

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Chief Officer Democratic and Registration Services no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Chief Officer Democratic and Registration Services has confirmed the decision has not been called in.

1. Description of decision

To award a grant of £750 to Keysoe Village Hall towards replacing the existing hall heating system, which is obsolete, with a modern and more energy efficient heating system.

2. Date of decision

21st December 2017

3. Reasons for decision

- i. The award is in accordance with the established criteria for making rural grant awards;
- ii. The applicant will be meeting 61% of the cost from its own funds;
- iii. The project will improve the facilities at Keysoe village hall for the benefit of local residents;
- iv. The new heaters will be more energy efficient and, therefore, will reduce carbon emissions.

4. Alternatives considered and rejected

The alternative of not awarding a grant or awarding a different amount was considered and rejected.

5. How decision is to be funded

The award will be funded from the agreed budget for the award of rural grants.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

n/a

Signed D. Hodgson Date 21/12/2017 Name of Decision Taker MAYOR DALE HODGSON

This is a public document. A copy of it must be given to the Chief Officer Democratic and Registration Services as soon as it is completed.

Date decision published: 22nd December 2017

Date decision can be implemented if not called in: 9th January 2018

(Decision to be made exempt from call in.....~~YES~~ or NO.....)

Bedford Borough Council – Report to the Mayor

December 2017

Report by the Chief Officer for Customer Experience and Digital Services

Subject: GRANT REQUESTS FROM RURAL ORGANISATIONS

1. Executive Summary

This report invites the Mayor to consider a request for financial assistance towards a capital expenditure project from a rural organisation.

2. Recommendation

The Mayor is requested to consider one application for financial assistance on this occasion and to determine the amount(s), if any, to be awarded.

3. Reason for Recommendation

To support rural parishes in the provision of local facilities that benefit rural communities through capital expenditure.

4. Key Issues

4.1 Legal Issues

The Council must have the power to provide grant funding to the organisation concerned. A source of power for payments to “voluntary organisations” (which are defined to be “a body which is not a public body but whose activities are carried on otherwise than for profit”) and to charitable bodies (in furtherance of their work in the United Kingdom) is s.137 of the Local Government Act 1972. A further source of power is the Localism Act 2011.

Financial regulations enable the Council to capitalise grants given to organisations for purposes that constitute capital expenditure.

4.2 Policy Issues

The Rural Affairs Committee has previously agreed guidelines which will be used in the evaluation of applications for rural grants. The current guidelines are shown at **Appendix A**.

4.3 Resource Issues

The Council's agreed Revenue Budget for 2017/2018 includes a sum of **£100,000** for Rural Grants. Whilst the award of grants will be funded from the Council's revenue budget, the agreed guidelines for awards require that grants may only be awarded to assist with funding for capital projects.

There is one application for funding for consideration set out in this report for a total sum of **£750**. There are sufficient funds remaining from the agreed budget to fund the request.

4.4 Risk Implications

In awarding any grant there is a small risk that funding may be used for purposes other than that for which the award is made. To safeguard against this risk, rural grant awards are only released to the applicant upon receipt of evidence that the work for which the award was made has been completed.

4.5 Environmental Issues

No adverse environmental implications have been identified as arising from the projects for which funding is sought.

4.6 Equality Impact

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed. The equality test determined that the activity has no relevance to Bedford Borough Council's statutory duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. An equality analysis is not needed.

5. Details

- 5.1 The Mayor is requested to consider the application shown at **Appendix B** having regard to the approved criteria attached at **Appendix A**.

To assist the Mayor in reaching a decision, details in respect of the following are also attached:

Appendix A

The criteria and guidelines previously agreed by the Committee for the award of rural grants.

Appendix B

Details of the application for consideration.

Appendix C – for each parish:

- (a) the Council Tax Base (number of band D equivalent properties);
- (b) the total precept;
- (c) the precept charged for a Band D property;
- (d) the additional Band D precept required to raise a total of £1,000.

Appendix D – for each Parish:

The sums previously awarded under the current scheme to each Parish Council.

Appendix E

A list of the current band D parish precepts ranked from highest to lowest.

Appendix F

A list of the rural parishes ranked from highest to lowest by their Council Tax base.

6. Summary of Consultations and Outcome

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

None

No adverse comments have been received.

Report Contact Officers: *Lee Phanco, Chief Officer for Customer Experience and Digital Services*
E-mail: lee.phanco@bedford.gov.uk

File Reference: *LP/rural grants*

Previous Relevant Minutes: *None*

Background Papers: *Applications from the Rural Organisations*

Appendices: *A – Criteria for Rural Grants*
 B – List of Grant Requests
 C – Council Tax Precepts etc. 2017/18
 D – Rural Grants Approved to date
 E – Parish Band D Council Tax (charges ranked high to low)
 F – Parishes ranked by size of the Council Tax base

CRITERIA – RURAL GRANTS

Agreed by the Rural Affairs Committee 9 February 2016

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered by the Committee three times a year (normally, in April, September and January). To ensure an application is considered applicants should ensure that it is submitted six weeks before the date of the meeting. The Mayor may consider urgent applications at other times where it is considered appropriate that the application be considered outside of the normal committee cycle.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and may be required to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £20,000 or more may be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the Council's Corporate Plan objectives as set out in the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for a grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use)).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi-use sports area on third party land leased to an organisation for a period of over 10 years).

- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the Council's contribution to a project in the form of a rural grant will normally be limited to 50% of the cost of the project and applicants should be able to demonstrate that at least 50% of the cost of the project will be met from sources other than the Borough Council such as:
- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.
- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept. Capital projects in rural parishes generally provide benefit mainly to the immediate community of the parish. The rural grants scheme recognises that parishes may experience difficulty in raising finance for capital projects, however, it is expected that local residents should contribute towards the cost of projects which will directly benefit the local community. Therefore, normally applications where the Parish Council is contributing towards the cost of a project will be viewed more favourably than applications where the Parish Council is not contributing.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.
- (m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.
- (n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).

- (o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.
- (p) Where funding is awarded, payment will be made to the Parish Council upon completion of the project and receipt of evidence of the completion and the costs incurred (for example receipts for payments and a copy of the supplier's invoice). Where the funding is a contribution to a larger or more complex project consideration may be given to the release of funding on a phased basis as elements of the project are completed, subject to the whole project being fully funded and scheduled for completion (applicants requesting release of part or all of the funding prior to completion of the whole project should contact the Borough Council prior to commencement of the project).
- (q) Support for any project will normally be limited to £20,000 and the maximum amount awarded in respect of projects in any parish area should not normally exceed £20,000 in any period of two financial years.
- (r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought. Awards will be based on the lowest quote provided except where the applicant can demonstrate that this option does not represent the best value for money. The Borough Council may seek independent corroboration of any costs/quotes set out in the application.
- (s) Release of funding will be dependent upon the whole project being fully funded unless otherwise explicitly stated in the award letter.
- (t) Awards must be claimed within two years of the award being approved. Where unavoidable delays arise in respect of the project, and it is not possible for the award to be claimed within two years, the applicant should contact the Borough Council to request an extension to the claim period setting out the reasons for the delay. Where the Borough Council is satisfied that the delays are unavoidable an extension of up to one year will be allowed to the claim period. Normally only one extension will be allowed after which time a new application will be required.
- (u) Awards must be used only for the purposes set out in the application and as specified in the award letter. Where a change is proposed to the project, for any reason, the applicant must seek confirmation from the Committee that the offer of funding remains valid.
- (v) In the event that the cost of either the project as a whole or specific items for which a grant has been awarded are less than set out in the application, the Council may reduce the award accordingly. Applicants are advised to seek confirmation of the final award in these circumstances

- (w) It is expected that VAT will be reclaimed wherever possible where the applicant is a Parish Council. Applications should clearly set out the VAT element of any costs and state the position regarding the reclaiming of VAT. Where, in the opinion of the Borough Council, VAT may be reclaimed any award will be based on costs net of VAT.
- * Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure.

RANTS REQUESTS

<u>PARISH</u>	<u>DETAILS OF SCHEME</u>	<u>AMOUNT REQUESTED</u>												
Bolnhurst and Keysoe Parish Council	<p>The application is submitted by Keysoe Village Hall Trust, a registered charity.</p> <p>The organisation is requesting <u>£750</u> towards replacing the existing heating system within the hall.</p> <p>The current system consists of 8 ceiling mounted radiant bar units, each rated at 1.5kwh. These units are over 15 years old and two have recently failed. They are obsolete and spares are unavailable. They wish to purchase four modern 'far' infrared panel heaters rated at 1.8kwh which give off energy efficient invisible heat at a greatly reduced energy consumption (-40%). Additionally these old technological heaters give off a strong red glow which tend to heat the upper body only and are distracting at events which require a dark auditorium i.e. drams, concerts and film shows.</p> <p>The project does not require planning permission.</p> <p>The following quotations have been provided:</p> <table border="1"> <thead> <tr> <th></th><th>Purpose</th><th>EX VAT</th></tr> </thead> <tbody> <tr> <td>Quote 1</td><td>Supply and installation of new heaters</td><td>£1,086</td></tr> <tr> <td></td><td>Removal of old heaters and electrical works</td><td>£840</td></tr> <tr> <td></td><td>Total</td><td>£1,926</td></tr> </tbody> </table> <p>The total cost of this project is stated to be <u>£1,926</u> excluding VAT (£2,143 with VAT), and the request is for <u>£750</u>, which is 39% of the net cost before VAT. There has only been one quote provided as the application is for less than <u>£1,000</u>. The organisation is funding the remainder through its own funds and Bolnhurst and Keysoe Parish Council is supporting the application</p>		Purpose	EX VAT	Quote 1	Supply and installation of new heaters	£1,086		Removal of old heaters and electrical works	£840		Total	£1,926	£750
	Purpose	EX VAT												
Quote 1	Supply and installation of new heaters	£1,086												
	Removal of old heaters and electrical works	£840												
	Total	£1,926												

	<p>by contributing <u>£100</u> towards the project.</p> <p>The Village Hall has provided an income and expenditure statement for 2016/17 which shows income of £6,607 and expenditure of £8,504 leaving an annual shortfall of £1,598. The overall balance brought forward at 01 April 2017 was £10,867.</p> <p>The last rural grant awarded for Bolnhurst and Keysoe was for £2,000 in 2009/10.</p>	
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APPENDIX C**COUNCIL TAX 2017/18**

Parish	2017/18 Tax Base	Total Precept	Band D Precept 2017/18	Additional £1,000 Precept
	£	£	£	£
Biddenham	40,000.00	1,150.83	34.76	0.87
Bletsoe	10,754.00	120.83	89.00	8.28
Bolnhurst & Keysoe	13,461.00	343.60	39.18	2.91
Bromham	118,770.00	2,134.07	55.65	0.47
Cardington	7,650.00	141.33	54.13	7.08
Carlton & Chellington	18,091.33	391.11	46.26	2.56
Clapham	66,229.00	1,495.72	44.28	0.67
Colmworth	13,406.00	189.44	70.77	5.28
Cople	16,471.00	312.77	52.66	3.20
Dean & Shelton	4,532.00	182.61	24.82	5.48
Eastcotts	58,760.00	1,406.97	41.76	0.71
Elstow	15,000.00	993.39	15.10	1.01
Felmersham	17,000.00	359.48	47.29	2.78
Great Barford	57,000.00	803.48	70.94	1.24
Great Denham	44,500.00	1,288.36	34.54	0.78
Harrold	72,645.00	684.34	106.15	1.46
Kempston Rural	30,083.13	927.84	32.42	1.08
Knotting & Souldrop	4,035.00	121.62	33.18	8.22
Little Barford	0	18.48	0.00	54.11
Little Staughton	6,800.00	224.84	30.24	4.45
Melchbourne & Yelden	5,370.00	205.69	26.11	4.86
Milton Ernest	15,190.00	327.74	46.35	3.05
Oakley	51,195.00	955.67	53.57	1.05

Parish	2017/18 Tax Base	Total Precept	Band D Precept 2017/18	Additional £1,000 Precept
Odell	7,570.00	136.67	55.39	7.32
Pavenham	12,000.00	354.03	33.90	2.82
Pertenhall & Swineshead	5,513.00	167.83	32.85	5.96
Podington	10,500.00	191.26	54.90	5.23
Ravensden	6,580.00	329.04	20.00	3.04
Renhold	20,771.00	1,256.12	16.54	0.80
Riseley	25,000.00	529.88	47.18	1.89
Roxton	15,622.00	206.45	75.67	4.84
Sharnbrook	48,500.00	935.70	51.83	1.07
Stagsden	8,446.00	176.18	47.94	5.68
Staploe & Duloe	9,900.00	130.25	76.01	7.68
Stevington	14,000.00	278.62	50.25	3.59
Stewartby	60,000.00	508.96	117.89	1.96
Thurleigh	7,100.00	276.12	25.71	3.62
Turvey	32,647.65	498.66	65.47	2.01
Wilden	10,200.00	187.43	54.42	5.34
Willington	11,753.00	383.11	30.68	2.61
Wilshamstead	43,000.00	911.07	47.20	1.10
Wixams	40,735.00	920.80	44.24	1.09
Wootton	154,965.49	1,974.46	78.48	0.51
Wyboston, Chawston & Colesden	10,638.23	312.71	34.02	3.20

APPENDIX D**RURAL GRANTS APPROVED TO DATE**

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Biddenham	28,102	10,000					8,698				46,800
Bletsoe	11,853										11,853
Bolnhurst & Keysoe	26,263	2,000									28,263
Bromham	39,000			15,000	2,200		25,000			11,800	81,200
Cardington	14,854					1,750				780	16,604
Carlton & Chellington	14,542	3,000		7,950							25,492
Clapham	51,477	7,000	25,000								83,477
Colmworth	55,000					7,610					62,610
Cople	22,154			24,300							46,454
Dean & Shelton	7,250						9,150	10,400			26,800
Eastcotts	22,745										22,745
Elstow	19,750	30,000			5,000		3,080				57,830

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Felmersham & Radwell	15,000										15,000
Great Barford	41,356										41,356
Great Denham	0										0
Harrold	24,117					25,000	25,000				74,117
Kempston Rural	12,500										12,500
Knotting & Souldrop	8,890									7,640	8,890
Little Barford	0										0
Little Staughton	14,525	14,000		1,932							30,457
Melchbourne & Yeldon	42,679	500	9,000								52,179
Milton Ernest	11,500		3,000				7,000				21,500
Oakley	54,241	25,000					15,700	1,074			96,015
Odell	46,975							20,000			66,975
Pavenham	14,510			5,186						5,316	19,696
Pertenhall & Swineshead	15,636	25,000									40,636

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Podington	22,603		12,000	4,500							39,103
Ravensden	3,000	25,000			1,000						29,000
Renhold	23,083										23,083
Riseley	68,968	770							5,100		74,838
Roxton	83,500										83,500
Sharnbrook	93,023		18,000			25,000					136,023
Stagsden	22,589										22,589
Staploe	18,789										18,789
Stevington	24,400	11,300				1,000	788				37,488
Stewartby	4,971	800	10,300*								16,071
Thurleigh	18,100	10,000				2,350					30,450
Turvey	10,300	4,500	8,000								22,800
Wilden	6,162										6,162
Willington	9,288				15,000						24,288

Parish	2001/02 to 2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
Wilshamstead	56,250	25,000		20,000							101,250
Wixams	0										0
Wootton	53,049	3,600			25,000						81,649
Wyboston, Chawston & Colesden	0			1,500		4,420					5,920
Wymington	9,250										9,250
Total	1,142,244	197,470	85,300	80,368	48,200	67,130	94,416	31,474	5,100	25,536	1,751,702

* Application originally received in 2009/10 and funded from 2009/10 allocation.

COUNCIL TAX BAND D PARISH PRECEPTS 2017/18 (RANKED HIGH TO LOW)

Parish	Band D Precept 2017/18
	£
Stewartby	117.89
Harrold	106.15
Bletsoe	89.00
Wootton	78.48
Staploe & Duloe	76.01
Roxton	75.67
Great Barford	70.94
Colmworth	70.77
Turvey	65.47
Bromham	55.65
Odell	55.39
Podington	54.90
Wilden	54.42
Cardington	54.13
Oakley	53.57
Cople	52.66
Sharnbrook	51.83
Stevington	50.25
Stagsden	47.94
Felmersham	47.29
Wilshamstead	47.20
Riseley	47.18
Milton Ernest	46.35

Parish	Band D Precept 2017/18
Carlton & Chellington	46.26
Clapham	44.28
Wixams	44.24
Eastcotts	41.76
Bolnhurst & Keysoe	39.18
Biddenham	34.76
Great Denham	34.54
Wyboston, Chawston & Colesden	34.02
Pavenham	33.90
Knotting & Souldrop	33.18
Pertenhall & Swineshead	32.85
Kempston Rural	32.42
Willington	30.68
Little Staughton	30.24
Melchbourne & Yelden	26.11
Thurleigh	25.71
Dean & Shelton	24.82
Ravensden	20.00
Renhold	16.54
Elstow	15.10
Little Barford	0.00

Parishes Ranked by Tax Base (High to Low)

Parish	2017/18 Tax Base
	£
Wootton	154,965.49
Bromham	118,770.00
Harrold	72,645.00
Clapham	66,229.00
Stewartby	60,000.00
Eastcotts	58,760.00
Great Barford	57,000.00
Oakley	51,195.00
Sharnbrook	48,500.00
Great Denham	44,500.00
Wilshamstead	43,000.00
Wixams	40,735.00
Biddenham	40,000.00
Turvey	32,647.65
Kempston Rural	30,083.13
Riseley	25,000.00
Renhold	20,771.00
Carlton & Chellington	18,091.33
Felmersham	17,000.00
Cople	16,471.00
Roxton	15,622.00
Milton Ernest	15,190.00
Elstow	15,000.00

Parish	2017/18 Tax Base
Stevington	14,000.00
Bolnhurst & Keysoe	13,461.00
Colmworth	13,406.00
Pavenham	12,000.00
Willington	11,753.00
Bletsoe	10,754.00
Wyboston, Chawston & Colesden	10,638.23
Podington	10,500.00
Wilden	10,200.00
Staploe & Duloe	9,900.00
Stagsden	8,446.00
Cardington	7,650.00
Odell	7,570.00
Thurleigh	7,100.00
Little Staughton	6,800.00
Ravensden	6,580.00
Pertenhall & Swineshead	5,513.00
Melchbourne & Yelden	5,370.00
Dean & Shelton	4,532.00
Knotting & Souldrop	4,035.00
Little Barford	0

**BACKGROUND PAPERS
AS SET OUT IN THE
REPORT ARE
ATTACHED**

Application for Rural Grant Assistance from Bedford Borough Council

- (a) An application can be made by a rural organisation or a rural Parish Council. The Borough Council must be satisfied that the Rural Parish Council considers the application to be in the interests of their local inhabitants. An application will not be accepted unless it has been signed by the Chairman or Clerk to the Parish Council stating it to be in the interests of their local inhabitants.
- (b) Applications can be made at any time, although they will only be considered by the Committee three times a year (normally, in April, September and January). To ensure an application is considered applicants should ensure that it is submitted six weeks before the date of the meeting. The Mayor may consider urgent applications at other times where it is considered appropriate that the application be considered outside of the normal committee cycle.
- (c) Grants may only be made for capital projects.*
- (d) Applicants seeking funding towards building projects valued at £100,000 or more are required to submit a Business Plan in support of the project and may be required to make a presentation to the Rural Affairs Committee.
- (e) Applicants seeking funding towards a project of £20,000 or more may be required to make a presentation to the Rural Affairs Committee at the first meeting that will consider the application.
- (f) The Borough Council must have the statutory power to make a grant for the purpose applied for (for example, community premises improvements/refurbishments to such premises and provision of recreational facilities).
- (g) Applicants are required to demonstrate that their projects meet one or more of the Council's Corporate Plan objectives as set out in Section 3 of the application form.
- (h) Projects which would normally be funded by statutory agencies, are unlikely to be eligible for a grant (e.g. improvements to street lighting, improvements to educational premises (unless to facilitate community use)).
- (i) Funding for projects on land not directly in the ownership of the organisation concerned will ordinarily only be considered if the organisation can demonstrate that the land will be available for use for the purpose of the grant for a period of at least 10 years (e.g. the construction of a multi use sports area on third party land leased to an organisation for a period of over 10 years).
- (j) The Borough Council wishes to see its assistance maximised and, in any event, it may not have sufficient resources to assist all the requests put forward by a rural organisation or a rural Parish Council. The Borough Council would prefer to give assistance to a Rural Parish Council or an organisation approved by the Parish Council that has made efforts to provide a reasonable contribution from its own resources or other sources. Therefore, the Council's contribution to a project in the form of a rural grant will normally be limited to 50% of the cost of the project and applicants should be able to demonstrate that at least 50% of the cost of the project will be met from sources other than the Borough Council such as:
- (i) Fundraising generally;
 - (ii) Grant applications from other bodies;
 - (iii) Seeking loan assistance from the Association of Local Councils;
 - (iv) Loan from the Public Works Loan Board;
 - (v) Fundraising from the Parish Precept; and
 - (vi) Contribution by the Parish Council.
- (k) In determining the grant application due regard will be given to the level of contribution proposed by the Parish Council, the level of non-earmarked reserves held by the Parish Council and level of Council Tax Precept. Capital projects in rural parishes generally provide benefit mainly to the immediate community of the parish. The rural grants scheme recognises that parishes may experience difficulty in raising finance for capital projects, however, it is expected that local residents should contribute towards the cost of projects which will directly benefit the local community. Therefore, normally applications where the Parish Council is contributing towards the cost of a project will be viewed more favourably than applications where the Parish Council is not contributing.
- (l) In determining the grant application from organisations other than Parish Councils due regard will also be given to the level of financial reserves held by the organisation, the annual income and expenditure, and the ability or otherwise to generate additional income.

(m) Levels of past funding by the Borough to individual Parish Council areas and parish precepts may be taken into account in assessing new grant requests.

(n) Where funding is awarded the Borough Council will not be responsible for meeting any ongoing revenue costs. Applicants may be required to demonstrate that arrangements are in place to meet any ongoing costs arising from the project. Evidence may be requested that the project and/or its ongoing operation will meet any legislative requirements (for example health and safety requirements).

(o) Where funding is awarded the recipient organisation will, if considered appropriate by Bedford Borough Council, be required to display a plaque provided by Bedford Borough Council recognising the grant awarded or otherwise will be required to recognise the funding on their letter heads/publicity material.

(p) Where funding is awarded, payment will be made to the Parish Council upon completion of the project and receipt of evidence of the completion and the costs incurred (for example receipts for payments and a copy of the supplier's invoice). Where the funding is a contribution to a larger or more complex project consideration may be given to the release of funding on a phased basis as elements of the project are completed, subject to the whole project being fully funded and scheduled for completion (applicants requesting release of part or all of the funding prior to completion of the whole project should contact the Borough Council prior to commencement of the project).

(q) Support for any project will normally be limited to £20,000 and the maximum amount awarded in respect of projects in any parish area should not normally exceed £20,000 in any period of two financial years.

(r) Applications in excess of £1,000 will not normally be considered unless three independent quotations are provided for each aspect of the works, goods or services, costing in excess of £1,000 for which the grant is sought. Awards will be based on the lowest quote provided except where the applicant can demonstrate that this option does not represent the best value for money. The Borough Council may seek independent corroboration of any costs/quotes set out in the application.

(s) Release of funding will be dependent upon the whole project being fully funded unless otherwise explicitly stated in the award letter.

(t) Awards must be claimed within two years of the award being approved. Where unavoidable delays arise in respect of the project, and it is not possible for the award to be claimed within two years, the applicant should contact the Borough Council to request an extension to the claim period setting out the reasons for the delay. Where the Borough Council is satisfied that the delays are unavoidable an extension of up to one year will be allowed to the claim period. Normally only one extension will be allowed after which time a new application will be required.

(u) Awards must be used only for the purposes set out in the application and as specified in the award letter. Where a change is proposed to the project, for any reason, the applicant must seek confirmation from the Committee that the offer of funding remains valid.

(v) In the event that the cost of either the project as a whole or specific items for which a grant has been awarded are less than set out in the application, the Council may reduce the award accordingly. Applicants are advised to seek confirmation of the final award in these circumstances

(w) It is expected that VAT will be reclaimed wherever possible where the applicant is a Parish Council. Applications should clearly set out the VAT element of any costs and state the position regarding the reclaiming of VAT. Where, in the opinion of the Borough Council, VAT may be reclaimed any award will be based on costs net of VAT.

* Capital expenditure is generally expenditure on the acquisition or enhancement of an asset. Expenditure on routine maintenance and repair cannot normally be classed as capital expenditure.

SECTION A - DETAILS OF THE ORGANISATION

Name of Organisation

Keysoe Village Hall Committee

Address of Organisation

Keysoe Village Hall
Elm Tree Grove, Keysoe
MK442JE

Contact Name

(vice Chairman)

Email Address*

Contact Telephone Number

Please state your geographical area of operation

North Bedfordshire

SECTION B - APPLICATION DETAILS

Please describe the project for which funding is being sought.

The Village Hall committee wish to replace the failing heating system within the Hall with a modern, reliable and more energy efficient system. The current system consists of 8 ceiling mounted radiant bar units each rated at 1.5kwh. (12 kwh in total) These units are over 15 years old and two have recently failed. They are obsolete and spares are unavailable. Additionally these old technological heaters give off a strong red glow which tend to heat the upper body only and are distracting at events which require a dark auditorium i.e. dramas, concerts, film shows etc.
We wish to purchase 4 modern 'far' infrared panel heaters rated at 1.8kwh (7.2 kwh in total) which give a off efficient invisible heat at a greatly reduced energy consumption (-40%)

Your application must be accompanied by at least one quote. If your application is for £1,000 or more, you must provide three quotes for each aspect of the work or goods costing £1,000 or more. Please summarise the quotes below showing VAT separately.

Applicants seeking funding of £25,000 are required to make a presentation to the Rural Affairs Committee. Applicants seeking funding towards building projects valued at £100,000 or more are also required to submit a business plan in support of the project.

Total Cost of the project (including VAT):

£2143.06

Amount requesting from Rural Grants.

£750.00

Please indicate how you intend to fund the balance of the project outlined at 1 above, including the names of other (potential) funders and whether sums have been confirmed or not.

Name of Organisation applying for funding

Amount applied for

Any amount already granted

Keysoe Village Hall Committee

£750.00

£0.00

Does the project identified need planning permission?

No

Does the project identified involve the acquisition of any land?

No

Does the organisation own the land on which the project will be based?

Yes

Does the organisation hold a lease on the land on which the project will be based with at least 10 years of the lease remaining?

n/a

Please enclose a copy of your latest set of accounts, together with your budget for the current year.

	Name	Telephone Number
Please indicate the name or names of a person(s) (Parish Clerk/Treasurer to the organisation) who can be contacted should clarification be needed on your financial affairs.	(Parish Clerk)	-

SECTION C - OBJECTIVES

Please indicate which of the following objectives your project meets/supports and provide a brief explanation in support. Further information on these Corporate Objectives can be found in the Council's Corporate Plan available on the Council's website by following the link below:

http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx.

Economic Development, Regeneration & Enterprise

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Supporting Businesses	Yes	The hall is available for business meetings and has been used on a fairly regular basis by property developers and planning consultants wishing to hold public exhibitions.
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Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Facilitating Town Centre Renaissance	No	
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Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Raising the Profile and Image of Bedford Borough	Yes	Providing a modern, long term, safe, welcoming and warm environment in a heavily used village hall. This at a time when rural communities throughout the Country are in danger of becoming dead zones through closures of facilities such as Post Offices, village schools, pubs, rural buses etc. Our village hall is the only village facility in Keysoe and hence it's very much the centre of the Community.
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Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Encouraging Economic Participation and Reducing Worklessness	No	
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Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Improve Infrastructure and the Business Environment	No	
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Environment & Climate Change

Project Meets/Supports Objective

How The Project Meets/Supports This Objective

Improving the Environment	Yes	The proposed new heating system is very much at the cutting edge technically. Essentially the heating is mainly of the people, not the space so only operates when the hall has people in it and when heat is needed. Hence no wasted energy. The energy that is used is approaching half of the existing system so good for the planet and the
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		purse!
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Managing the Impact of Climate Change	Yes	as above
Children & Young People		
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Strengthen our Partnership Working	No	n/a
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure Children and Young People are Safe from Harm and Neglect	No	n/a
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure Children and Young People are Healthy and Thriving	Yes	The hall is used frequently for Mothers and toddlers groups, children's parties, Scouts group and School concerts where a warm environment is appreciated and is encouraging for new children and young people's groups to attend.
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure all Children and Young People Enjoy and Achieve	No	n/a
Adult Health & Well-being		
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improving the Health and Well-being of the Borough's Residents	Yes	Diverse fitness regimes hold classes in the Hall three times a week. An Art group, Women's Institute, local band practice and Parish Council also meet regularly in the hall throughout the year.
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Strengthening our Partnership Working	No	n/a
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensuring that Adults and Older People are free from Discrimination, Abuse and Neglect	No	n/a

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Increase Choice and Control for Service Users and Carers	No	n/a

Safer Communities

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Developing Safer Communities	No	n/a

Social Inclusion, Community Cohesion & Culture

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Community Cohesion and Empowerment	No	

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Develop Council's Equality & Diversity Framework	No	

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Improvement of Council's Community Assets	No	

Housing and Transport

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Deliver Sustainable Growth	No	

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Improve Housing Options	No	

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Improve our Roads and Pavements	No	

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
Reduce Traffic Congestion	No	

Organisational & Operational Effectiveness

	Project Meets/Supports Objective	How The Project Meets/Supports This Objective
		The proposed new heating

Improve Operational Efficiency and Effectiveness	Yes	only heats when needed and has lots of efficiency controls. The system mainly heats the people using the hall not the huge space of the hall.
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Ensure Children and Young People are Safe from Harm and Neglect	Nothing selected	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Develop a High Performing Workforce	No	
Project Meets/Supports Objective		How The Project Meets/Supports This Objective
Improve our Focus on Communities and Citizens	No	

SECTION D - APPROVAL BY THE APPLICANT

I Insert name
being the Insert Position
of Insert organisation

Vice Chairman
Keysoe Village Hall Committee

Signature:

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hereby apply for a rural grant in the sum indicated at Question 3 in Section 2. If the application is for a building project valued at £100,000 or more, I attach a Business Plan in support of the proposal. I confirm the information in this application to be correct and that my organisation will, if considered appropriate by Bedford Borough Council, display a plaque recognising the funding or otherwise will recognise funding from Bedford Borough Council on our letter heads/publicity material.

Signed:

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Dated:

15 Sep 2017

SECTION E - APPROVAL BY PARISH COUNCIL

I can confirm that Insert name of the Parish Council
at their meeting on
approved that this application is in the interest of the
inhabitants of
Parish Council area

Bolnhurst & Keysoe Parish Council
18 Sep 2017
Keysoe

Has the Parish Council agreed to contribute towards the
cost of this project?

Yes

How much has the Parish Council agreed to contribute?

£100.00

Signature:

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Name

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Capacity in which signed

Parish Clerk

Dated

18 Sep 2017

Please Note: If your Parish Council is submitting more than one application for consideration, please indicate below their priority order in terms of importance to the Parish.

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After completion please return to:

**Community Welfare Team,
Bedford Borough Council,
Borough Hall,
Cauldwell Street,
Bedford
MK42 9AP**