

Meeting of the

COMMUNITY & COMMUNICATIONS COMMITTEE

AGENDA

Tuesday 22 October 2024

6:30pm

Springfield Centre, Springfield Boulevard, Springfield

Committee Members:

Cllr L Adura

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr C Odunewu

Cllr B Barton

Cllr V Dixon

Cllr J Howard

Cllr D Kendrick

Cllr M Petchey

AGENDA

1. To Receive

Apologies for Absence
Declarations of Interest
Members of the Public Present

2. Minutes of the previous meeting

Page 7

The Committee are invited to approve the minutes of the meeting held on 23 July 2024, previously circulated and therefore taken as read.

3. Public Involvement – Deputations, Petitions and Questions

Members of the public may make representations in respect of the business on the agenda.

4. Grants

i. Willen Residents Association (Grant Application 006/24-25/Sect 137)

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Committee is invited to consider an application from Willen Residents Association for a Start Up Grant of £1500.00 for their start-up costs, newsletters and pond project.

ii. Grace Church MK (Grant Application 007/24-25/Sect 137)

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Committee is invited to consider an application from Grace Church MK for £1000.00 towards the cost of providing a 'Warm Place' session in Fishermead from November 2024 to March 2025.

iii. Action Speaks CIC (Grant Application 008/24-25/Sect 137)

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Committee is invited to consider an application from Action Speaks CIC for £1000.00 towards the cost of delivering community activities and a community Christmas party in Fishermead.

iv. The Free and the For CIC – Table Project (Grant Application 009/24-25/Sect 137)

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Committee is invited to consider an application from The Free and the For, for a Start Up grant of £1000.00 towards the cost of 'The Table' project launch in Fishermead. The project encompasses eating together, learning about healthy eating, teaching cooking with a 'from the ground to the table' ethos whilst building community spirit and tackling loneliness.

v. Committee are invited to note the Grant Evaluation received from YMCA MK following the grant award of £500 in February 2024 towards their Access to Employment Fund which helps removes barriers to employment faced by young people.

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vi. Committee are invited to note the Grant Evaluation received from MK Neighbourhood Watch Association following the grant award of £890.00 in April 2023 towards the costs of building neighbourhood watch in Fishermead, Willen & Woolstone

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5. Communications - Programme & Priorities 2024/25

i. Communications Strategy

Committee are invited to note that actions, as set out in the Communications Strategy, are on track except for the publishing of the CPCC Hub construction time lapse camera footage, which requires some additional work.

ii. Annual Consultation

Committee are invited to note that the annual consultation is available online for the first time, in addition to the hard copy posted to each home, and is being promoted on the socials. We have used Survey Monkey as the platform for the consultation and this will provide tools for detailed analysis of the responses.

iii. White Ribbon Day – 25 November 2024

Committee are invited to note that we are promoting White Ribbon Day and the MK vigil on socials and in Homeground with a news piece about the vigil to be included on the website. CPCC will be acknowledged as a supporter on the MK vigil website.

6. Community Projects - Programme & Priorities 2024/25

i. Seated Exercise (min. C&C 116i/23, 105i/23)

Committee are invited to note that MK Community Foundation have awarded a grant of £2760.00 towards the cost of delivering the weekly seated exercise sessions. This funding covers the cost of the instructor and hall hire from 7th May 2024 until 29th April 2025, with all funding to be spent by 31.03.2025.

Committee are invited to note that the sessions continue to be very popular with 10-23 participants every week.

ii. Fancy Dress Tea Party – Saturday 26 October

Committee are invited to confirm their availability to support the autumn themed event on Saturday 26 October.

iii. Childrens Christmas Party – Saturday 7 December

Committee are invited to receive an update on the plans for the event. Members are invited to confirm their availability to support the delivery of the event.

7. Homeground

i. Committee are invited to consider any feedback received following the publication of the August edition of the magazine.

ii. Committee are invited to consider the proof of the November edition of Homeground magazine.

8. Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30 Page 73**

Committee is invited to review the submitted project proposals, and if appropriate, prioritise and recommend them to Council for inclusion in the future budget. The proposals are for:

- CPCC Youth Provision

9. Date of Next Meeting

Tuesday 26 November 2024.

BY ORDER OF THE COUNCIL

T Jones

Community Officer/Committee Clerk

**Minutes of the Community & Communications Committee
held on Tuesday 23 July 2024
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr L Adura

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr B Barton

Cllr V Dixon

Cllr J Howard

Cllr M Petchey

In attendance

T Jones, Community Officer/Committee Clerk

14/24

Apologies for Absence

Cllr C Odunewu – personal commitment

15/24

Declarations of Interest

None

16/24

Members of the Public Present

None

17/24

Minutes of the previous meeting

The minutes of the meeting on 29 May 2024, having been previously circulated were approved as a correct record and signed by the Chair.

18/24

Public Involvement – Deputations, Petitions and Questions

Members of the public may make representations in respect of the business on the agenda.

19/24

Grants

None

20/24 Communications - Programme & Priorities 2024/25

i. Communications Strategy

a. Social media reach data

Committee noted that our engagement on Facebook and Instagram is improving, driven by an increased number of posts and raising of our profile. The data for last 90 days vs 90 days prior shows an increase of reach on Facebook up 98% and 20.4% on Instagram.

In the last month, although visits to our Facebook page were down 8.1%, visits to our Instagram profile were up 447.1% with a 133.3% increase in follows. Our Facebook page also increased 100% in follows in the same period.

Committee requested that numbers, in addition to percentages, be provided with future updates.

ii. New website

Committee noted that the new CPCC website was successfully launched on 30 May. Officers are continuing to carry out edits and add new content where necessary. The functionality of the website, from an admin perspective, is much improved and the website providers are very responsive to any requests submitted.

21/24 Community Projects - Programme & Priorities 2024/25

i. Donation towards the Summer Play Sessions

Committee noted that a donation of £338 has been received from the Cricketers pub, from their community fundraising, towards the cost of one of the summer play sessions on Oldbrook Green. The donation will be acknowledged in the August edition of Homeground and on social media.

ii. Play Area Improvements – MKCC Community Infrastructure Fund (CIF) 2025-26 (min 131/23)

Further to the Committees resolution to make an application to the CIF fund for play area improvements, Committee noted that the Committee Clerk and Estates Manager have met with the MKCC Officer responsible for play areas to discuss a proposal and that any applications for improving MKCC owned play areas must have prior involvement and approval of this MKCC Officer.

Committee considered a report from MK City Council on the condition of the Fishermead play areas. This report making recommendations on play areas requiring improvements as well as proposing the removal of some play areas where the equipment is in poor condition and offers little play value. The content of this report would form the basis of the application to the Community Infrastructure Fund 2025/26, with funding used to support improvements should the application be successful.

Committee resolved to accept the report and its recommendations, apart from Play Area ref: FISH14 (behind 192 Fishermead Blvd), which Committee considered still offered play value and once re-painted would be in reasonable condition. Committee also resolved that the provision of '20-Slow Children Playing' road signs near all play areas should be incorporated into the CIF application.

iii. **Fancy Dress Tea Party** (min. C&C 83/23)

Committee received a verbal report on the arrangements for the Children's Fancy Dress Tea Party on 26 October at the Springfield Centre, with activities including the reptile roadshow, face painting, crafts, pizza making (TBC), apple bobbing (TBC) with the following Committee members confirming their availability to support the running of the event: Cllrs Dixon, Halton-Davis, Kavarana with Cllrs Petchey, Cole and Adura to confirm nearer the time.

22/24 Homeground

- i. Committee considered and approved the proof of the August edition of Homeground magazine, with some minor amendments noted by the Committee Clerk.
- ii. Committee considered items for inclusion in the November edition of Homeground resolving that, in addition to the regular items, the following items be included; Springfield Picnic (front cover), a reminder of what goes in which bin, Spotlight on Fishermead to include our review of play areas & a What's on in Trinity Centre, Christmas Party advert, report on summer activities, report on work carried out on Fishermead Community Garden and any news on Warm Spaces.

23/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30**

The Committee noted that project proposals for the next five years need to be submitted in October 2024. All project proposals must comply with the Project Policy, be detailed on a Project Request Form **(including full costings and breakdown of expenditure)**.

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

****Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.**

24/24 Date of Next Meeting

Tuesday 22 October 2024.



Campbell Park Community Council

1 Pencarrow Place
Fishermead
Milton Keynes
MK6 2AS

Tel: No: 01908 608559
admin@campbell-park.gov.uk

FOR OFFICE USE ONLY

Grant Reference No: 006/24-25/Sec137 Committee Mtg Date: Oct

Ratification required by Council? Y N Council Mtg Date: _____

Applicant: WILLEN RESIDENTS ASSOCIATION

Previous Applicant? Y (N) Date: _____ Monitoring Form Returned? Y N

CPCC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ _____ Grant awarded: £ _____

Start Up Grant requested: £ 1500 Grant awarded: £ _____

Payment Profile:

1:£ _____ Date: _____ 2:£ _____ Date: _____ 3:£ _____ Date: _____

Criteria Met Y N Date: _____ Criteria Met Y N Date: _____ Criteria Met Y N Date: _____

Power: _____

Grant Application Form

Please ensure the application is fully completed and all relevant paperwork is supplied.

Return completed applications to:

Campbell Park Community Council

1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS or e-mail: admin@campbell-park.gov.uk

STANDARD GRANTS:

- i. Grant Applications will be considered on a quarterly basis: April, July, October and January
- ii. A complete application must be received by the 1st of the month
- iii. Grants may be awarded up to a limit of £1,000

COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
- ii. Applications will be considered on a quarterly basis: April, July, October and January
- iii. A complete application must be received by the 1st of the month
- iv. Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;

- a. Stage 1 – Committee will consider the application and if a decision to support the project ‘in principle’ is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPCC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

Application Guidance

Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.

Beneficiaries:

All applications must benefit the community within Campbell Park Community Councils area which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

Applicants must:

- be available to attend a Community Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
- Provide a copy of the groups Constitution (the aims and rules of your community group)
- Standard Grant Applicants must provide a set of accounts with the application
 - (i) those with an annual income over £5,000 – 3 years accounts
 - (ii) those with an annual income under £5,000 – 1 years accounts
- Start Up Grant Applicants must provide a copy of;
 - All bank statements
 - A Business Plan or similar.
- All Groups working with Young People and vulnerable members of our community must do the following;
 - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
 - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
 - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
 - *Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
 - *CPCC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.

Who can apply:

- applicants must be:
a not-for-profit, voluntary or community group
- any organisation applying for a grant that have Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

We cannot fund:

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

Allocation:

Applications will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Community Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

Frequency of applications:

Only one (1) application per financial year (April to end March) will be considered

Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council. No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other projects and by signing this form you have confirmed your agreement.

Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.

DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of WILLEN RESIDENTS ASSOCIATION (name of project or organisation)

I (name) RONA COLLIER accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: CHOIR

I confirm that the report will be forwarded to the Community Council by the date requested.

 Date: 24/09/2024

1. Date of application: 24/09/2024
2. Name (Full Name) of the organisation making the application:
WILLEN RESIDENTS ASSOCIATION
3. Contact Details: (Details of the main contact)
- Name: FIONA COLLIER (CHAIR)
- Address: [REDACTED], WILLEN, MILTON KEYNES.
- Post Code: [REDACTED] EU Email address: willenresidentsassociation@gmail.co.uk
- Telephone No's: Daytime: [REDACTED] Mobile: [REDACTED]

4. Status of your organisation - please put 'X' next to all that apply. (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

Community Interest Company

Voluntary or Community Group ☒

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number:

Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? Yes ☐ No ☒ * (please see 'Who Can Apply' for more info)

5. What date did your organisation/company start? 27/03/2024

If your group has been operating for less than 12 months please put 'X' here: ☒

6. Details of any previous grant received from the Parish:

Amount received £

Date:

Title of Project:

Amount received £

Date:

Title of Project:

7. Does your organisation have a bank account with 2 signatories? (We cannot make payments to personal bank accounts; your organisation must have its own bank account). Please mark with an 'X'

Yes: ☒

No: ☐

Name of Bank: LLOYDS BANK

Organisations Full Name on the Account: WILLEN RESIDENTS ASSOCIATION

Name of Signatories: 1. FIONA COLLIER 2. GINA NOONS

8. If your application is successful, your grant award will be paid by bank transfer. Please provide:

Bank Account Number:

Sort Code:

9. Details of the project you are requesting a grant for:

TO INCLUDE: Please give a full description of your project, including information on:

(a) aims

(b) timescales including proposed start date

(c) groups or organisations you may/will be working with

(d) what particular need will this project will meet

(e) how the need been identified (f) any further information that will bring the project to life.

If you require more space than provided here, please continue onto a separate sheet of paper.

We are a newly formed residents association. We would like to apply for funding to cover any day to day running costs such as printing, stationery, postage, admin costs. We are also looking for funding for local community projects. One of our first projects is to restore the pond area behind the school, and to provide seating/benches. We hope to do this with the help of the CPC. We are then looking to do the same in other areas of Willen, should this be successful. We are also looking to produce a news letter in the future.

Project Start Date:

SPRING 2025

Project End Date:

TBD

10. Does your project have any impact (positive or negative) on the environment? Please provide details. If it has a negative impact, please detail any mitigation in place.

Our project should have a positive impact on the area, clearing away weeds and brambles, planting a small wild flower meadow, which we hope will encourage bee's & butterflies. Plus encourage wildlife back to the pond once it is cleaned out and accessible

11. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

☒ Yes

please provide details

WILLEN

☐ No

please provide more details of current location/s and explain how this project will directly benefit residents of the Campbell Park Community Council area.

12. Which areas will you be working in? (please 'X' all that apply) To help us to understand what difference our grants are making, we record where projects are happening.

Fishermead

Willen

Woolstone

Oldbrook

Springfield

Other: _____

13. Who will benefit from this project? Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.

Willen residents, children from the school, and all visitors to Willen, the sports fields, and lakes.

14. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?

Not known, Willen is a popular area for residents and visitors alike.

15. Grant amount requested: £ 1500-00 COMMUNITY START UP GRANT

16. What percentage of your income would this grant represent: 84 %

17. Is the request for part or full funding of the project? Full Part

18. If part funding, how will the balance be provided?

It will be an ongoing project, and we hope to apply for other grants when we can.

19. Has the balance already been received? If so state the date: n/a

20. If not received, when is it expected? n/a

21. Do you have to satisfy any conditions to receive the balance? n/a
If yes, state conditions:

22. If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue?

It will be an ongoing project, as we will be looking to do the same for other areas in Willen. We will only be able to do as much as our funding will allow.

23. Please list below a breakdown of expenditure for the project for which you are applying: Please break your budget down into as much details as you can.

*Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.

Item:	Detail	Cost (please provide quotes if possible)
STATIONERY, PRINTING, POSTAGE	NOT YET KNOWN HOW MUCH WE WILL NEED TO SPEND IN FUTURE	£100-00
COMMUNITY POND PROJECT	WE NEED TO WORK IN CONJUNCTION WITH CPC, AND WILL ONLY KNOW COSTS ONCE WE KNOW HOW MUCH THE CPC CAN PROVIDE HELP WISE. ONCE THAT IS	UNKNOWN
	DECIDED WE CAN THEN LOOK AT COSTS FOR THE REMINDER OF THE PROJECT.	£900-00 (ESTIMATE)
NEWS LETTER	Again this is a future project once we are up and running and have built up funds.	£500-00
Total Cost		£ UNKNOWN

£1500-00

24. How do you plan to publicise your project?

PRINTING POSTERS, SOCIAL MEDIA, LOCAL/PARISH MAGAZINES

25. Is there any further information you wish to be considered with this application?

AS A NEWLY FORMED RESIDENTS ASSOCIATION, WE LITERALLY HAVE NO FUNDS. WE HAVE BEEN GIVEN 2 GRANTS TOTALLING £250 AND HAVE HAD TO SPEND £100-80p OF THAT ON PUBLIC LIABILITY INSURANCE. ANY FINANCIAL HELP FROM THE CPC WOULD ENABLE US TO START SERIOUSLY LOOKING

26. Is there any other way in which the Parish Council could assist your organisation?

YES - ONCE WE GET SOME FUNDING WE WOULD LIKE TO MEET WITH THE ESTATES MANAGER TO DISCUSS HOW WE CAN MOVE AHEAD WITH OUR FIRST PROJECT, AND WHAT HELP THE CPC CAN GIVE US.

AT THE COMMUNITY PROJECTS THAT ARE CLOSE TO RESIDENTS HEARTS.

DECLARATION : I certify that:

- ☐ The information in this application is correct.
- ☐ I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.

I am authorised to make this application on behalf of:

Name of Group: WILLEN RESIDENTS ASSOCIATION

Signature:  Date: 24/09/2024

Print Name: TONA COLLIER

Position in Group: CHAIR

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group: WILLEN RESIDENTS ASSOCIATION

Signature:  Date: 26/09/2024

Print Name: KEVIN JACKSON

Position in Group: Secretary

Is your Application complete?

Have you completed all questions? Yes / No

Have you provided a copy of your Organisations Accounts Yes / No BANK STATEMENTS
(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places Yes / No

Start Up Grant Applicants - Have you provided a copy of;

- bank statement/s Yes / No
- The groups adopted Constitution Yes / No
- A Business Plan or similar Yes / No

Youth Groups (or those working with vulnerable people) - Have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders Yes / No N/A
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders Yes / No
- Safeguarding Policy Yes / No
- Evidence of Membership with Youth Organisations* Yes / No



Issue date: 30 August 2024

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

009879 PDOEA04-20240831-76186-010307

WILLEN RESIDENTS ASSOCIATION

WILLEN
MILTON KEYNES
BUCKINGHAMSHIRE
MK15 9[REDACTED]

34300 B



TREASURERS ACCOUNT

WILLEN RESIDENTS ASSOCIATION

Account summary

Balance On 01 Jul 2024	£100.00
Total Paid In	£150.00
Total Paid Out	£0.00
Balance On 09 Aug 2024	£250.00

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Jul 24		STATEMENT OPENING BALANCE			100.00
09 Aug 24	BGC	MKCOUNCIL FINANCE 1150018730	150.00		250.00
09 Aug 24		STATEMENT CLOSING BALANCE	150.00	0.00	250.00

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BGC - Bank Giro Credit

18/9/24 - Paid Market for public liability insurance
£100-80p = Bal £149-20

PMHV3DZ3100000

100900987900010002

Issue date: 1 July 2024

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

J31E7201AF9MCA0000111438001002 343 B 000

WILLEN RESIDENTS ASSOCIATION

██████████
WILLEN
MILTON KEYNES
BUCKINGHAMSHIRE
MK15 ██████████



TREASURERS ACCOUNT

WILLEN RESIDENTS ASSOCIATION

Account summary

Total Paid In	£100.00
Total Paid Out	£0.00
Balance On 27 Jun 2024	£100.00

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
		STATEMENT OPENING BALANCE			0.00
27 Jun 24	FPI	CAMPBELL PARK COMM SET ASIDE FUNDS 45153601898758000N 608301 10 27 JUN24 15:36	100.00		100.00
27 Jun 24		STATEMENT CLOSING BALANCE	100.00	0.00	100.00

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment

PMG20MQ3100000

M31E720511M D31E720511M

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Willen Residents Association

willenresidentsassociation@gmail.com

Constitution

Our Association is called **WILLEN RESIDENTS ASSOCIATION**, we cover the Willen area of Milton Keynes.

Aims

We are an independent and non-political group set up to:

- Improve the Willen area including housing, environment, facilities, community spirit and services for all residents including council tenants;
- Represent and support the interests of the residents of the area and to help solve any problems which may affect the Willen community and put forward the collective view of the area following active consultation with residents;
- Work proactively with Milton Keynes Council, its partners, and other agencies/organisations to improve the quality of life for all residents of Willen.

Our Association will:

- Be run in a fair and transparent manner, including financial matters;
- Seek funding to meet our aims and meet the funding body's requirements regarding applications;
- Be open and welcoming to all who live in the area regardless of their age, disability, gender reassignment (including those in transition), marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, tenure, or any other reason which may arise. We will encourage the participation of all sections of our community so that they have an opportunity to have a say;
- Use a range of ways to maintain regular contact and encourage the involvement of residents using various methods, including meetings, newsletters, the internet, social networking sites and face-to-face discussions;
- Take part in discussions, events, and consultations with Council teams, particularly the Housing Service, to promote the involvement and participation of all residents, particularly council tenants, in improving the community and the Housing Service;
- Work positively with other agencies, for example Parish and Town Councils, local community organisations, and Thames Valley Police, in relation to services provided or other issues raised by residents affecting the area and seek solutions to any problems which may arise



Willen Residents Association

willenresidentsassociation@gmail.com

Constitution

Meeting of the association

Everyone is welcome to attend meetings but must follow the code of conduct.

We will hold an Annual General Meeting (AGM) every 12 months to elect a new Committee and to report on our progress over the past year. We will give 21 days' notice of this meeting to all residents and interested parties.

The date of our next AGM will be 27th March 2025.

For ordinary meetings we aim to give a minimum of 7 days' notice to residents and interested parties. These will be held monthly on the last Thursday of each month at 7pm. All meetings will have an agenda and a start time. The venue will be confirmed with the notice.

If a Special General Meeting (SGM) is requested, either by the Committee or by at least 6 residents to discuss prominent issues, we will give no less than 10 days' notice to all residents in our designated area.

All meetings must have a minimum number of residents attending (known as a quorum) before decisions can be made. If the quorum is not reached, those present can decide if the meeting can go ahead as planned. Other than that decision no further decisions can be made without further consultation.

Our quorum for an open meeting is no less than two members of the Committee and four residents. For a committee meeting our quorum is no less than two committee members.

Running the association

The Association will be run by a committee consisting of a Chair, Treasurer and Secretary. These will be elected at an AGM. Other members can stand as ordinary committee members or have a specific role, such as membership secretary, etc. These should ideally be elected at an AGM but may be co-opted onto the committee at an open meeting.

Their duties are to ensure that the aims of the Association are met and undertake the general running of the Association. Details of each role will be clarified when the member is elected. Training will be provided, if necessary, by the Resident Engagement Team so that Committee members have the skills and knowledge to manage the association effectively. Minutes of all meetings will be kept and made public - including online - once agreed. We will send these to the Resident Engagement Team and to other interested parties who request a copy.

We will undertake consultations and provide information for residents which will ensure that there is a collective voice for the community. We will work with other agencies in the area in order to improve the area. We will give feedback to residents about events, consultations, and discussions that we have taken part in and how their views have been represented.



Willen Residents Association

willenresidentsassociation@gmail.com

Constitution

Representatives of our committee will meet with the Resident Engagement Officer from Milton Keynes Council at least bi-annually at the resident engagement network meeting to share good practice and review the year's achievements. We will apply for support funding offered from the Resident engagement team as appropriate and discuss any improvements that can be made. Support, whether this be financial and/or help and advice from the Resident Involvement team, is funded from the Housing Service. This is funding provided by tenants' rents and so Associations that receive this funding must show a commitment to improving outcomes for council tenants in the area.

We will produce a Chairs and Treasurers report annually which will show what we have achieved and what we aim to achieve for the coming year. This will be undertaken with the assistance of the Resident engagement officer at Milton Keynes Council and will be published at our AGM.

Changing our constitution

We can change our constitution at any time via an item placed on the agenda at an open meeting; however, we must formally adopt those changes at the next AGM.

Closing the association

If the association is no longer able to continue then the Committee, or remaining Committee members can dissolve the Association. The Resident engagement officer must be contacted to discuss the options that are available e.g., reviving the association or setting up a local interest group. If dissolving the association is the only option, residents will be informed with the help of the Resident engagement officer if necessary.

Documents relating to the association's accounts must be returned to the Resident engagement officer who will administer the closure of accounts etc.

Changes to this constitution were made on 27th March 2024

and formally agreed at the first open meeting held on 27th March 2024

The next date of review will begin on 27th March 2025

Sign

Fiona Jamieson

Chair of Willen Residents Association

Witnessed by

Name

Agency Represented

KEVIN JACKSON
Secretary



Willen Residents Association

willenresidentsassociation@gmail.com

Data Protection Policy

The intent of this document is to inform residents who attend meetings and events what information will be collected and how it will be used.

1. For the purpose of article 6 of UK GDPR, the Willen Residents Association will have a legitimate interest (as part of its function to promote engagement) to collect personal data from residents. This will be used for:

- Meeting attendance sheets
- Resident details in minutes
- Event registrations
- Email databases and other contact lists
- Social media/websites

2. This information may include:

- Names
- Addresses
- Contact numbers
- Email addresses
- Other personal data which may be submitted by the residents in the course of contacting the Willen Residents Association (such as by email etc), or by attending its meetings (such as comments made).

3. This information will be stored in the following location:

- Filing cabinet in committee members home
- Computer in committee members home

4. The Willen Residents Association may share this information, either on request or where it has a lawful duty, with:

- Milton Keynes City Council
- Milton Keynes City Council partners
- Grant funders
- Other resident association members (only if consent is given)

5. This information will be kept for a maximum of 5 years. Paper information will be shredded and digital information will be deleted. If you wish to have your information deleted, please contact the person named below.



Willen Residents Association

willenresidentsassociation@gmail.com

Data Protection Policy

6. The contact within Willen Residents Association responsible for resident information is:



willenresidentsassociation@gmail.com

7. Attendees can ask to "opt out" where their personal information will not be made public, and will not be added to minutes, membership lists, etc.



Willen Residents Association

willenresidentsassociation@gmail.com

Code of Conduct

Everyone is welcome to attend the Willen Residents Association meetings, but to make it easier and more enjoyable for all, we would ask that you follow a few simple rules.

HOW THE MEETING IS CONDUCTED

The venue, time and date of each open meeting, will be advertised via social media and Whatsapp prior to the meeting.

Meeting must start at the stated time.

The chair will welcome all to the meeting.

Anyone wishing to speak, should raise a hand to speak, and go through the chair.

Speakers should keep to the subject that is being discussed.

Only one person should speak at a time and there should be no cross talking.

Each person may speak only once on an issue, until others wishing to speak have had an opportunity to do so.

CONDUCT OF ATTENDEES

Late arrivals should enter quietly and should not disrupt the meeting with apologies.

Unless by prior agreement, all mobile phones should be switched to silent during the meeting.

Confidentiality - attendees should respect all individual resident's confidentiality, whether present or not, and refrain from mentioning specific, individual cases, which may cause embarrassment or identification of an individual.

Declaration of interest - attendees should disclose any interest, whether personal or behalf of a group they represent, that they consider may affect or influence their approach to a matter under discussion.

Political affiliation - attendees may be affiliated to /or are members of a political party, but they may not represent a political party in their role as an attendee.

Always conduct themselves in a reasonable manner, and not use offensive or discriminatory language.

Listen to each other and allow each other the opportunity to speak and comment, whilst accepting their views, even if they differ from your own.

Remember that the purpose of the meeting is to benefit residents generally, and not specific individuals.

Ensure that individual issues are brought up outside the meeting, using the appropriate channels.

Attend the meeting as an individual and not enter into any correspondence in the name of the group without prior agreement of the Chair.



Willen Residents Association

willenresidentsassociation@gmail.com

Code of Conduct

WHAT WILL HAPPEN IF THESE RULES ARE NOT OBSERVED

If things get heated, a five minute "time out" can be called for, at the discretion of the Chair.

If anyone attending the meeting does not abide by the ground rules, the Chair may warn that if they break the code again, they may be asked to leave the meeting.

If the attendee continues to ignore the code, then the Chair may ask the group to vote on whether the attendee should be asked to leave.

FOR OFFICE USE ONLY

Grant Reference No: 007/24-25/Sec 137_____ **Committee Mtg:** October 2024

Ratification required by Council? Y **N** **Council Mtg Date:** November 2024

Applicant: Grace Church MK_

Previous Applicant? Y **N** **Date:**

Monitoring Form Returned? Y **N**

CPCC support acknowledged on marketing material & copies supplied? Y **N** Standard

Grant requested: £1000.00

Grant awarded: £_____

Start Up Grant requested: £_____ **Grant awarded:** £_____

Payment Profile:

1:£ **Date:** **2: £** **Date:** **3:£** **Date:**

Criteria Met Y N Date:

Criteria Met Y N Date:

Criteria Met Y N Date:

Power:Section 137

Grant Application Form

Please ensure the application is fully completed and all relevant paperwork is supplied.

Return completed applications to:

Campbell Park Community Council

1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS or e-mail: admin@campbell-park.gov.uk

STANDARD GRANTS:

- i. Grant Applications will be considered on a quarterly basis: April, July, October and January
- ii. A complete application must be received by the 1st of the month
- iii. Grants may be awarded up to a limit of £1,000

COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
- ii. Applications will be considered on a quarterly basis: April, July, October and January
- iii. A complete application must be received by the 1st of the month
- iv. Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;

- a. Stage 1 – Committee will consider the application and if a decision to support the project 'in principle' is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPCC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

Application Guidance

Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.

Beneficiaries:

All applications must benefit the community within Campbell Park Community Councils area which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

Applicants must:

- be available to attend a Community Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
 - Provide a copy of the groups Constitution (the aims and rules of your community group)
 - Standard Grant Applicants must provide a set of accounts with the application (i) those with an annual income over £5,000 – 3 years accounts
(ii) those with an annual income under £5,000 – 1 years accounts
 - Start Up Grant Applicants must provide a copy of;
 - All bank statements
 - A Business Plan or similar.
 - All Groups working with Young People and vulnerable members of our community must do the following;
 - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
 - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
 - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
 - *Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
 - *CPCC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.
- * This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.

Who can apply:

- applicants must be:
 - a not-for-profit, voluntary or community group
- any organisation applying for a grant that have Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

We cannot fund:

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
 - Retrospective applications for projects/activities/items already taken place or already purchased

Allocation:

Applications will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Community Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

Frequency of applications:

Only one (1) application per financial year (April to end March) will be considered Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council. No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other projects and by signing this form you have confirmed your agreement.

Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.

DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of (name of project or organisation)

I (name) **Tim Gannon**

Accept the above conditions in respect of the award made by Campbell Park Community

Council Position held within organisation:

I confirm that the report will be forwarded to the Community Council by the date

requested. **Signed: T Gannon**

Date: 30th Sept 2024

1. Date of application: 30th Sept 2024

2. Name (Full Name) of the organisation making the application: Grace Church, Milton Keynes

3. Contact Details: (Details of the main contact)

Name: Tim Gannon

Address: Office 5, 11 Winchester Circle, Kingston, Milton Keynes,

Post Code: MK10 0BA

Email address: timgracechurchmk@gmail.com

Telephone No's: Daytime: Mobile: XXXXX

4. Status of your organisation - please put 'X' next to all that apply. (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity **X** Community Interest Company

Voluntary or Community Group Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number: **Registered Charity No. 1156871** Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? No * (please see 'Who Can Apply' for more info)

5. What date did your organisation/company start? 01/2005

If your group has been operating for less than 12 months please put 'X' here:

6. Details of any previous grant received from the Parish: N/a

Amount received £ Date:

Title of Project:

Amount received £ Date:

Title of Project:

7. Does your organisation have a bank account with 2 signatories? (We cannot make payments to personal bank accounts; your organisation must have its own bank account). **Please mark with an 'X'**

Yes: X No:

Name of Bank: CAF Bank

Organisations Full Name on the Account: Grace Church Milton Keynes

Name of Signatories: 1. James Davies 2. Jon Kempster

8. If your application is successful, your grant award will be paid by bank transfer. Please

provide: **Bank Account Number:XXXX**

Sort Code: XXXXXX

9. Details of the project you are requesting a grant for:

TO INCLUDE: Please give a full description of your project, including information on:

(a) aims

A "warm place" drop in, meeting at The Trinity Centre, providing a warm meal and a safe place for people to come and find companionship and reduce their heating bills

(b) timescales including proposed start date

We hope to start in November 2024 and run through until March 2025

(c) groups or organisations you may/will be working with

We work in partnership with The Trinity Centre, the church and the parish council in putting this project on

(d) what particular need will this project will meet

Our aim is to provide a welcoming place where people can come for a short time or the whole session and feel included and accepted. On the one hand, we hope this will help people cut down on expensive heating bills or even find some warmth if they don't put their heating on at all, as well as a simple hot meal. But on an even broader scale we feel we are helping address loneliness and isolation by providing company and friendship and we seek to be caring in as many ways as possible.

(e) how the need has been identified

We picked up on this need from the cost of living crisis and well-reported struggles people are having to choose between heating and eating

(f) any further information that will bring the project to life.

This is our report from last year:

It has been another fantastic year - with a different feel in some ways, but impacting lots of people.

Our numbers each week were as follows:

22 Nov: 15	03 Jan: 16	07 Feb: 25	06 Mar: 20
29 Nov: 15	10 Jan: 15	14 Feb: 23	13 Mar: 16
06 Dec: 17	17 Jan: 16	21 Feb: 21	20 Mar: 20
13 Dec: 15	24 Jan: 16	28 Feb: 10	27 Mar: 27
20 Dec: 14	31 Jan: 17		

(as you can see the numbers really built over the course of the 4 months)

We took a different approach to food this year. We provided a range of soups, hot rolls, cheese, cake and fruit.

This really helped keep the pressure off our volunteers and kept the event very sustainable.

Often one of the soups was homemade but we were also able to buy soup easily.

The cakes were nearly always homemade and went down very well!

Not providing a full main course did affect our numbers I think, certainly at first. A few guests were perhaps disappointed with this but we felt we were still providing something warm and filling in a way that wasn't exhausting for our team.

Another big difference was the room setup. Instead of smaller tables dotted around the room, cafe style, most weeks we ended up with one or two big tables giving the time a real family feel. This was excellent and added very much to the warmth and social cohesion of the event.

There are regular calendar events we included into our programme. Pancakes, valentines, mother's day as well as Christmas and Easter were all recognised and added to the sense of occasion and variety.

We had many regulars who really loved the company and friendship that was offered. And most weeks there were a couple of one-off visitors, often with very troubling and challenging circumstances, we were able to include too.

We hope that everyone who comes feels valued, appreciated and gets more than just the food from being there. We feel like people know they belong, and they're welcome, accepted and heard. Certainly as we closed at the end of this year we really got a sense that we'll be missed and lots of people gave us a lovely card all saying thank you which was really kind.

Project Start Date: November 2024 Project End Date: March 2025

10. Does your project have any impact (positive or negative) on the environment? Please provide details. If it has a negative impact, please detail any mitigation in place.

No negative environmental impact. For example, we ensure all appropriate waste is recycled.

11. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

Yes please provide details Yes- based at the Trinity Centre

No please provide more details of current location/s and explain how this project will directly benefit residents of the Campbell Park Community Council area.

12. Which areas will you be working in? (please 'X' all that apply) To help us to understand what difference our grants are making, we record where projects are happening.

Fishermead Willen

Woolstone Oldbrook

Springfield Other:

13. Who will benefit from this project? Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.

We have adults and families visit us. We possibly slightly lean to an older age category but it's very mixed. We do not feel able to provide a service for unaccompanied minors

I have copied the information from above here again:

22 Nov: 15	03 Jan: 16	07 Feb: 25	06 Mar: 20
29 Nov: 15	10 Jan: 15	14 Feb: 23	13 Mar: 16
06 Dec: 17	17 Jan: 16	21 Feb: 21	20 Mar: 20
13 Dec: 15	24 Jan: 16	28 Feb: 10	27 Mar: 27
20 Dec: 14	31 Jan: 17		

14. What percentage of your users/beneficiaries live within the Campbell Park Community Council area? Approximately 90%

15. Grant amount requested:

Not 100% sure as the Warm Spaces grant was paid directly to The Trinity Centre the last two years.

Estimate costs to cover rental: 20 weeks x £50 per night = £1000

If you could let us know what the funding provided was last year that would be very helpful as I'm not sure if this is a little low as an estimate

16. What percentage of your income would this grant represent: 50%. We will cover the food costs

17. Is the request for part or full funding of the project? Part

Part 18. If part funding, how will the balance be provided? Our church funds

19. Has the balance already been received? If so state the date: We have made provision for the food costs in our church's annual budget.

20. If not received, when is it expected?

21. Do you have to satisfy any conditions to receive the balance? n/a

If **yes**, state conditions:

22. If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue? n/a

23. Please list below a breakdown of expenditure for the project for which you are applying: Please break your budget down into as much details as you can.

***Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.**

Item: Detail Cost *(please provide quotes if possible)*

Rental: £50 per week for £20 weeks

Food costs £50 per week for 20 weeks **Total Cost £ £2000**

24. How do you plan to publicise your project?

Local news networks, social media, Church website, word-of-mouth

25. Is there any further information you wish to be considered with this

application? n/a

26. Is there any other way in which the Parish Council could assist your

organisation? n/a

DECLARATION : I certify that:

- The information in this application is correct.
- I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.

I am authorised to make this application on behalf of:

Name of Group: Grace Church MK

Signature: T Gannon Date: 30th Sept 2024

Print Name: T Gannon Position in Group: Church Pastor

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group: Grace Church MK Date: 30th Sept 2024

Signature: J Davies

Print Name: James Davies

Position in Group: Chair of Trustees

Is your Application complete?

Have you completed all questions? Yes

Have you provided a copy of your Organisations Accounts No - available on request
(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places Yes

Start Up Grant Applicants - Have you provided a copy of;

- bank statement/s **Yes / No**
- The groups adopted Constitution **Yes / No**

- A Business Plan or similar **Yes / No**

Youth Groups (or those working with vulnerable people) -Have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders **Yes / No**

- Evidence of attendance on Safeguarding Training for all Adult Group Leaders **Yes / No**
- Safeguarding Policy **Yes / No**

- Evidence of Membership with Youth Organisations* **Yes / No**

Campbell Park Parish Council

Caring within the Community

1 Pencarrow Place
Fishermead
Milton Keynes MK6 2AS
Tel: No: 01908 608559
admin@campbell-park.gov.uk

FOR OFFICE USE ONLY

Grant Reference No: 008/24-25/Sect 137

CSW Mtg Date: October 2024

Ratification required by Council? Y N **Council Mtg Date:** n/a

Applicant: ACTION SPEAKS CIC

Previous Applicant? Y N **Date:** July 2023

Monitoring Form Returned? Y N

CPPC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ 1000.00

Grant awarded: £ _____

Start Up Grant requested: £ _____

Grant awarded: £ _____

Payment Profile:

1:£ _____ **Date:** _____ **2: £** _____ **Date:** _____ **3:£** _____ **Date:** _____

Criteria Met Y N Date: _____ **Criteria Met Y N Date:** _____ **Criteria Met Y N Date:** _____

Power: Section 137

Grant Application Form

Please ensure the application is fully completed and all relevant paperwork supplied. In order for a request to be considered the application must be received by the first day of the month

Return completed applications to:

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1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS

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COMMUNITY START UP GRANTS:

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 - *CPPC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

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- political parties or groups affiliated to a political party
- projects promoting religious beliefs
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- deficit funding or the repayment of loans
- unspecified expenditure
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- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

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If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Parish Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

Frequency of applications:

Only one (1) application per financial year (April to end March) will be considered. Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Parish Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Parish Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Parish Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Parish Council.

No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Parish Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Parish Council.

The Parish Council may publicise the amount of funding awarded to your project or organisation in the Homeground Magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Parish Council logo and you forward a copy of such publicity to the Parish Council.

IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPPC will reclaim the difference and reallocate this amount to other project and by signing this form you have confirmed your agreement.

Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.

DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of **Action Speaks c.i.c** (name of project or organisation)

I (name) **Ophelia Cole**

Accept the above conditions in respect of the award made by Campbell Park Parish Council

Position held within organisation: **Director**

I confirm that the report will be forwarded to the Parish Council by the date requested.

Signed: XXX **Date:** 07/10/2024

1. **Date of application:** 07 Oct 2024

2. **Name (Full Name) of the organisation making the application:**

Action Speaks c.i.c

3. **Contact Details:** (Details of the main contact)

Name: Ophelia Cole

Address: XXXXXXXX

Post Code: MK6 [REDACTED]

Telephone No's: Daytime:

Mobile: XXXXXX

4. **Status of your organisation - please put 'X' next to all that apply.** (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

Community Interest Company **X**

Voluntary or Community Group

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number:

Company Number: **13012249**

Do you have any Councillors from Campbell Park Parish Council on your Committee/ Board of control? Yes **X** No * (please see 'Who Can Apply' for more info)

5. **What date did your organisation/company start?** 11/11/2020

If your group has been operating for less than 12 months please put 'X' here:

6. **Details of any previous grant received from the Parish:**

Amount received £1,000 **Date:** 13/06/23

Title of Project: Session costs

Amount received £870.00 **Date:** 28/03/23

Title of Project: Warm space

Amount received £ 810.00 **Date:** 12/01/23

Title of Project: warm space

Amount received £ 1,762.50 **Date:** 12/01/23

Title of Project: warm space

7. **Does your organisation have a bank account with 2 signatories?** (We cannot make payments to personal bank accounts; your organisation must have its own bank account). **Please mark with an 'X'**

Yes: x **No:**

Name of Bank: Starling

Organisations Full Name on the Account: Action Speaks c.i.c

Name of Signatories: 1. Ophelia Cole 2. Genevieve Shaw

8. If your application is successful, your grant award will be paid by bank transfer.

Please provide:

Bank Account Number: XXXXXX **Sort Code:** XXXXXX

9. Details of the project you are requesting a grant for.

TO INCLUDE: Please give a full description of your project, including information on:

(a) aims

(b) timescales including proposed start date

(c) groups or organisations you may/will be working with

(d) what particular need will this project will meet

(e) how the need been identified (f) any further information that will bring the project to life.

Action Speaks runs regular community sessions for residents of Fishermead providing an opportunity for them to engage with other residents, identify common grounds, provide help for each other and get support to reduce social isolation and loneliness. Action Speaks Community Cafes are held on Thursdays & Fridays.

Over the past three years, Action Speaks has organised a community Christmas party, and last year we held our first new year's eve celebration, which was well attended, and successful. This year, Action Speaks aims to expand their annual Christmas party, by including a community clean up session of the Trinity Centre, Christmas decoration (which was done last year), and a singing group to bring about Christmas spirit in the community. To conclude the festive season, we aim to award residents and businesses who have been outstanding throughout the year at our Christmas Party. Action Speaks recognises the need for celebrating success of our residents, as a way of encouraging more people to look after their immediate vicinity and support one another. The need for this project was identified from conversations with residents and social media posts, where it was recognised that there are residents going above and beyond to make our community a better place. The idea of a community clean up was borne from Ophelia's experience as a child where the community comes together to clean up the local churches once a year, and seeing that the Trinity Centre is in need of a deep clean. The experience of an annual clean up was always a pleasant bonding experience for the community.

By putting up decoration at the Trinity Centre, as we did last year, we encourage our residents to own the space, and take responsibility for it as a community space. This would encourage increased use as residents feel a sense of responsibility towards the building.

Participation at singing sessions, helps residents with their mental health and bringing about rendition of carols to local supported homes,

Project Start Date: 01/11/24

Project End Date: 31/01/25

10. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

Yes ☒ *please provide details*

No ☐ *please provide more details of current location/s and explain how this project will directly benefit residents within Campbell Park Parish.*

11. Which wards will you be working in? (please 'X' all that apply) To help us to understand what difference our grants are making, we record where projects are happening.

Fishermead ☒

Willen

Woolstone

Oldbrook

Springfield

12. Who will benefit from this project? *Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.*

Families, youths, children, black and minority communities & elderly

13. What percentage of your users/beneficiaries live within Campbell Parish Parish?

95%

14. Grant amount requested: £ 1,000

15. What percentage of your income would this grant represent: 70%

16. Is the request for part or full funding of the project?

Full Part x

17. If part funding, how will the balance be provided? Private donations in cash or kind

18. Has the balance already been received? If so state the date: No

19. If not received, when is it expected? Date not yet specified

20. Do you have to satisfy any conditions to receive the balance? NO / not applicable
If **yes**, state conditions:

21. If Campbell Park Parish Council is the sole funder and only give a pro-rata grant, can your project still continue?

Yes on a smaller scale with alterations

22. Please list below a breakdown of expenditure for the project for which you are applying: Please break your budget down into as much details as you can.

***Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.**

Item:	Detail	Cost <i>(please provide quotes where possible)</i>
Building clean up	Equipment hire, materials, refreshment	£205.00
Singing Group sessions & performance	refreshment per session & hall rental	£430.00
Item:	Detail	Cost <i>(please provide quotes where possible)</i>
Christmas party & awards night	food, drinks, entertainment awards	1,150.00
Marketing / promotion		£250.00
Total Cost		£ 2,035.00

23. How do you plan to publicise your project?

social media: Facebook, Whatsapp,
leaflet at local shops & public notice boards

24. Is there any further information you wish to be considered with this application?

Some of the costs for this event will be from donations in kind

25. Is there any other way in which the Parish Council could assist your organisation?

- help to publicise our projects in Homeground magazine

DECLARATION : I certify that:

- **The information in this application is correct.**
- **I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Parish Council.**

I am authorised to make this application on behalf of:

Name of Group: Action Speaks c.i.c

Signature:

Date: 07/10/2024

Print Name: Genevieve Shaw

Position in Group: Director

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group: Action Speaks c.i.c

Signature: XX

Date: 07/20/2024

Print Name: Ophelia Cole

Position in Group: Director

Is your Application complete?

Have you completed all questions? **Yes / No**

Have you provided a copy of your Organisations Accounts **Yes / No**
(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places **Yes / No**

Start Up Grant Applicants have you provided a copy of;

- bank statement/s **Yes / No**
- The groups adopted Constitution **Yes / No**
- A Business Plan or similar **Yes / No**

Youth Groups (or those working with vulnerable people), have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders **Yes / No**
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders **Yes / No**
- Safeguarding Policy **Yes / No**
- Evidence of Membership with Youth Organisations* **Yes / No**

Action Speaks c.i.c

Balance sheet

01/12/2022 – 30/11/2023

These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime

Assets

Current assets:	2021-2022	2022-2023
Cash	13.26	-
Investments	-	-
Inventories	-	-
Accounts receivable	3,220.00	6,012.00
Pre-paid expenses	-	-
Other	-	1,324.00
Total current assets	3,233.26	7,336.00

Fixed assets:	2021-2022	2022-2023
Property and equipment	-	-
Leasehold improvements	-	-
Equity and other investments	-	-
Less accumulated depreciation	-	-
Total fixed assets	-	0.00

Other assets:	2021-2022	2022-2023
Goodwill	-	-
Total other assets	-	0.00

Total assets **3,233.26** **7,336.00**

Liabilities and owner's equity

Current liabilities:	2021-2022	2022-2023
Accounts payable	1,909.26	7,336.00
Accrued wages	-	-
Accrued compensation	-	-
Income tax payable	-	-
Unearned revenue	-	-
Other	-	-
Total current liabilities	£ 1,909.26	£ 7,336.00

Long-term liabilities:	2021-2022	2022-2023
Mortgage payable	-	-
Total long-term liabilities	£ -	£ -

Owner's equity:	2021-2022	2022-2023
Investment capital	-	-
Accumulated retained earnings	-	-
Total owner's equity	£ -	£ -

Total liabilities and owner's equity **1,909.26** **7,336.00**

Balance **1,324.00** **-**

For the Financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
 No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
 The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.
 These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The director of the company have elected not to include a copy of the income statement within the financial statements

	6/8/2024
--	----------

Director's Name:

Director's Signature

Date:

FOR OFFICE USE ONLY

Grant Reference No: 009/24-25/SECT 137 **Committee Mtg Date:** October 2024

Ratification required by Council? Y N **Council Mtg Date:** November 2024

Applicant: The Free and the For CIC

Previous Applicant? Y N **Date:** **Monitoring Form Returned?** Y N

CPCC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ _____ **Grant awarded: £** _____

Start Up Grant requested: £ 1000.00 **Grant awarded: £** _____

Payment Profile:

1:£ **Date:** **2: £** **Date:** **3:£** **Date:**

Criteria Met Y N **Date:** **Criteria Met** Y N **Date:** **Criteria Met** Y N **Date:**

Power: Section 137

Grant Application Form

Please ensure the application is fully completed and all relevant paperwork is supplied.

Return completed applications to:

Campbell Park Community Council

1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS or e-mail: admin@campbell-park.gov.uk

STANDARD GRANTS:

- i. Grant Applications will be considered on a quarterly basis: April, July, October and January
- ii. A complete application must be received by the 1st of the month
- iii. Grants may be awarded up to a limit of £1,000

COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
- ii. Applications will be considered on a quarterly basis: April, July, October and January
- iii. A complete application must be received by the 1st of the month
- iv. Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;

- a. Stage 1 – Committee will consider the application and if a decision to support the project ‘in principle’ is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPCC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

Application Guidance

Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.

Beneficiaries:

All applications must benefit the community within Campbell Park Community Councils area which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

Applicants must:

- be available to attend a Community Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
- Provide a copy of the groups Constitution (the aims and rules of your community group)
- Standard Grant Applicants must provide a set of accounts with the application
 - (i) those with an annual income over £5,000 – 3 years accounts
 - (ii) those with an annual income under £5,000 – 1 years accounts
- Start Up Grant Applicants must provide a copy of;
 - All bank statements
 - A Business Plan or similar.
- All Groups working with Young People and vulnerable members of our community must do the following;
 - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
 - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
 - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
 - *Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
 - *CPCC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.

Who can apply:

- applicants must be:
a not-for-profit, voluntary or community group
- any organisation applying for a grant that have Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

We cannot fund:

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

Allocation:

Applications will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Community Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

Frequency of applications:

Only one (1) application per financial year (April to end March) will be considered

Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant
The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.
If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council. No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other projects and by signing this form you have confirmed your agreement.

Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.

DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct.
That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of The Table (name of project or organisation)

I (name) Monica Blackwood
accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: Project Manager/Director

I confirm that the report will be forwarded to the Community Council by the date requested.

Signed: _____

10/10/24 Date: _____

1. Date of application:

2. Name (Full Name) of the organisation making the application:

THE FREE AND THE FOR CIC

3. Contact Details: (Details of the main contact)

Name: MONICA BLACKWOOD

Address: _____, STONY STRATFORD

Post Code: _____

Email address: thefreeandtheforcic@yahoo.com

Telephone No's: Daytime: N/A

Mobile: _____

4. Status of your organisation - please put 'X' next to all that apply. (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

Community Interest Company ☒

Voluntary or Community Group

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number:

Company Number: 15452363

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? Yes No * (please see 'Who Can Apply' for more info)

5. What date did your organisation/company start? 30th January 2024

If your group has been operating for less than 12 months please put 'X' here: ☒

6. Details of any previous grant received from the Parish: N/A

Amount received £

Date:

Title of Project:

Amount received £

Date:

Title of Project:

7. Does your organisation have a bank account with 2 signatories? (We cannot make payments to personal bank accounts; your organisation must have its own bank account). Please mark with an 'X'

Yes: ☒

No: _____

Name of Bank: METRO BANK

Organisations Full Name on the Account: THEFREE AND THE FORCIC

Name of Signatories: 1. Monica Rose Blackwood

2. Donna Samantha Pinnock

8. If your application is successful, your grant award will be paid by bank transfer. Please provide:

Bank Account Number: 53862101

Sort Code: 03 05 00

9. Details of the project you are requesting a grant for:

TO INCLUDE: Please give a full description of your project, including information on:

- (a) aims
- (b) timescales including proposed start date
- (c) groups or organisations you may/will be working with
- (d) what particular need will this project will meet
- (e) how the need been identified (f) any further information that will bring the project to life.

If you require more space than provided here, please continue onto a separate sheet of paper.

ISSUES FACED: Bad eating habits, convenience food, loneliness, mental health, food poverty, lack of cooking skills lead to poor diet choices.

AIMS: To combat loneliness and revive communal gathering, eating, sharing food and helping one another

- * The knowledge of eating healthily from land to table
- * Being in the open air while cultivating food and catalysing physical movement
- * Reducing food waste
- * Reinforcing food waste recycling
- * Strengthening community spirit and creativity
- * Enabling different organisations and individuals to come and work together for a common goal in creating resilience (PTO)

Project Start Date: November 2024

Project End Date: March 2025

10. Does your project have any impact (positive or negative) on the environment? Please provide details. If it has a negative impact, please detail any mitigation in place.

It will be an indoor event and any waste will be dealt with by the organisers. Part of the project will include involving people from the community to work in a community garden, to take care of that area.

11. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

Yes please provide details

The organisation is based in Kiln Farm and is looking to launch this project at the Trinity Centre and develop it in the community of Fishermead.

against food poverty which leads to bad health
* In the long run, to have workshops after the events to teach how to cook within budget, to cook healthily, to learn of the beneficial attributes of certain foods and work together

COLLABORATIONS:

Mk meltingpot

Action Speaks

hija Lovell Community Practitioner

IDENTIFYING NEEDS:

looked at the figures in Community Foundation's "Vital Signs" which showed there are people facing food poverty. looked also at 'ilivehere' website which shows some worrying concerns such as health, high level of low to no qualifications, high percentage of rented accommodation

* <https://www.ilivehere.co.uk/statistics-fishermead-milton-keynes-13436.html>

* <https://www.mkcommunityfoundation.co.uk/media/pomatvsg/vital-signs-2223-with-cursors-2.pdf?pid=MzA301044&v=3.1>

Poverty and deprivation: "The most deprived LSOAs fall within Bletchley East and Woughton & Fishermead wards. Both are ranked in the 3% most deprived areas in England" **

** <https://www.healthwatchmiltonkeynes.co.uk/milton-keynes-health-our-city>

At present, looking at the community gardening project to see how this can be a collaboration with this project. To help people see the process of growing, processing, cooking and eating homegrown produce and the health benefits, physical and mental.

No please provide more details of current location/s and explain how this project will directly benefit residents of the Campbell Park Community Council area.

12. Which areas will you be working in? (please 'X' all that apply) To help us to understand what difference our grants are making, we record where projects are happening.

Fishermead ☒

Willen

Woolstone

Oldbrook

Springfield

Other: _____

13. Who will benefit from this project? Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.

The interested groups to which this project is aimed at are:

- * low income
- * unemployed
- * mental health sufferers
- * elderly

- * those affected by poverty
- * isolated - by not knowing the language or feel not accepted
- * youth - low life skills

14. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?

Around 95~99%

15. Grant amount requested: £1000

16. What percentage of your income would this grant represent:

100%

17. Is the request for part or full funding of the project?

Full ☒

Part

18. If part funding, how will the balance be provided?

N/A

19. Has the balance already been received? If so state the date: N/A

20. If not received, when is it expected? N/A

21. Do you have to satisfy any conditions to receive the balance? If yes, state conditions:

N/A

22. If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue? *This would impact greatly how the project could be done. Instead of being more of a holistic approach - growing, learning to cook, eating together and having music. It would only become a communal meal. This project is to teach facing challenges coming up with solutions, learning new skills and sharing together*
23. Please list below a breakdown of expenditure for the project for which you are applying: Please break your budget down into as much details as you can.

*Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.

Item:	Detail	Cost (please provide quotes if possible)
Rent venue	Use of a hall of 50 and kitchen	£30
Kitchenware	Foil £15.49 Fridge bags £17.89 Clingfilm £9.19 Foil trays £6.79	£49.66
Tableware	Napkins £6.99 Plates (100) £11.89 Recyclable cup x 100 £18.99 Bowls £6.99 Tablecloths x 10 (£11.75) Cutlery 500 £7.99	£64.60
Drinks	Water 36L £6.60 Juices 6L £10.20	£16.80
Food		£300
Rent Meeting room for crafts	£	£10
Haberdashery	White thread 1000m £10 Scissors £30 Tape measure x 3 £7.50 Fabric glue x 3 £6 Needles 10 pk £12.50	£66
Fuel cost/transport	Diesel	£85
Total Cost		£622.06

As the remit of the project is to work within budget, we are hoping for free items as well as recycled items or shared and donations.

24. How do you plan to publicise your project?

Through social media, instagram, facebook, linkedin, Neighbourly, putting up flyers in the area. Would also ask Community Action to help with tips on greater publicity

25. Is there any further information you wish to be considered with this application? N/A

26. Is there any other way in which the Parish Council could assist your organisation?

To help with publicising the event
With advice in doing a project, things they have seen
from other projects that I should consider.

DECLARATION : I certify that:

- ☒ The information in this application is correct.
- ☐ I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.

I am authorised to make this application on behalf of:

Name of Group: THE FREE AND THE FOR CIC "THE TABLE" COMMITTEE

Signature: [Redacted] Date: 11/10/2024

Print Name: MONICA BLACKWOOD

Position in Group: PROJECT MANAGER

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group: THE FREE AND THE FOR CIC "THE TABLE" COMMITTEE

Signature: [Redacted] Date: 11/10/2024

Print Name: DONNATINNOCK

Position in Group: Co-Director

Is your Application complete?

Have you completed all questions? Yes / No

Have you provided a copy of your Organisations Accounts Yes / No
(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places Yes / No

Start Up Grant Applicants - Have you provided a copy of;

- bank statement/s Yes / No
- The groups adopted Constitution Yes / No

N/A

- A Business Plan or similar **Yes / No** N/A

Youth Groups (or those working with vulnerable people) -Have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders **Yes / No**
- N/A • Evidence of attendance on Safeguarding Training for all Adult Group Leaders **Yes / No**
- Safeguarding Policy **Yes / No**
- Evidence of Membership with Youth Organisations* **Yes / No**

THE FREE AND THE FOR CIC "A TABLE" PROJECT

Present Collaborators

Lisa Lovell

Monica Blackwood

Jade Jaiyeola

Potential Collaborators

Chinwe Osaghae

Ophelia Cole

The Issue

Loneliness, division, mental health, poverty, obesity, bad health, symptoms of present times, impacted even more by the cost of living, modern lifestyles and the aftermath of COVID lockdown* **have influenced how we live our lives, our outlook on life and how we eat. The project called "A TABLE" aims to bring people and groups together, sharing together, eating together, talking together. Sharing and gaining knowledge and finding friends along the way, healing together, finding hope and building a better future. Together. Stronger.

Aims

- To combat loneliness and revive communal gathering and eating and sharing food and helping one another.
- The knowledge of eating healthily from land to table
- Being in the open air and catalysing physical movement
- Reducing food waste
- Reinforcing community spirit and creativity

Objectives

- By having themed events in communities across the city with music and food
- Enabling different organisations to work together for a common goal in creating resilience against food poverty and bad health
- To have workshops after the events to teach how to cook within budget, to cook healthily, to know the beneficial attributes of certain foods and work together

- To teach how to grow the right foods, such as medicinal herbs and superfoods to aid health
- To teach resilience and self sufficiency as well as community garden foodshare
- Introducing ethnic cuisine, exploring different cultures and respect to the wider community

DESCRIBE THE PROBLEM

With the rising cost of living, people are choosing to eat less, choosing fast and processed foods because they are cheaper but have a negative impact on health.***

Many people are in isolation with mental health or because of physical problems.

People, are increasingly living their lives through devices instead of having real physical interactions therefore impacting more on the feeling of isolation. **** With having less money, people are not going out as often and being social.*****

HOW THIS PROJECT HELPS

Reducing loneliness by creating a social community gathering.

Giving people the opportunity of eating and trying different cuisines and meeting different cultures and tearing down cultural barriers

An opportunity in eating healthily.

A doorway to other related workshops in how to grow the right food, foods for health and cooking right. Hopefully catalysing new skills for resilience.

Stimulating community spirit in order to help one another.

Fostering connection between people and connection with nature and outdoors.

Social/personal development: It enables people to find alternative solutions to food poverty and social exclusion. To improve confidence therefore helping them with their mental health.

Economic: giving them skills to handle finances and how to be self-sufficient and efficient in finding solutions in not wasting food.

Reducing loneliness: Coming together in social gatherings helps to create relationships to create community solutions and to share problems and experiences.

WHY IS THIS PROJECT DIFFERENT?

My time abroad in a developing country showed me poverty and lack of food, yet there was land to cultivate. I was involved in community development there and how to teach resilience and help people be part of their solution and to achieve life skills. They have less and in having little they had to come up in creative ways how to recycle to survive. I also lived in Italy and saw how eating together good food and being in family and social groups, impacted greatly on their health and mental wellbeing. All collaborators have been involved in community development and community work, and each bring their different experiences to the table. These experiences and knowledge can be used here to help people see beyond their problems and implement solutions.

So not just another food program, but to eat together, grow together and help one another. I can imagine, when there are harvest times, people can bring the food in, cook together, share life, eat together, and develop that real community life again with life skills and resilience.

WHO IS THIS PROJECT FOR?

For low income families, students who cannot afford decent meals, the elderly, the lonely, those struggling with mental illness, refugees and asylum seekers. To treat them to a good meal, experience different cuisines, to socialise and to learn how to cook and the importance of eating healthily but also how to cook well on a budget.

HOW DOES THIS PROJECT WORK?

This would be a social outdoor event. There are different models, in a local communal green area in a residential estate; or in Campbell Park with a series of long tables and benches. People can pay as they can or pay it forward. Food would be obtained by various food waste organisations, such as Fareshare, surplus from community farms, sponsored by supermarkets, school gardens. Local chefs and volunteers, including refugees and asylum seekers who can share their cooking culture, would give their time to cook ethnic specialities. Menus would be designed from what is given, with recipes so people can try at home. Themed music would be at hand with dancing galore. Various cooking workshops would be promoted in showing people how to cook efficiently as well as growing projects to help people grow their own food in collaboration with existing local food growing entities.

Skills and experience gained would be:

- creative problem solving
- money management
- cooking skills

- food growing skills
- interpersonal and social skills
- wellbeing
- and just having a good time!

The event would be a half day event including setting up and clearing away. People can take away food to share. Waste would be done in such a way to be given as compost material for local food growing communities.

* <https://www.nesta.org.uk/data-visualisation-and-interactive/loneliness-obesity-and-health-in-england/>

** <https://www.bbcchildreninneed.co.uk/changing-lives/our-latest-on-the-cost-of-living-crisis/i-cant-afford-it-how-poverty-can-lead-to-exclusion-and-isolation/>

***<https://www.theguardian.com/business/2023/oct/02/uk-families-eating-less-healthily-due-to-cost-of-living-crisis>

****<https://medium.com/@russelri411/disconnected-in-a-connected-world-is-technology-isolating-us-more-d492ae8b701c>

****<https://www.psychologytoday.com/gb/blog/live-long-and-prosper/202210/technology-use-loneliness-and-isolation>

*****<https://carnegieuktrust.org.uk/news-stories/third-of-adults-cut-healthy-eating-and-socialising-due-to-rising-cost-of-living/>

Grant Evaluation Report for Campbell Park Parish Council

Grant Reference Number	011/23-24/Sec 137
Name of Organisation	YMCA MK
Purpose of Grant	Practical Support to YMCA residents as they look for employment
Name	Nia Haines
Position	Fundraising and Communications Manager
Contact Telephone Number	XXXXX
Contact Address	1 North Sixth Street, MK, MK9 2NR
Email	nia.haines@mkymca.com

1. Did you achieve what you set out to do?

Yes – this is ongoing.

Please give details of what you did achieve;

YMCA MK continues to provide emergency supported accommodation to young people aged 18-35 in Milton Keynes.

We have supported young people on their employment journey in a number of ways including:

- Practical employment support sessions (becoming job-ready, CV writing, looking for employment)
- Meet the employer sessions.
- Practical support to get into work (clothing, travel, identification).

In 2023/24 Young People were supported into 119 jobs. (93 unique individuals)

Young people were supported into 71 educational opportunities

9 young people were supported into volunteering/work experience roles.

Please give details of what you did not achieve and why;

Changes in our structure has changed the way we deliver employment support but not the outcomes.

2. Who benefitted from the project?

Total number of people that attended, were involved or benefitted over the duration of the project:

Number of people that attended, were involved or benefitted per session:

YMCA MK is home to over 200 young people at any one time. Support is available to all. This financial year 12 young people have been supported using the Access Fund with items such as identification, travel expenses and clothing.

Please provide the following data about the people that attended, were involved or benefitted from your project:

We only record which parish residents feel most connected to so I cannot break participants down into residents of Oldbrook, Fishermead, Springfield, Willen or Woolstone.

From April 2023

Male	20	Female	5
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Age 16-24	14	Age 25-35	11
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White	12	Mixed / multiple ethnic groups	1	Asian / Asian British	1
Black / African / Caribbean / Black British	10	Other Ethnic Group	1		

3. Have people learned; (please give details)

- New skills
- Taken part in training
- Obtained professional qualifications

Funding from the Parish Council funding has supported young people on their employment journey.

4. Have you faced any challenges delivering your project? What were they and how did you overcome them?

There are challenges associated with delivering supported housing care to residents. Key workers continue to undertake training to better support residents experiencing domestic violence, struggling with issues surrounding gender identity and sexuality and eating disorders among other things.

Not all residents are willing / ready to engage with employment support. Building rapport remains a priority to enable us to provide bespoke support.

5. Please provide a breakdown as to how you spent your grant. Compare what you planned to spend with what you actually spent.

1. If underspent, have you returned the difference to CPPC?
2. If overspent, how did you fund the shortfall?

Total awarded £1,000

Budget headings	Grant breakdown based on your application	Actual spend in the period	Difference	Reason for under/over spend
Increased staff costs	£500	£500	£0	N/A

This fund is ongoing as we have a transient resident community with shifting needs.

6. How did you publicly acknowledge or promote that the project was funded by CPPC?

We have a funders board in our conferencing facilities that promotes the support of parish councils. Parish councils are also in our Impact Report.

Grant Evaluation Form

If you would like any help to fill in this form, please call 01908 608559

Completed evaluations must be returned to:

Campbell Park Community Council, 1 Pencarrow Place, Fishermead, MK6 2AS or email
Admin@campbell-park.gov.uk

Grant Reference Number	001/23.24
Name of Organisation	<i>Milton Keynes Neighbourhood Watch Association</i>
Purpose of Grant – "Project"	<i>Build Neighbourhood Watch in Fishermead, Willen and Woolstone</i>
Your name	<i>Nick King</i>
Position in Organisation	<i>Chair</i>
Contact Telephone Number	XXXXX
Contact Address	XXXXXXXX, Woolstone, Milton Keynes, MK15 0BL
Email	XXXXX

1. Did you achieve what you set out to do?

Please circle answer: Yes

Please give details of what you did achieve:

- *Our most important goal was to reinvigorate NW that for many residents may have been seen as dead and buried! Key to this was visibility with a fresh, new image and consistent marketing and promotion.*
- *In the 3 target areas, we organised NW and Police partnership leafleting/door-knocking sessions and pop-up shops:*
 - Woolstone: 370 leaflets Nov 2023 and erecting over 23 new street-signs; follow-up NW members/Police meeting in May 2024.*
 - Willen: 851 leaflets and pop-up shop in Feb 2024 and over 15 new street-signs; follow-up NW members/Police meeting in May 2024.*
 - Fishermead: 543 leaflets and pop-up shop May 2024. New street-signs and meeting to follow.*
- *Close collaboration with CCPC with an innovative series of regular bespoke articles (4) in Homeground as well as posts on Facebook.*
- *Independent contact by MKNHWA to local organisations in all 3 areas to encourage the cascade of information on Neighbourhood Watch to their networks.*
- *Increase the number of sign-ups over the period to the all-important Police Alerts:*
 - Willen: originally 52 now 79 sign-ups.*
 - Woolstone: originally 55 now 94 sign-ups.*
 - Fishermead: originally 90 now 109 sign-ups.*

- *Increase the number of local NW schemes:
Willen: originally 2 now 5 schemes.
Woolstone: originally 5 now 8 schemes.
Fishermead: originally 0 now 1 provisional scheme.*
- *A further opportunity was a presentation at the CPCC Annual Parish Meeting, 28th May 2024.*

Please give details of what you did not achieve and why:

Some work is unfinished due to volunteer resource pressures on MKNHWA and these will be completed. For example:

- *Delivery of crime prevention literature to all new NW members in all 3 areas, due for August.*
- *Erect further number of new street-signs in Willen.*
- *Erect new street-signs in Fishermead; deliver posters to retailers etc. in Fishermead, due September.*
- *MKNHWA issue Alerts to residents who receive Alerts and encourage to consider starting a new NW scheme, due August.*

2. Who benefitted from your project?

Total number of people that attended, were involved or benefitted over the duration of the project:

1764 households leafleted with NW information and which included crime prevention advice.

Number of people that attended, were involved or benefitted per session (if applicable):

So far approx. 16 residents attended our NW/Police face-to-face sessions in total.

(If applicable) How many sessions were held during the length of the project for which the grant was awarded?

5 so far.

Please provide the following data about the people that attended, were involved or benefitted from your project:

Total number of people from:

Oldbrook		Fishermead	<i>Min. 543 residents</i>	Springfield	
Willen	<i>Min. 851 residents</i>	Woolstone	<i>Min. 370 residents</i>	Other	

Sex:

Male		Female		Other	
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Age:

0-4	
16-24	
65+	

5-15	
25-64	

Ethnicity:

White	
Asian/Asian British	
Other Ethnic Group	

Mixed/Multiple Ethnic Groups	
Black/African/Caribbean/Black British	

3. Have people learned: (please give details)

- new skills
- taken part in training
- obtained professional qualifications

- *Advice on how to make homes safer (crime prevention) has been issued to householders. We now have embedded opportunities for local residents to join Neighbourhood Watch and sign-up to Police Alert emails.*
- *Key also is that the local Police now have access (via the Alert database) to NW leaders and members for them to improve their engagement and intelligence-gathering locally.*
- *So far at least 6 NW scheme leaders are motivated to promote NW within the catchment area of their scheme and equipped with the necessary material to support each of them to grow membership.*

4. Have you faced any challenges delivering your project? What were they and how did you overcome them?

We know from experience that there is often a "slow burn" to the delivery of results from initial project work. Step one is invariably bringing awareness to residents that Neighbourhood Watch still exists! The charity is 42 years old and the proliferation of many old, faded and often damaged NW street-signs does not help.

Central to this project was the funding of fresh and professional promotional work: leaflets, pop-up shops, street-signs, etc.

The programme of work will continue: maintaining links to the Police and Parish Council will help sustain this.

5. Please provide a breakdown as to how you spent your grant.

Compare what you planned to spend to what you actually spent.

(a) if underspent, have you returned the difference to CPCC?

The project has an underspend of £71.03. As noted above, MKNHWA still has work to do, most especially in Fishermead and further expenditure within this sum is expected.

(b) if overspent how did you fund the shortfall?

TOTAL GRANT AWARDED: £890

Budget Headings	Grant breakdown based on your application (£)	Actual Spend in the period (£)	Difference (£)	Reason for over/under spend
Leaflets	155.00	165.00	+10.00	Inflation

<i>Street-signs and cable-ties</i>	610.34	591.78	(18.56)	<i>Negotiated reduction on signs</i>
<i>Tabards</i>		22.21		
<i>Misc: metal snippers</i>		39.98		
TOTAL		818.97		

6. How did you publicly acknowledge or promote that the project was funded by Campbell Park Community Council?

The design of our promotional leaflets and related posters give full acknowledgement to the receipt of CPCC funds, as well as the various crime prevention advertisements placed in the four editions of Homeground.

BUDGET REQUEST FORM

COMMITTEE PROJECTS FOR 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30

Committees must: (1) Complete one form per project

(2) Prioritise their projects in order of importance

Committee Name: Community & Communications

Project Title: CPCC Youth Provision

Does this project deliver on the budget spending priorities as identified by residents in the Budget/Precept Level Consultation? **Yes** **No** *(tick one)*

Project Year: *(tick all applicable)*

2025/26	x	2026/27	x	2027/28	x	2028/29	x	2029/30	x
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Project Location: *(tick all applicable)* **venue to be decided**

Fishermead	Oldbrook	Springfield	Willen	Woolstone
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Start Date: April 2025, subject to funding **Duration of Project:** weekly provision - ongoing

Give a brief description of project proposal for the next 5 years, commencing 2025/26 and the benefit to CPCC. Attach further information sheets if required.

To commission the delivery of a youth club provision within the CPCC area to be delivered by a third-party organisation.

Specific details to be established, subject to the agreement to fund this as an ongoing provision within the CPCC budget. The possibility of partnership delivery to be investigated further, with the aim to achieve the best value provision delivered as widely as possible across the CPCC area, within the parameters of the budget made available. The existing budget provision is insufficient to meet this aim.

Please list a breakdown of expenditure for the project for which you are applying, this may include contractor costs, materials costs, venue hire, advertising/publicity, etc

For multi-year projects, please break down costs per year.

CPCC Staff time – will your project involve staff time YES / NO

If YES, how many hours - unknown, as this will involve further research and discussion to evolve the project and establish any partnership approaches. Direct commissioning of a third-party provider would require a more limited number of staff hours in set up, organisation and advertising.

Item	Detail	Cost £	Quotes Enclosed Yes / No
Youth Provision	Third-party provider 2 hours provision per week With qualified youth workers With all necessary policies and procedures in place	7876	Yes
Venue hire	Venue hire costs required if not held in a CPCC Centre	TBC	

Total Cost of Project: £ 7876 per year

CPCC Funding Required: £ 7876 per year

External Funding if Required: £

Completed forms to be submitted to the RFO as soon as possible but no later than Friday 25 October 2024.

Project approved/not approved by Committee for Council consideration

Date:..... Minute No:

** Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

For Committee use only, all approved proposals require prioritisation

Priority of (eg Priority 1 of 4)



Youth Work Packages

For young people aged 11-18 years

Did you know YMCA has been delivering award-winning youth work to children across Milton Keynes since 2021? Our Youth Work is now available to purchase as a package.

Why now?

- Funding for youth services has dropped by 81% in Milton Keynes since 2010
- Young people do not have the right support, options and opportunities to fully realise their potential, and are not getting their emotional needs met in a positive way
- We believe all young people should have access to at least one positive adult role model who is committed to their success



Why Us?



We have over 40 years experience supporting young people in the local community.

We want to mirror the great work at the YMCA campus. Last year, we supported adults into

171 jobs.

Our Offer

We provide a range of packages, offering a trusted and reliable youth offer for young people aged 11-13 OR 14-18 during time term only. We deliver:

- Varied youth-led sessions co-created with local young people
- A curriculum designed to build Independent Living Skills, including age appropriate health and wellbeing and employability sessions
- Outreach youth work sessions designed to positively engage young people where they are





Young People ¹	Sessions	Yearly Cost ²
Up to 22 young people	1 x 1.5 hour weekly youth club	£6,762
Up to 22 young people	1 x 2 hour weekly youth club	£7,876
Up to 44 young people	2 x 1.5 hour weekly youth clubs	£13,524
Up to 44 young people	2 x 2 hour weekly youth clubs	£15,752

¹ Number of young people will depend on activity type, levels of need etc.

² Venue costs are not included in our packages

Each Package includes:

- Bespoke sessions planned and delivered by a Senior Youth Worker (JNC Qualified) and an Assistant Youth Worker
- Access to an On-Call Manager responsible for safeguarding and risk management
- Bookings and information handling all GDPR compliant and overseen by YMCA MK

Please contact Tayler Tookey, Youth and Community Manager, for further details:

Tayler.Tookey@mkymca.com

01908 295 600



Here for young people
Here for communities
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE