



## APPLICATION FOR FINANCIAL SUPPORT FROM CROXLEY GREEN PARISH COUNCIL

### Grant Criteria

1. Applications for Grants will only be considered from local Community Groups with a majority of members having a bona fide address within the Parish  
or  
from individuals with a permanent address within the Parish.
2. Only one Grant Application from a particular organisation or individual will be considered during the Council's financial year.
3. Grants will be made to assist the founding of local community groups or to provide temporary assistance for their continuing viability. Repeated grants to the same group or individual should not be expected.
4. Grants will be confined to local groups providing social, cultural, educational, recreational or sporting activities for the local community, or newly formed groups for these purposes  
or  
in the case of individuals undertaking an activity for the benefit of the local community.
5. Applications must be made on the prescribed form, signed by the person applying and authorised by the signature of an officer of the group.
6. All valid Grant Applications will be considered on their merits.
7. The Council reserves the right to inspect, view or otherwise satisfy themselves that the Grant has been dispersed in accordance with the details provided.

### Notes

Please ensure that all sections of this application are fully completed. It is important to be concise and your responses must be on the form. Attach separate documents where applicable.

**Data Protection.** Any information entered onto this application form may be stored and held in accordance with the Data Protection Act and used by Croxley Green Parish Council.

If you have any questions please contact The Clerk on either 01923 710250 or via e-mail at [info@croxleygreen-pc.gov.uk](mailto:info@croxleygreen-pc.gov.uk)

Croxley Green Parish Council indicates that submission of this form does not guarantee that funds will be made available. Decisions are made on an individual basis irrespective of other application grants that may have been requested.

## SECTION A: ABOUT YOU

<b>A1</b>	Name of Organisation	The Croxley Green Residents' Association	
<b>A2</b>	Name of Contact Person	Barry Grant	
<b>A3</b>	Address of Organisation or Address of Contact Person	c/o 93 Frankland Road	
	Postcode	WD3 3AS	
<b>A4</b>	Telephone Number	Daytime	07941367446
		Evening	01923 779660
<b>A5</b>	Fax Number	N/A	
<b>A6</b>	E-mail address	grantbmjb@gmail.com	
<b>A7</b>	What is the status of your organisation? – Please tick heading		
	Registered Charity (please give number)	<input type="checkbox"/>	Charity No. _____
	Voluntary or Community Organisation	<input checked="" type="checkbox"/>	
	Housing Association	<input type="checkbox"/>	
	Unregistered Association	<input type="checkbox"/>	
	Other (please state) _____		
<b>A8</b>	What is the purpose of your Organisation?	Primarily, a) protecting the amenities of the area, protecting and promoting the identity, integrity a sustainability of the area, b) taking action upon matters relating to the civic and social welfare of the area, and c) providing regular information to members of the Association (all Croxley Green residents) and consulting with them as appropriate	
<b>A9</b>	Does your Organisation have a formal constitution?	Yes	
<b>A10</b>	Has your organisation started up in the last year?	No	
<b>A11</b>	Approximately how long has your organisation been in existence?	In excess of 40 years	
<b>A12</b>	Are you affiliated to a National Body?	No	
	If Yes state which one(s) _____		
<b>A13</b>	Which geographical area will you be working in? – Please tick heading		
	All of Croxley Green	<input checked="" type="checkbox"/>	
	Croxley Green North Ward	<input type="checkbox"/>	
	Croxley Green South Ward	<input type="checkbox"/>	
	Croxley Green Ward	<input type="checkbox"/>	

## SECTION B: APPLICATIONS FOR FUNDS

**B1** How much are you applying for? £500

**B2** What is the total cost of your project £701

(use a separate sheet of paper if necessary)

**B3** What do you aim to achieve with this funding?

Notification of Site Allocations under the TRDC Local Plan 2021 to 2036 to all residents of Croxley Green via a village wide leaflet drop. Provision of consultation response enablement.

The application satisfies grant criteria 1 to 6 and evidence of the expenditure will be provided, upon request, of invoices. Of course, there will be evidence by way of the leaflets dropping through the letterboxes of Parish Council councillors and staff

**B4** Are you matching this request for funding in any way?

The Association is prepared to make available an initial £200. This is a significant proportion of the funds held by the CGRA. Our bank account has a balance in the region of £2,700

**B5** How many people are involved in your project?

CGRA Committee - 9 people - together with the anticipated participation of Croxley Green residents from 5,500 dwellings.

**B6** Are the majority of your regular participants drawn from the Croxley Green area? Yes

**B7** Who is the project aimed at assisting? – Please tick categories

Babies (0-3 years)	<input checked="" type="checkbox"/>	Children (3-7)	<input checked="" type="checkbox"/>
Young Persons (7-13)	<input checked="" type="checkbox"/>	Teenagers (13-18)	<input checked="" type="checkbox"/>
Parents	<input checked="" type="checkbox"/>	Single Mothers/Fathers	<input checked="" type="checkbox"/>
Elderly	<input checked="" type="checkbox"/>	Unemployed	<input checked="" type="checkbox"/>
Neighbourhood Group	<input checked="" type="checkbox"/>	Specific ethnic groups	<input checked="" type="checkbox"/>

Other (Please give details) All members of the local community.

**B8** Do you or will you receive funding from any other source? – Please specify source and amount

Source	N/A	Amount
See attached note		

See attached note

**B9** Will your project work in partnership with any other community, statutory or voluntary organisations? – Please specify

Yes – the Association will work with virtually every community, statutory and voluntary organisation associated with Croxley Green

**B10** What is the total income and expenditure of your organisation?

Income	£200 approx 2017	Expenditure	£200 approx 2017
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Please see attached accounts and financial information for the previous 3 years.

**B11** Who controls the bank account and who authorises expenditure?

The Association's Treasurer, Mary Mitchell, is responsible for maintaining bank account. Payments require 2 authorised signatures from 3 specific committee members.

**B12** Please attach a copy of your most recent accounts OR projected case flow if not accounts exist.

Attached

**B13** Please attach a copy of your constitution

Attached

**B14** What authority do you have to submit this application?

Duly elected chairman.

### Declaration

I declare that I have checked the information on this form and I believe it to be correct.

Signature

Print Name

Barry Grant

Date

3<sup>RD</sup> December 2018

**Please return the completed form to:**

The Clerk  
Croxley Green Parish Council  
Council Offices  
Community Way  
Croxley Green  
Rickmansworth  
Herts  
WD3 3SU

# A Constitution

## **Name**

The name of the Association shall be Croxley Green Residents' Association.

## **Area**

The area ("the area") represented by the association is the Parish of Croxley Green (as represented by the Parish boundary).

## **1. Aims and Objectives**

1. Protect the amenities of the area.
2. Prevent the erosion of the local Green Belt.
3. Protect and promote the identity, integrity and sustainability of the area.
4. Take action upon matters relating to the civic and social welfare of the area.
5. Improve communication between TRDC, the Parish Council and the other relevant local authorities and the members of the Association.
6. Provide regular information to members of the Association and consult with them as appropriate.
7. Identify under-represented groups and try to involve them in the Association's activities. To include support for local youth-orientated activities, clubs and facilities, encouraging youth engagement with the local and wider communities
8. Work to curb unnecessary local Government expenditure.
9. Stimulate the interest of residents and businesses in the welfare of the area.
10. Provide a medium through which members may express their views on matters of local interest.
11. Work with existing local organisations in the locality of the area, including neighbouring Residents' Associations.
12. Raise the profile of the Association.

## **2. Powers**

The Association shall have the following powers:

1. Raise funds to further the aims of the Association.
2. Arrange events and activities for the benefit of residents and to produce leaflets and other publicity material.
3. Consult residents by arranging meetings, surveys and newsletters.
4. To rent or lease and property necessary for the achievement of the Association's aims.
5. Arrange any insurance cover necessary against risks incurred by the Association and volunteers in the course of their duties.

## **3. Membership**

1. Membership of the Association shall be open to all persons residing in the area.
2. All members have the right to vote at public meetings. The Committee shall keep a list of all members attending public meetings.
3. Those living outside the area will not be eligible for membership, however they may be invited to attend meetings but are not members and are not entitled to vote.
4. Elected Councillors and Council Officers who live in the area may be members but may not be on the committee.
5. The committee shall have the power by a two-thirds majority vote to expel any member who has acted against the interest of the Association, either permanently or for such a period that the committee shall determine, provided the clear reasons are given in writing. There is a right of appeal, accompanied by a friend, within four

weeks of expulsion. The right of appeal to be addressed formally to the committee. The decision of the committee to be final.

#### **4. Meetings**

##### **1. Annual General Meetings (AGM)**

1. The committee shall arrange an AGM to be held in the month of March (or no later than 15 months of the preceding AGM). The secretary shall give at least 21 days notice in writing of an AGM to a) all members of the committee individually and b) to all other members by public notice, normally a notice displayed in the library.
2. At the AGM the committee shall report on its work, present a statement of accounts, accept the resignation of members of the committee, elect a new committee and deal with such other matters as are appropriate.
3. Any changes to the constitution must be agreed by two-thirds of the members present at the meeting. There is no procedure for the acceptance of proxy votes from members who cannot attend the meeting. A proposal for change must be made to the secretary at least 21 days before the meeting.

##### **2. Other General Meetings (including Extraordinary General Meetings (EGM))**

Other meetings open to all members may be called:-

By the current chairman or secretary of the committee, or by at least 12 members of the Association calling a General Meeting. Such a meeting to consider any matter requiring the consideration of the members in general. At least 1 week's notice will be given.

#### **5. The Committee**

1. Voting at all committee meetings shall be simple majority. In the event of a tied vote, the Chair shall have the casting vote. A committee shall be elected for 1 year at the AGM to carry out the business of the Association. Committee members and officers can put themselves forward for re-election at the next AGM.
2. The committee shall be made up of a secretary, chair, vice-chair, treasurer (each an officer) and up to 11 general members to a total of 15.
3. If vacancies occur between AGMs, the committee can introduce or appoint new members onto the committee as required.
4. No more than 2 members of one household shall be eligible to stand for election to the committee at any one time.
5. Councillors and council officers are not eligible to stand for election to the committee.
6. The committee shall meet no less than 4 times a year.
7. To be quorate, a committee meeting shall consist of 5 committee members (of which one must be an officer) by 30 minutes after the stated start time. If not quorate, the meeting shall be rescheduled to take place within the next 2 weeks, if possible.
8. If any member of the committee is absent for more than three consecutive committee meetings without good reason (in the committee's reasonable opinion) they may be asked by the committee to resign.
9. Committee meetings shall be open to all members as observers.
10. The committee shall be empowered to recommend the appointment of a President and up to 4 Vice-Presidents (all of whom will act in an honorary capacity). The President and/or a Vice-Presidents may attend all meetings of the committee but shall have no executive powers unless he/she was a committee member.

#### **6. Conduct of Meetings**

1. The secretary shall keep Minutes and all correspondence concerning the affairs of the Association shall be sent to the secretary.

2.The chair shall conduct all meetings of the Association. If he or she is absent, the vice-chair shall conduct the meeting.

**7. Finance**

- 1.The treasurer shall keep proper account of the finances of the Association and shall maintain a bank account in the name of the Association.
- 2.The Association shall appoint three signatories with only one signatory per household address. Each cheque shall be signed by two signatories.
- 3.The accounts shall be certified by an independent examiner before being submitted to the AGM.
- 4.Any money belonging to the Association shall be used only for the purposes of the Association.
- 5.Reasonable out of pocket expenses will be paid to committee members carrying out the Association’s business. Any such expense requires written pre-payment approval of two of the following: chair, secretary, treasurer.

**8. Dissolution or winding up**

- 1.If the committee decides that it is necessary to wind up the Association it shall call a special general meeting of all members.
- 2.Members shall be given at least 21 days notice and details of the resolution to be discussed at the meeting.
- 3.A proposal to dissolve the Association shall take effect only if agreed by two-thirds of the members present at the meeting (as before, there is no procedure for the acceptance of proxy votes from members unable to attend that meeting).
- 4.Funds and possessions shall be put to charitable purposes or to the benefit of any organisation that shares common aims with the Association. The decision will be made by majority vote according to the wishes of the members present at the meeting.
- 5.The final account shall be checked and verified by a competent independent person.

Agreed by:

Chairman .....

Secretary .....

Date. ....

**Croxley Green Residents Association  
Income and expenditure account  
Year ended 31 December 2017**

	2017 £	2016 £
<b>Income</b>		
Grant from Waitrose re History project	180	-
Deposit interest	-	1
	<u>180</u>	<u>1</u>
<b>Expenditure</b>		
Room hire	60	55
Donation to CG Parish Council re defibrillators	-	2,915
History project expenses	101	104
Misc expenses	40	79
	<u>201</u>	<u>3,153</u>
<b>Deficit of income over expenditure</b>	<u>-21</u>	<u>-3,152</u>
<b>Bank balance brought forward</b>	3,091	6,243
<b>Debtors brought forward</b>	-	-
<b>Creditors brought forward</b>	-	-
<b>Total funds brought forward</b>	<u>3,091</u>	<u>6,243</u>
<b>Bank balance carried forward</b>	3,118	3,091
<b>Debtors carried forward</b>	-	-
<b>Creditors carried forward</b>	-48	-
<b>Total funds carried forward</b>	<u>3,070</u>	<u>3,091</u>

**Note**

Funds carried forward £3,070 include £180 for the History Project from Waitrose grant.

  
M Mitchell

Hon Treasurer

11/03/2018

I have compared the above income and expenditure account with the books and vouchers of the Association and certify it to be in agreement therewith.



K A Wall

Independent Examiner

11/03/2018



**Croxley Green Residents Association  
Treasurers Report to the AGM 13<sup>th</sup> March 2017**

The accounts for the year ended 31<sup>st</sup> December 2016 have been prepared and independently reviewed.

We are most grateful to Mr Keith Wall for acting as Independent Examiner of the accounts and, on behalf of the Committee wish to express our gratitude to him.

In 2016, as in 2015 and 2014, we did not publish The Resident. Our only income in the year was £1 deposit interest. We paid the grant of £2,915 received in 2015 from Steve Drury's Herts County Council (HCC) local area fund to the Parish Council to purchase defibrillators. These have been purchased. An advantage of the Parish Council actually buying the defibrillators is that they were able to claim the VAT back.

The History Project expenditure of £104 in the year was covered by the grant from HCC (also thanks to Steve Drury) in 2014. This grant was ring fenced and the balance of £53 brought forward as at 31 December 2016 has now been used

Apart from the above, our expenditure in the year was only £55 for room hire and £79 for miscellaneous expenses.

Our balance carried forward is £3,091.

I now ask this meeting to formally approve and accept the accounts for the year ended 31<sup>st</sup> December 2016.

Thank you.

Mary Mitchell  
Treasurer  
CGRA

**Croxley Green Residents Association**  
**Income and expenditure account**  
**Year ended 31 December 2016**

	2016	2015
	£	£
<b>Income</b>		
Fundraising at the Revels	-	51
Raffle at History project launch	-	105
Grant from Herts County Council re defibrillators	-	2,915
Deposit interest	1	1
	<u>1</u>	<u>3,072</u>
<b>Expenditure</b>		
Room hire	55	66
Donation to CG Parish Council re defibrillators	2,915	
Petition re lift at Croxley station	-	42
Post, telephone, stationery	-	-
History project launch	-	224
History project gifts	-	74
History project expenses	104	223
Misc expenses	79	10
	<u>3,153</u>	<u>639</u>
<b>Deficit of income over expenditure</b>	<u>-3,152</u>	<u>2,433</u>
<b>Bank balance brought forward</b>	6,243	3,810
<b>Debtors brought forward</b>	-	-
<b>Creditor brought forward</b>	-	-
<b>Total funds brought forward</b>	<u>6,243</u>	<u>3,810</u>
<b>Bank balance carried forward</b>	3,091	6,243
<b>Total funds carried forward</b>	<u>3,091</u>	<u>6,243</u>

**Notes**

Funds carried forward £3,091 include £53 for the History Project from the grant from Hertfordshire County Council in 2014.



M Mitchell

Hon Treasurer

25 February 2017

I have compared the above income and expenditure account with the books and vouchers of the Association and certify it to be in agreement therewith.



K A Wall

Independent Examiner

25 February 2017

**Croxley Green Residents Association  
Income and expenditure account  
Year ended 31 December 2015**

	2015 £	2014 £
<b>Income</b>		
Advertising on website	-	270
Fundraising at the Revels	51	-
Raffle at History project launch	105	-
Grant from Herts County Council re defibrillators	2,915	-
Grant from Herts County Council re History Project	-	400
Deposit interest	1	1
	<u>3,072</u>	<u>671</u>
<b>Expenditure</b>		
Room hire	66	66
Petition re lift at Croxley station	42	-
Post, telephone, stationery	-	26
History project launch	224	-
History project gifts	74	
History project expenses	223	20
Misc expenses	10	197
	<u>639</u>	<u>309</u>
<b>Surplus of income over expenditure</b>	<u>2,433</u>	<u>362</u>
<b>Bank balance brought forward</b>	3,810	3,231
<b>Debtors brought forward</b>	-	300
<b>Creditor brought forward</b>	-	-83
<b>Total funds brought forward</b>	<u>3,810</u>	<u>3,448</u>
<b>Bank balance carried forward</b>	<u>6,243</u>	<u>3,810</u>
<b>Total funds carried forward</b>	<u>6,243</u>	<u>3,810</u>

**Notes**

Funds carried forward £6,243 include £2,915 for defibrillators and £157 for the History Project, both grants from Hertfordshire County Council.

M Mitchell

Hon Treasurer

March 2016

I have compared the above income and expenditure account with the books and vouchers of the Association and certify it to be in agreement therewith.

K A Wall

Independent Examiner

March 2016

**Croxley Green Residents Association  
Income and expenditure account  
Year ended 31 December 2017**

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<b>Income</b>		
Grant from Waitrose re History project	180	-
Deposit interest	-	1
	<u>180</u>	<u>1</u>
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Room hire	60	55
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**Note**

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M Mitchell

Hon Treasurer

11/03/2018

I have compared the above income and expenditure account with the books and vouchers of the Association and certify it to be in agreement therewith.



K A Wall

Independent Examiner

11/03/2018