

WILMSLOW TOWN COUNCIL



COMMUNITY GRANT APPLICATION FORM

Name of Organisation:

WILMSLOW CLEAN TEAM

1. Contact Details

1.1 Address of Organisation:

C/O 43 PARK ROAD, WILMSLOW, CHESHIRE, SK9 4JH

1.2 Contact Name(s)/Position(s):

CHRISTOPHER K EVANS (CHAIR PERSON)
STUART REDGARD (TREASURER)

1.3 Contact Telephone Number(s):

CHRISTOPHER K EVANS - 01625 571412
STUART REDGARD - 0562 811294

1.4 Email address:

committee@wilmslowclean-team.org.uk

2. Organisation /Club Profile

2.1 Applicant Aims and Objectives (Mission Statement).

Please detail your aims and objectives. Please include in this details of how your organisation benefits the local community of Wilmslow.

Wilmslow Clean Team's prime objective is to improve and enhance the environment of Wilmslow and the nearby area by ensuring the minimising of litter in relevant areas by a variety of methods. See Constitution attached for more detail.

2.2 Is the Organisation a registered charity or intending to apply for charitable status?

No

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These funds were used to purchase the following

- a) Public Liability Insurance
- b) Safety Equipment including hi-visibility tabards
- c) Litter pickers and litter bag hoops.
- d) Litter bags.
- e) A storage bunker (for storage of litter picking equipment)

A grant application has not been necessary since November 2014 as we have managed to raise funds from other sources in the intervening period. This has covered our ongoing and new expenditure requirements. This has included

- a) Annual renewal of the public liability insurance
- b) The set up and maintenance of a website
- c) Advertising signs for community notice boards.
- d) Printing consumables (paper & ink cartridges)
- e) Refreshments for group socials

To date we have managed to secure a total income of £4617.06 of which £3057.06 (66%) has been provided by Wilmslow Town Council and £1560.00 (34%) from other sources.

4. Your Project or Event

4.1. How much money are you requesting? £ **1,162.50** .

4.2. Please give full details of how the grant would be used. Please give detail of the grant you are requesting. Please itemise the costs in terms of project/ event expenditure or items that would be purchased. *Please include quotes for items where applicable.*

The grant would be used for the following.

- a) Replacement of existing damaged storage bunker
- b) Annual Public Liability insurance
- c) Annual running costs for website
- d) Publicity & Advertising (Spring Clean Week & Volunteer Recruitment)
- e) Allowance for additional Equipment to cater for new volunteers
- f) Printing consumables (paper & ink cartridges)
- g) Refreshments for group socials

WILMSLOW TOWN COUNCIL



Budget Cost Estimates

- a) Purchase & Installation of storage bunker - £1000
- b) Annual Public Liability - £225
- c) Annual running costs for website - £50
- d) Publicity & Advertising - £500
- e) Equipment
 - Hi vis jacket (10 x £5) - £50
 - Litter picker (10 x £25) - £250
 - Litter hoops (10 x £10) - £100
 - Gloves (10 x £5) - £50
- f) Printing consumables (paper & ink cartridges) - £25
- g) Refreshments for group socials - £75

4.3. If the funding is for an event and you make a profit, please indicate how this will be used:

N/A

4.4 Please state how it will benefit the Wilmslow Community.

Enhancing the work already done by Wilmslow Town Council and other community groups such as "Wilmslow In Bloom (ie RHS in Bloom Entry), & Wilmslow Partnership to improve the quality of the environment in the parish.

4.5 Have you, or do you intend to apply for grant support from any other source?

Yes

No

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4.6 Please attach a breakdown of anticipated sources of funds.

We have one submitted application pending.

- 1) David Wilson Homes (our Space your Place Grant application £900. We will find out if our application has been successful on 28th February 2017

We will be making further submissions in February / March 2017 as follows

- 1) Equilibrium Foundation (Grants up to £500 awarded)
- 2) Tesco Bags for help (Grants up to £1000 awarded)

4.7 If a grant were forthcoming, would the Organisation be prepared to perform/ contribute at/to a Wilmslow Town Council organised function? Please give details:

YES

5 Monitoring

Please identify the people you expect to benefit from your project / event.

Age Range	Current	Forecast
Young people up to 18 (total)		
Young people up to 18 with a disability		
Young people up to 18 from an ethnic minority group.		
Adults 18-64 (total)		
Adults 18-64 with a disability		
Adults 18-64 from an ethnic minority group		
Senior citizens 65 and over (total)		
Senior citizens 65 and over with a disability		
Senior citizens 65 and over from an ethnic minority group.		
Total (unable to forecast as above)	30	40

Wilmslow Clean Team

Constitution

PART 1

1. Adoption of the Constitution

- 1.1. Wilmslow Clean Team will be an association administered and managed in accordance with this constitution adopted on 14th October 2013 and last modified on 22nd April 2014.

2. Name

- 2.1. The name will be **Wilmslow Clean Team**.

3. Objects

- 3.1. Wilmslow Clean Team's prime objective is to improve and enhance the environment of Wilmslow and the nearby area by ensuring the minimising of litter in relevant areas by a variety of methods.
- 3.2. Relevant areas include the following:
Pavements, grass verges, public footpaths, public recreational parks, public car parks, and any other appropriate public areas.
- 3.3. This objective will be achieved through using the voluntary help of the residents of Wilmslow and area, and enlisting the support of the official bodies charged with the task of litter removal and cleanliness in public open spaces, roads, pathways, verges, hedgerows and other areas with free access to the public.
- 3.4. One on-going, longer term, objective is to increase the people's overall awareness of the need to dispose of waste material in a responsible manner. This will be done by a variety of methods appropriate to the individuals concerned and the existing situation.
- 3.5. These methods used will include the collection and removal of litter from public places, working with Cheshire East Council.
- 3.6. Wilmslow Clean Team will consist of those residents of Wilmslow and the nearby area, and those from outside the area, who support the aims and activities of the Clean Team.
- 3.7. Wilmslow and nearby area will include: Wilmslow civil parish and other adjacent civil parishes.
- 3.8. Wilmslow Clean Team will operate on as informal a basis as possible commensurate with the required accountability for expenditure of public money for the furtherance of its objectives.
- 3.9. Wilmslow Clean Team will work with all the appropriate government and environmental agencies to further the Clean Team's aims and objectives.

- 3.10. Wilmslow Clean Team will work fully with all existing voluntary organisations concerned with environmental and conservation matters operating in the Wilmslow area to ensure that their joint activities complement and enhance each other, working towards the minimising of duplication and conflict that could possible occur.
- 3.11. Wilmslow Clean Team will encourage and support new initiatives concerned with environmental and conservation matters operating in the Wilmslow area within the limitations of the resources of Wilmslow Clean Team to assist the new initiatives to become self sustaining in as short a period as possible.
- 3.12. Wilmslow Clean Team will be a true community based organisation meeting the identified wishes of the local residents. It would be run by and for the residents of Wilmslow and area who are actively involved in the work of the Wilmslow and Local Clean Teams.

4. Application of Income and Property

- 4.1. The income and property of Wilmslow Clean Team shall be applied solely towards the promotion of the Objects
- 4.2. A member may pay out of, or be reimbursed from, the property of Wilmslow Clean Team reasonable expenses properly incurred by him/her when acting on behalf of Wilmslow Clean Team. Such action will require the approval of Wilmslow Clean Team committee.
- 4.3. None of the income or property of Wilmslow Clean Team may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of Wilmslow Clean Team.
- 4.4. Wilmslow Clean Team will ensure that its members are adequately covered by insurance whilst undertaking their Clean Team activities.

5. Dissolution

- 5.1. The Wilmslow Clean Team will cease operating when a majority of those Clean Team current members attending an Extraordinary General Meeting (EGM) called specifically for the purpose agree by a simple majority that this shall be so. In the case of a tie the chair will have the casting vote.
- 5.2. Any monies held by Wilmslow Clean Team at the time of the Wilmslow Clean Team ceasing to operate will be passed to a local organisation dealing with environmental matters in the Wilmslow area. The appropriate organisation will be decided by those attending the EGM by a straight majority vote of those attending. The chair will have a casting vote in the case of a tie.

6. Amendments

- 6.1. Amendments to the constitution of Wilmslow Clean Team will be made either at an Annual General Meeting or an EGM of the Wilmslow Clean Team called for that purpose.

PART 2

7. Membership

- 7.1. Wilmslow Clean Team will operate a membership scheme.
- 7.2. Membership of Wilmslow Clean Team will be open to all individuals and organisations.
- 7.3. There shall be no restriction in any way on eligibility for membership of Wilmslow Clean Team apart from a genuine wish to participate actively in an appropriate manner in the activities of the clean team and agreement to follow the Health and Safety guidelines for litter picking.
- 7.4. Young people under the age of 18 will require their parent or guardian's permission before joining Wilmslow Clean Team.
- 7.5. There will be no membership or annual fee paid for membership of Wilmslow Clean Team.
- 7.6. Wilmslow Clean Team will maintain an electronic record of names, addresses (including e-mail) and telephone numbers of the members for use on Clean Team business. This information will not be sold or otherwise disclosed for any purpose other than that requires for Clean Team activities. This information will be made available to any member on request.
- 7.7. Members will be provided with appropriate equipment for litter removal.

8. Termination of Membership

- 8.1. A member of Wilmslow Clean Team remain a member until such time as they inform a member of the committee that they wish to resign from the team.
- 8.2. When a member resigns from the Wilmslow Clean Team they will return all equipment that has been issued to them.

9. General Meetings

- 9.1. Wilmslow Clean Team will hold an Annual General Meeting (AGM).
- 9.2. There will be no minimum numbers of members attending for an AGM to be quorate.
- 9.3. Any decisions made at the AGM will require a simple majority of current Wilmslow Clean Team members attending. The chair will have a casting vote in the case of a tie.
- 9.4. Each member attending an AGM will be entitled to one vote. Member organisations will be entitled to one vote by a named representative of that organisation.

- 9.5. An individual member cannot also be a representative member of an organisation.
- 9.6. At the AGM a report of the activities for the past year and the proposed activities for the year ahead will be presented for approval. The accounts will also be presented for approval.
- 9.7. The approved activities for the year ahead will form the operating plan for that year.
- 9.8. The minimum notice required to hold an AGM is fourteen clear days.
- 9.9. An Extraordinary General Meeting of Wilmslow Clean Team will follow the proceedings above for an AGM with the exception that 50% of the current membership must be present for the meeting to be quorate.
- 9.10. Minutes will be made of each AGM and Extraordinary General Meeting and circulated to all members.
- 9.11. Wilmslow Clean Team will have a committee elected by the members at the Annual General Meeting on the basis detailed in section 11 below.

10. Delegated Powers

- 10.1. The committee of Wilmslow Clean Team will have powers delegated to them by the members for the running of Wilmslow Clean Team.
- 10.2. The committee will have the power to delegate decisions necessary to the day-to-day running of the Clean Team to one or more of the officers (see 11.1 below).
- 10.3. Minutes of AGMs and EGMs will be circulated to all Clean Team members.
- 10.4. The members will have the right to revoke these delegated powers at an Extraordinary General Meeting called for that purpose

11. Committee

- 11.1. The committee will consist of a maximum of eight elected members. There will be a chair, secretary, treasurer and a co-ordinator (the officers) and up to four other members.
- 11.2. Up to two further members can be co-opted onto the committee in any one year. These co-opted members will serve until the next AGM.
- 11.3. The committee will have the responsibility for the day to day running of the Wilmslow Clean Team. They will also have the responsibility of ensuring that accurate records are maintained of all income and expenditure.
- 11.4. Of the four members of the committee without specific duties, it is expected that one will take responsibility for the website and one for publicity and PR.
- 11.5. If a committee member resigns or leaves for any other reason during the year the remaining committee members will attempt to cover their duties. If this cannot be done the committee has the authority to co-opt one further member onto the committee, this person to serve until the next AGM.

- 11.6. Committee members will serve for a term of two years, after which they can stand for re-election at the AGM.
- 11.7. Following the first AGM only, the elected chair, treasurer and two out of the other four members will stand for only one year only. The posts of co-ordinator, secretary and the other two members will stand for two years. Nominations for committee members will be made two weeks prior to the AGM in writing to the secretary.
- 11.8. Where an election is required (when more than one nomination for any of the officers or more than four other committee members are nominated) the election will be by a show of hands with a straight majority of those present required.
- 11.9. There will be at least one committee meeting each year. The committee will operate on as informal basis as possible, committee members will be consulted on any important issues that occur.
- 11.10. Any decisions made by the committee will require a simple majority of members attending. The chair will have a casting vote in the case of a tie.
- 11.11. Minutes will be taken of all committee meetings and circulated to committee members.

REVISIONS

14 Oct 2013 First Issue

22 April 2014 Updated following 1st AGM.

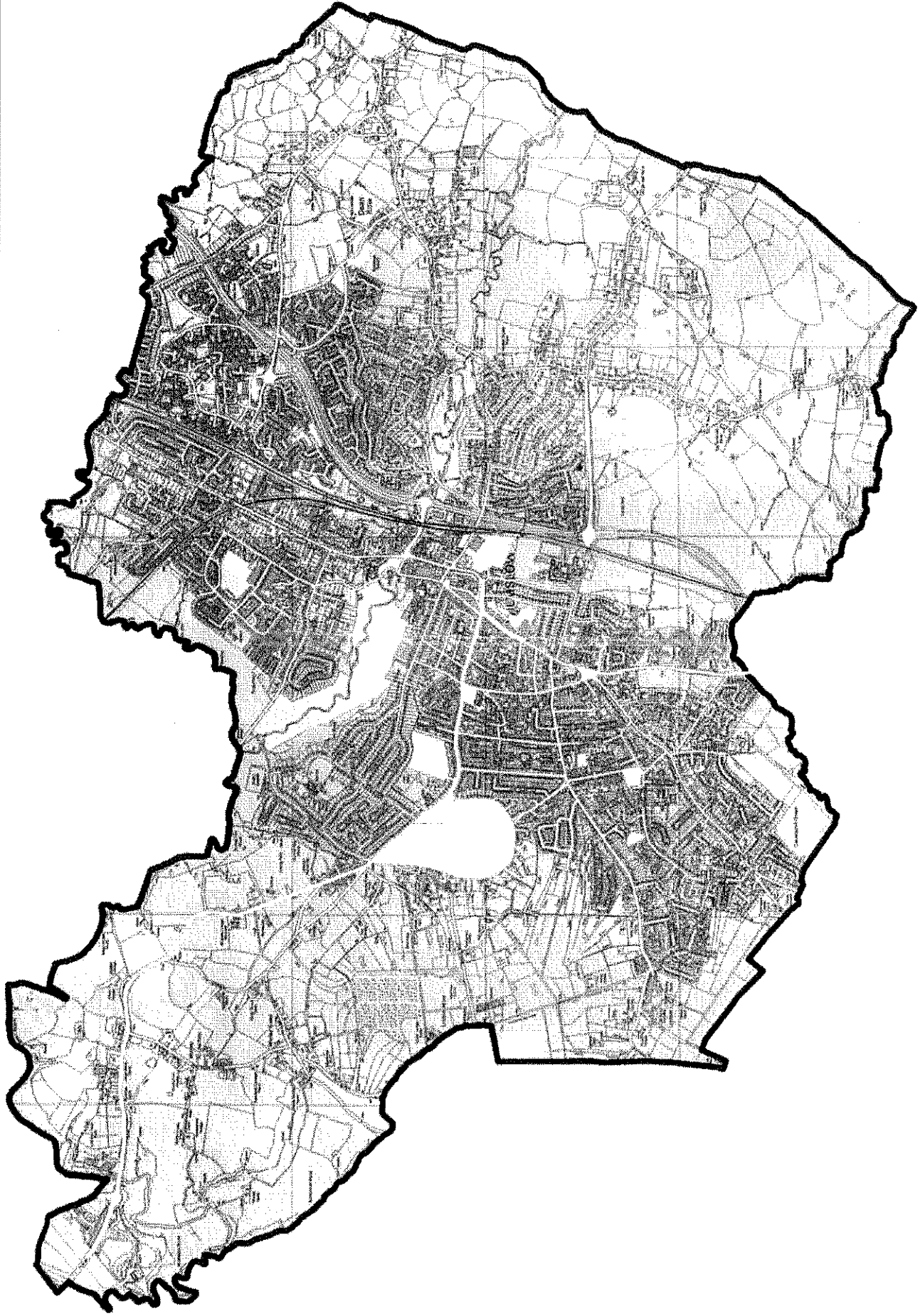
Sheet1

Wilmslow Clean Team - Financial Statement as at 31st December 2016

		2013	2014	2015	2016
		£	£	£	£
Income	Description				
Wilmslow Town Council	Contribution	1,682.50	1,374.56		
Cheshire County Show	Contribution		150.00		
Waitrose	Contribution			540.00	295.00
Cheshire East Council	Contribution				500.00
Misc Credit	Contribution			75.00	
Total Income		1,682.50	1,524.56	615.00	795.00

Expenses	Description				
Keegan & Pennykid	Insurance	212.00	212.00	219.00	220.00
B&Q	Store Shed		290.00	7.00	0.00
ARCO	Stock - Grabber / Sacks	871.14		529.80	0.00
TSOHOST	Website Domain		24.19	17.49	30.89
Moldenham Jones	Steel Brackets for trolleys			300.00	0.00
Maplin	Trolleys			49.98	0.00
Mark Rodgers	Security Locks			105.00	0.00
Berry's LTD	Gloves & Hi vis vests	365.76	50.00	0.00	230.00
Strikes	Street Clearing Equip			116.94	0.00
Stationary & Printing				31.83	177.36
Wilmslow Business Group					144.00
Wilmslow Garden Centre				24.98	0.00
Other				36.38	62.12
Total Income		1,448.90	576.19	1,438.40	864.37
Net Income		233.60	948.37	(823.40)	(69.37)

Bank Balance as at 31st December 2016					289.20
Total Net income as at 31st December 2016			2013	233.60	
			2014	948.37	
			2015	(823.40)	
			2016	(69.37)	
				289.20	
Variance					0.00



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