project Description:**  
A reward card given in primary schools to all children this is to encourage and evidence recycling related change of behaviour and learning at home. Pupils are to achieve 3 recycling related tasks they will have their card signed off by a parent which will earn them a Waste Watcher badge if they achieve the 4th task they will be entered into a raffle to win a bigger prize.

**Input from Community Engagement Manager:**  
(CEM put your input here)

**Proposal**  
That the Area Board determines the application.

<b>Application ID</b>	<b>Applicant</b>	<b>Project Proposal</b>	<b>Requested</b>
<a href="#">2501</a>	"Little Marshians" Dilton Marsh mother and toddler group	"Little Marshians" bouncy castle and craft resources fund	£1000.00

**Project Description:**

We would like to purchase a bouncy castle for use in our weekly mother and toddler sessions and have some funding to put towards craft resources. The calibre of our weekly craft depends on the financial resources available to us. We have recently been granted free access to a kiln and so would like to include some future clay and glaze craftwork. The club also likes to take part in community events such as Xmas tree festivals Scarecrow and village day festivals and the Frome show funding for craft resources thus enables this cause.

**Input from Community Engagement Manager:**  
(CEM put your input here)

**Proposal**  
That the Area Board determines the application.

No unpublished documents have been relied upon in the preparation of this report.

**Report Author:**

Liam Cripps  
Community Engagement Manager  
01225 713143  
[Liam.Cripps@wiltshire.gov.uk](mailto:Liam.Cripps@wiltshire.gov.uk)

## Grant Applications for Westbury on 21/09/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2485	Community Area Grant	Westbury ACF - Resources to Improve Cadet Training and Retention	Westbury Detachment Army Cadet Force	£996.00
2534	Community Area Grant	Recreation and Play in Dilton RAPID	Dilton Marsh Parish Council	£5000.00
2535	Community Area Grant	Dilton Marsh Village Defibrillator	Dilton Marsh Parish Council	£1500.00
2482	Community Area Grant	Wilts Waste Watcher Reward Scheme	Wiltshire Wildlife trust	£198.90
2501	Community Area Grant	"Little Marshians" bouncy castle and craft resources fund	"Little Marshians" Dilton Marsh mother and toddler group	£1000.00

ID	Grant Type	Project Title	Applicant	Amount Required
2485	Community Area Grant	Westbury ACF - Resources to Improve Cadet Training and Retention	Westbury Detachment Army Cadet Force	£996.00

**Submitted:** 18/07/2017 22:39:49

**ID:** 2485

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**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?**

No

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

**5. Project title?**

Westbury ACF - Resources to Improve Cadet Training and Retention

**6. Project summary:**

Resources to Improve Cadet Training and Retention. The project objectives are as follows: Improve the enjoyment of young people attending Westbury ACF, increase the number of cadets, improve retention and maintain enthusiasm of new recruits, improve integration and identity in the Westbury Detachment, providing better training facilities to help learning and development, provide incentives and rewards to cadets to promote the values of the ACF, encourage a healthy lifestyle with a variety of fun physical activities. The project will provide resources for new recruits and existing cadets to improve identity variety and training.

**7. Which Area Board are you applying to?**

Westbury

**Electoral Division**

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

BA13 3JF

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

Children & Young People

Countryside, environment and nature

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

07/2017

**Total Income:**

£248.82

**Total Expenditure:**

£20.00

**Surplus/Deficit for the year:**

£228.82



**Free reserves currently held:**  
**(money not committed to other projects/operating costs)**  
 £228.82

**Why can't you fund this project from your reserves:**  
 Insufficient funds. Reserves are built up from small profit from sales of tuck to cadets.  
 Reserves are reinvested in revenue teaching aids such as pens paper note books maps etc

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

**10b. Project Finance:**

Total Project cost		£996.00		
Total required from Area Board		£996.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Laptop 15	450.00			
software				
Cadet Awards				
Presentation	156.00			
Plaque x2				
Cadet Individual	70.00			
Award Shields				
Sports Materials	68.00			
Recruit/Induction	230.00			
materials				
Navigation	22.00			
materials				
<b>Total</b>	<b>£996</b>			<b>£0</b>

**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?**  
 Westbury

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**  
 NATIONAL ARMY CADET FORCE ACF Many young people are missing out on the challenges and adventures that could transform their lives but joining the Army Cadets can change that. We welcome boys and girls aged over 12 and in at least year eight at school of all abilities and backgrounds. When they join us we encourage them to learn more do more and try more. We inspire them to aim high and pursue their goals no matter what they aim to do in life. The Army Cadet Force is one of four cadet organisations sponsored and supported by the Ministry of Defence the others being the Combined Cadet Force the Sea Cadet Corps and the Air Training Corps. Although they are sponsored by the Ministry of Defence there is no obligation on cadets to join the Armed Forces. Some of our activities

have a military theme others have more of a community focus but they all inspire young people to challenge their limits become more independent confident and able to step up to any challenge. The ACF aims to help young people become good citizens contribute to society and recognize the importance of local communities. The Army Cadet Force is a national voluntary youth organisation. It is sponsored by the Army and provides challenging military adventurous and community activities. Its aim is to inspire young people to achieve success in life with a spirit of service to the Queen their Country and their local community and to develop in them the qualities of a good citizen. This is achieved by Providing progressive cadet training often of a challenging and exciting nature to foster confidence self-reliance initiative loyalty and a sense of service to other people Encouraging the development of personal powers of practical leadership and the ability to work successfully as a member of a team Stimulating an interest in the Army its achievements skills and values Advising and preparing those considering a career in the Services or with the Reserve Forces. First and foremost the ACF is a youth organisation and relies on adult volunteers to provide regular training to cadets. Typically, Detachments meet one or two evenings each week from September to July and cadets can participate in an annual camp for around two weeks in August. WESTBURY DETACHMENT ACF Background to the Application Westbury ACF like all Detachments are supported and sponsored by the Ministry of Defence and many activities are run nationally and at County level. Resources are limited but basic facilities are provided and this includes cadets uniform excluding boots and essential equipment to provide lessons in accordance with the Army Cadet Proficiency Certificate. Westbury Detachment is one of 20 Detachments in Wiltshire ACF and part of the National ACF organization comprising of 46000 young people. Westbury parades on a Monday evening and currently has 15 cadets aged between 12 and 17 supported by 4 dedicated adult volunteers. There is a desire to increase our numbers and recruitment activities are planned for later this year. Adult volunteers give their time freely and are committed to the safety and wellbeing of young people in the Detachment. All adult volunteers are subject to an enhanced DBS check and undergo annual safeguarding training. Like many youth organisations providing an interesting fun and enjoyable environment is a challenge. Resources and materials at the Detachment are limited and often Adult Volunteers have to provide basic consumables in order to give adequate training. Similarly, resources are limited for senior cadets to develop their confidence and skills by giving lessons and instruction to younger members of the Detachment. Maintaining the enthusiasm and interest of new recruits has presented a number of challenges. The ACF do not issue uniform until such time that a recruit has attended for period after which a uniform request is can be made. This process from a new recruit first parading to receiving a uniform can take up to up to 3 months and during this time the recruit parades in civilian clothes. Our experience in Westbury has shown that this is a vulnerable period where the young person can become disillusioned feel excluded from the rest of the group and ultimately lose their initial enthusiasm. Grant Application The grant will provide key resources to start up an number of initiatives that can be sustained through future fundraising. Who will benefit Young people aged 12 to 18 All the components of the grant will directly benefit young people attending Westbury ACF improving the their enjoyment from attending. In addition the project will help with the retention of new recruits by providing a local Detachment based induction pack to maintain their enthusiasm and develop a strong Detachment identity early in their cadet experience. How they will benefit The project will provide a variety of resources that will Provide a Detachment laptop for use by cadets this will Improve the skills of senior cadets enabling them to prepare and give lessons to junior cadets Resources to issue a Recruit Induction Pack - Improve retention of recruits giving new starters an induction pack during the vulnerable 3 month period prior to issue of full uniform. Trophies and Awards provide an incentive to achievement by rewarding cadets especially those that demonstrate the core values of the ACF and contribute to the local community. Variety of sporting navigation equipment will improve health and lifestyle by provide resources to improve the variety and standard of physical activity provided. In summary the Grant will

enable Westbury Detachment to invest in key resources that will improve the experience for the young people in the town and surrounding communities inspiring them to become good citizens contribute to society and recognize the importance of local communities.

**14. How will you monitor this?**

We will monitor the number of new recruits and retention rates. In addition, we will undertake a six-month survey of cadets to determine levels of satisfaction and enjoyment. An annual parent/guardian survey will be undertaken to obtain views of young people development as a result of attending ACF.

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

The funding will enable to initiate a number of activities and provide a sustainable legacy that can continue to be funded from the income in detachment.

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

Not applicable

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.

2534	Community Area Grant	Recreation and Play in Dilton RAPID	Dilton Marsh Parish Council	£5000.00
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**Submitted:** 07/09/2017 13:39:53

**ID:** 2534

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

**5. Project title?**

Recreation and Play in Dilton RAPID

**6. Project summary:**

The parish has a play area for younger children in the playing field. The equipment is now extremely old and reaching the end of its life. The Recreation and Play in Dilton RAPID group has carried out extensive local consultation to develop a plan to refurbish the play area and has achieved grants in the order of 40000. A further 5000 is required to complete the project and enable installation.

**7. Which Area Board are you applying to?**

Westbury

**Electoral Division**

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

BA13 4DR

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

Children & Young People

Sport, play and recreation

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

**Total Income:**

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£

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

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

**10b. Project Finance:**

Total Project cost		£40649.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Breakout existing equip	2180.00		Dilton Marsh Parish Council	yes 16000.00
Delivery costs	1236.00		Big Lottery Fund	10000.00
Security and management	2816.00		Community Landfill	yes 10000.00
Surfacing	10309.00			
Installation	3512.00			
Swings seesaw balance beam	4326.00			
Pyramid table and chairs	1970.00			
Lake boat	4390.00			
Carousel	2990.00			
Wizards hideaway	6920.00			
<b>Total</b>	<b>£40649</b>			<b>£36000</b>

**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?**

Westbury

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

The project is aimed at replacing a very popular play area in the parish which has come to the end of its serviceable life. The equipment will be replaced and modernised and the grant fund will contribute to the removal of the old units the installation of the new units and

surfacing for a smart new play area for younger children. The playground is a valuable community asset regularly frequented and enjoyed by the local and wider community. It is a popular gathering area for families and friends and is central to village life. The parish council and RAPID have carried out extensive consultation including community surveys public consultation events coffee mornings and meetings with the local school. We believe that the play area will continue to involve the wider community in local recreation and play and benefit a wide group of people from pre-school to school age children and their families and friends. The addition of more exciting modern equipment will increase its usage and value to the community.

**14. How will you monitor this?**

The RAPID group will monitor usage through attendance at the play area and through continued public consultation via the mechanisms listed above.

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

The play area will be managed and maintained by Dilton Marsh Parish Council and any funding requirements met from future precepts

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

na

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)

**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):**

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

**And finally...**

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

2535	Community Area Grant	Dilton Marsh Village Defibrillator	Dilton Marsh Parish Council	£1500.00
<p><b>Submitted:</b> 07/09/2017 14:04:14</p> <p><b>ID:</b> 2535</p> <p><b>Current Status:</b> Application Appraisal</p> <p><b>To be considered at this meeting:</b> tbc contact Community Area Manager</p> <p><b>1. Which type of grant are you applying for?</b> Community Area Grant</p> <p><b>2. Amount of funding required?</b> £501 - £5000</p> <p><b>3. Are you applying on behalf of a Parish Council?</b> Yes</p> <p><b>4. If yes, please state why this project cannot be funded from the Parish Precept</b> The Parish Council has limited resources and there is insufficient flexibility in the budget and precept to meet the whole cost of this project.</p> <p><b>5. Project title?</b> Dilton Marsh Village Defibrillator</p> <p><b>6. Project summary:</b> The parish council wishes to install a defibrillator at the village Memorial Hall in the centre of the village.</p> <p><b>7. Which Area Board are you applying to?</b> Westbury</p> <p><b>Electoral Division</b></p> <p><b>8. What is the Post Code of where the project is taking place?</b> BA13 4DW</p> <p><b>9. Please tell us which theme(s) your project supports:</b> Health, lifestyle and wellbeing</p> <p>If Other (please specify)</p> <p><b>10. Finance:</b></p> <p><b>10a. Your Organisation's Finance:</b></p> <p><b>Your latest accounts:</b> 03/2017</p>				

**Total Income:**

£37244.00

**Total Expenditure:**

£22268.00

**Surplus/Deficit for the year:**

£14976.00

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£0.00

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

The parish council reserves have been previously allocated to other projects. The councils reserves are currently allocated to the installation of a refurbished play area and a new timber trail in the village.

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

**10b. Project Finance:**

Total Project cost		£3080.00		
Total required from Area Board		£1500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Defibrillator	2094.00	Our reserves	yes	1580.00
Accessory pack	295.00			
Installation	250.00			
9 years' guardian reporting	441.00			
<b>Total</b>	<b>£3080</b>			<b>£1580</b>

**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?**

Westbury

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

The installation of a defibrillator will benefit the wider community of the parish. The potential for saving a life is dependent upon time the faster medical help can be attained the better the chance of survival. Clinical studies suggest there is less than 5 minutes from the event to save the life this decreasing by up to 23 per minute. In rural areas, it takes time to



get medical help so the installation of a local defibrillator has a very important part to play in helping save lives in rural communities.

**14. How will you monitor this?**

The benefit of the defibrillator will be monitored according to its usage by the parish council on a monthly basis.

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

The parish council will bear the costs of ongoing maintenance through its precept in future years.

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

NA

**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):**

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

**And finally...**

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

2482	Community Area Grant	Wilts Waste Watcher Reward Scheme	Wiltshire Wildlife trust	£198.90
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**Submitted:** 17/07/2017 17:08:28

**ID:** 2482

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**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?**

No

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

**5. Project title?**

Wilts Waste Watcher Reward Scheme

**6. Project summary:**

A reward card given in primary schools to all children this is to encourage and evidence recycling related change of behaviour and learning at home. Pupils are to achieve 3 recycling related tasks they will have their card signed off by a parent which will earn them a Waste Watcher badge if they achieve the 4th task they will be entered into a raffle to win a bigger prize.

**7. Which Area Board are you applying to?**

Westbury

**Electoral Division**

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

BA13 3NU

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

Children & Young People

Countryside, environment and nature

Recycling and green initiatives

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

04/2016

**Total Income:**

£3156142.00

**Total Expenditure:**

£3125284.00

**Surplus/Deficit for the year:**

£30858.00

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£417128.00

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

The reserves are restricted to cover three months running costs for the organisation and do not allow for further expenditure. It should also be noted that although the Wildlife Trust appears to have a vast income most of this is actually the financial value of the reserves we own which are restricted and can never be sold so the actual cash available to the Trust is considerably less than the income stated in the annual accounts.

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

**10b. Project Finance:**

Total Project cost		£298.35		
Total required from Area Board		£198.90		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Rewards cards x 800 2 schools	16.90			
badges x 800 2 schools	152.00			
Prize for draw x 2	30.00			
Total	<b>£198.9</b>			<b>£0</b>

**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?**

Westbury

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

As a result of taking part in the Reward scheme we are hoping the whole community will benefit as well as the wider environment. We will work with the pupils of participating schools teaching them to reduce reuse and recycle their materials but by taking a reward card home the pupils will also encourage their families to actively take part as well. The main aim is to increase local recycling rates and reduce litter on streets helping to reduce the high demand for street cleaning this will be achieved by pupils and families undertaking our

3rd task on the card Recycle something at home that you haven't before as well as completing our extra mile task Recycle everything you possibly can for 1 whole week including all plastic bottles cardboard glass food tins aerosol cans and paper etc. Hopefully families will learn to recycle all that they possibly can at home and by using local HRCs. By increasing recycling rates it will reduce the amount of household rubbish heading for landfill this will have an environmental benefit by potentially reducing greenhouse gases and saving land space it will also play a role in reducing the amount of money being spent on landfill tax. Our new Reward scheme will encourage a healthy lifestyle within the household by all families members actively reducing waste and sparing a thought about what they are purchasing in the first place this will be encouraged by achieving our 1st task of Reducing your waste when you're out shopping buy something that has less or only recyclable packaging instead of your usual choice. The scheme will also provide positive leisure time activities by encouraging pupils and families to make useful crafts out of rubbish with our 2nd task Have a go at a Reuse or upcycled craft Why not turn an unwanted item or old item into something great. By learning and undertaking tasks on the rewards card pupils are able to feel a sense of achievement by gaining a badge and to be placed in to a prize draw. Winners of the prize draw will win a Wiltshire Wildlife Watch Membership which will increase learning of the local wildlife and green spaces encouraging the use of wildlife reserves.

**14. How will you monitor this?**

The scheme will be monitored by school staff and WWT education officers but evidence through photos tagged in social media posts photos shown to teachers or WWT staff will as well as reuse crafts being brought into school will evidence change of behaviour.

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

A one off payment is needed

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

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.

2501	Community Area Grant	"Little Marshians" bouncy castle and craft resources fund	"Little Marshians" Dilton Marsh mother and toddler group	£1000.00
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**Submitted:** 03/08/2017 10:58:25

**ID:** 2501

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**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?**

No

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

NA

**5. Project title?**

"Little Marshians" bouncy castle and craft resources fund

**6. Project summary:**

We would like to purchase a bouncy castle for use in our weekly mother and toddler sessions and have some funding to put towards craft resources. The calibre of our weekly craft depends on the financial resources available to us. We have recently been granted free access to a kiln and so would like to include some future clay and glaze craftwork. The club also likes to take part in community events such as Xmas tree festivals Scarecrow and village day festivals and the Frome show funding for craft resources thus enables this cause.

**7. Which Area Board are you applying to?**

Westbury

**Electoral Division**

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

BA13 4DW

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

Children & Young People

Arts, crafts and culture  
 Festivals, pageants, fetes and fayres  
 Inclusion, diversity and community spirit  
 Recycling and green initiatives  
 Sport, play and recreation

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

06/2017

**Total Income:**

£158.36

**Total Expenditure:**

£135.97

**Surplus/Deficit for the year:**

£747.68

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£362.00

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

There are insufficient total funds in the account. We try not to run the reserves below 400 so there are always sufficient funds for operating costs. The amount held is enough for the club to function on a weekly basis. This doesn't budget for doing high calibre craft at a cost of 2 per head for approx.. 20 children or taking part in community festivals or purchasing high end play equipment.

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

**10b. Project Finance:**

Total Project cost		£1000.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Bouncy castle package	750.00	Reserves		0.00
Future craft resources	150.00	Reserves		0.00
Craft resources to take part in community events	100.00	Reserves		0.00

Total                      **£1000**    **£0**

**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?**

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

The toddlers who are members of our group will primarily benefit from playing and exercising on the bouncy castle and having the option to take part in exciting new craft experiences experimenting with new medium such as clay and having the opportunity for their crafts to be displayed in community festivals. The club will benefit from hiring the castle out to group members for a nominal fee bringing funds back into the club. The parents will benefit from exercised and dexterously challenged happy toddlers and nominal bouncy castle hire fees.

**14. How will you monitor this?**

The number of participants that attend our group meetings by taking a weekly register. Feedback from social media and word of mouth. The number of group members that take up the offer of hiring out the bouncy castle monitored by contract agreement.

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

The bouncy castle will be a one-off purchase which one would hope would continue to function for a fair few years. The funding for craft resources is something we already fund we fit the craft projects to the resources available. We will continue to fund raise from things such as our Xmas raffle and are considering running a craft workshop open to the wider community in the school holidays as a fun project and possible future fund raiser.

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

NA

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.

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