

Willows Residents' Association NMPC Grant Application 2022 (v1.1 ) redacted _____	2
2011 06 11 Constitution _____	5
Income and Expenditure Sept 21 - Aug 22.xlsx _____	13
WRA Natwest Bank Statement (Redacted) _____	14

## NASH MILLS PARISH COUNCIL GRANT & DONATION APPLICATION FORM

Should you require this document in a different format (such as large-print) or require assistance to complete it then please contact the clerk.

<b>APPLICANT'S DETAILS</b>
Name of Applicant Organisation i.e. who are you applying on behalf of? Willows Residents' Association
Who will be our main contact for correspondence about this application? REDACTED
Address for all correspondence REDACTED
Email address treasurer@willowsra.org
Can we contact you by telephone? Yes
What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised).
This was discussed in the February 2022 Committee meeting and approved in that meeting
What type of organisation would you describe the Applicant as? Residents' Association
Approximately how long has the Organisation been in existence? 11 Years
Are you a Registered Charity? YES / NO (If YES, state your Charity No) No
Are you affiliated to a Governing Body? YES / NO No
Which one(s)?

### 2 DETAILS OF YOUR APPLICATION

Please give a concise but detailed description

<b>USAGE</b>
Approximately how many people are currently regular, active participants in your Organisation? 54 Households are current members for this year
How many of them are resident in the Parish of Nash Mills? All

<b>FUNDING</b>
<p>How much are you applying for? £200</p>
<p>What other grants have you applied for or obtained recently</p> <p>Noticeboard part-funding from Dacorum Borough Council on 6<sup>th</sup> August 2021- £750 (Total costs circa £1,000) Temporary canal fence repair funding from NMPC on 14<sup>th</sup> May 2021 - £300 (Total costs circa £350)</p>
<p>Have you applied elsewhere for equivalent funding (if so please can you advise us of the outcome?)</p> <p>Just Giving Donations for canal fence side improvements on 24<sup>th</sup> August 2021 - £264.02</p>
<p>Is this part funding of a bigger project? if so please give further details.</p> <p>Note: The NoticeBoard, Fence Repairs and improvements are now complete.</p> <p>The funding of £200 from NMPC will go towards events that will benefit local residents and the wider community.</p> <p>The two projects we would like the NMPC funding to support are:</p> <ul style="list-style-type: none"> <li>- Children / Young Children inclusivity activities</li> <li>- Clean and Tidy events</li> </ul> <p>The money collected by Willows RA goes to support the admin and running of the Residents' Association. This includes the payment for the insurance and the printing and distribution of newsletters and updates to residents.</p> <ul style="list-style-type: none"> <li>- Children / Young Children inclusivity activities</li> </ul> <p>This includes a subsidised Easter Egg Hunt and families who wish to participate in Halloween. This has become a very popular event and we provide free treats to children who visit. The aim of these events are to include families in activities (especially those with younger children) in a safe environment.</p> <ul style="list-style-type: none"> <li>- Clean and Tidy events</li> </ul> <p>WillowsRA will continue to tidy, clean and look after the green spaces next to the canal by trimming back the brambles, removing ivy from the trees and ensure a safe space for children to walk and play. This requires hiring equipment to chop back the brambles and also the bindweed that is covering the new Willow Trees planted. This, we hope, supports the Borough Council in the green spaces around the area.</p> <p>The cost to undertake all these events, activities and the associated administration (including the insurance) now exceeds £500 every year and the funding from NMPC goes some way to cover our ever-increasing costs to allow us to be a central point of communication, activities and events in the community.</p>

Please confirm the following documents are enclosed in support of this application.

- Constitution - attached
- Latest Annual Accounts and Balance Sheet - attached
- Bank Statement - attached

DATE 31<sup>ST</sup> August 2022

Please return this form to

Nikki Bugden [Clerk@nashmillsparishcouncil.gov.uk](mailto:Clerk@nashmillsparishcouncil.gov.uk)

NMPC PO Box 1602, Hemel Hempstead, Herts HP1 9ST

**Please note that by completing this form you are giving consent for your details to be shared for consideration of this application and (if successful) for publication as evidence of our grants/donations given. You consent for your details to be retained on file in line with our retention policy.**

## GENERAL INFORMATION

- The group shall represent the interests of all its members by agreeing in advance its aims and rules.
- The constitution covers the aims of the group, who is eligible to become a member, how it will be run, how decisions will be taken, and how changes may be made at a later date to meet future needs.
- The constitution is a binding agreement.

## THE CONSTITUTION

### 1. Name and Area of Group

The name of the group shall be: WILLOWS Residents Association

.....

The area covered by the group shall be: Bittern Close, Heron Close, Kingfisher Drive, Swan Mead, Teal Way, The Mallards

.....

### 2. Aims

The aims of the group are:

- to be a non-party political group.
- to promote equal opportunities within the community and recognise the diversity of citizens living in the area.
- to encourage a sense of community by protecting and promoting the community as a pleasant and safe place to live.
- to represent all residents in the area covered by the group.

- to represent the members of the residents association with respect to issues arising in the wider local area which may impact the group. e.g. local schools, transport, public services.
- to ensure that all members are consulted regularly, and that all residents are encouraged to join.

### 3. Equal Opportunities

The group shall not discriminate on the grounds of gender, race, colour, sexual preference, religious belief, political belief, marital status, disability or age.

### 4. Membership

Membership of the group shall be open to all households (defined as a single postal address) in the area detailed in Para 1.

Available membership categories shall be as follows:

Type	Subscription	Voting Rights*
Full	£2	Yes
Associate - Automatic for all households not taking full membership	None	No

\* Voting rights are the only differential between membership categories.

Members should at all times conduct themselves in a reasonable manner at meetings or in premises used by the group. Any member may be excluded for breach of this condition, or for any other conduct contravening the stated aims, by a majority of those present and voting at any Committee or General Meeting. Any member so excluded shall have a right of appeal to the following General Meeting.

## 5. Subscriptions

An annual subscription of £2 shall entitle a household to full membership of the association. This shall be recorded on a membership card provided by the Association.

Any changes to subscription rates shall be agreed at a *General Meeting*.

Any subscription or other monies raised by or on behalf of the Association shall only be used for the purposes determined within the aims/objectives of the Association.

## 6. Public Liability Insurance

Shall be purchased yearly

Comment [j1]: Under review  
by Graham.

## 7. Conduct of Business

A Committee elected at each Annual General Meeting by group members shall carry out the business of the group.

- Persons elected shall be a Chairperson, Secretary, Treasurer and a minimum of four committee Members.
- No officer shall hold office for more than three consecutive years unless no other residents put themselves forward for election. In the event of the re-election of officers who have held office for more than three years, the members may, at an Annual General Meeting, agree to extend the term of an elected officer for a further 12 months.
- Only one officer may be elected per household.
- The election or removal of officers or members may only be carried out at a *General Meeting*.

## **8. Committee Meetings**

The Committee shall meet at least bi-monthly, with meetings being open to any member wishing to attend who may speak but not vote.

A schedule for committee meetings shall be announced yearly at the Annual General Meeting. Members wishing to attend a meeting shall notify the Secretary in writing at least 14 days prior to the meeting so that suitable premises can be arranged.

## **9. General Meetings**

General Meetings shall be open to all members to speak and vote and shall be held at least annually. The decisions of the General Meetings shall be recorded and carried out by the elected officers. All members shall be given not less than 14 days notice of any General Meeting.

Special General Meetings shall be called by the Secretary at the request of a majority of the Committee or on receipt of a written petition by not less than 15 members of the group giving reasons for their request. This meeting shall take place within 30 days of the request and not less than 7 days notice shall be given to members.

The Committee shall call the Annual General Meeting (AGM) on or as close as practicable to the anniversary of the forming of the group.

All members shall be given not less than 28 days notice of the intended AGM.

### **At the Annual General Meeting:**

- The Chairperson shall report on the group activities over the past year.
- The Treasurer shall outline the group spending for that year.
- The audited accounts of the group for the previous year shall be presented having been checked by a person not eligible for membership.
- The Officers and Committee for the next year shall be elected.



### **At any General Meeting**

- Any resolution for changes to the constitution submitted to the Secretary in writing not less than 30 days in advance of the meeting shall be voted upon.

## **10. Quorum**

The number of officers required for any Committee Meeting to go ahead shall be one-third of its elected membership or 4 members whichever is the greater.

The quorum for General Meetings shall be one-third of the membership or 15 members whichever is the less.

## **11. Voting**

Each subscription paying household shall have one vote on any resolution put before the AGM or Special Meeting.

Only members present at the meeting may vote.

If there is a tie then the Chair will have an extra casting vote.

## **12. Minutes**

All meetings shall be minuted and the minutes formally approved. Committee meeting minutes shall be approved at the subsequent committee meeting. Annual General Meeting minutes shall be approved at the subsequent Annual General Meeting. Special general meeting minutes shall be approved at the next committee meeting.

Voting that takes place at all meetings shall be counted and recorded in the minutes.

All minutes shall be available for inspection by members of the group.

### **13. Quarterly News Letter**

The committee shall publish a quarterly news letter to keep members informed of activities.

### **14. Duties of Officers**

Any member delegated to represent the group in consultation with any other body shall act on the instructions of the group and report back to the following Committee or General Meeting, whichever is the sooner.

#### **The Chairperson:**

- shall guide the Association to achieve its aims.
- shall conduct the meetings of the group.

#### **The Treasurer:**

- shall open and maintain a bank account in the name of the group.
- shall keep proper accounts of income and expenditure and shall report on them as required by the Committee or General Meetings.
- the Treasurer and one other Committee members nominated by the Committee shall have financial authority.
- accounts shall be made available for inspection by the members at the Annual General Meeting.

#### **The Secretary:**

- shall be responsible for arranging all meetings and giving the required notice to members.
- shall ensure minutes are kept of all meetings and give any such details as may be required by the Committee or General Meetings.
- shall maintain a register of members of the group.

### **15. Alterations to the Constitution**

Changes to this constitution shall only be as a result of a vote taken in

response to a resolution tabled in the correct manner at a *General Meeting* (see Para 9).

#### **16. Dissolution of the group**

The Association may be dissolved at any time with a two-thirds majority vote at a *General Meeting*.

At least 14 days notice must be given to all those eligible members to exercise voting rights if a proposal is made to dissolve the group.

At the meeting it shall be decided how the assets, financial and otherwise, remaining when the group has satisfied its liabilities, shall be used to benefit the community.

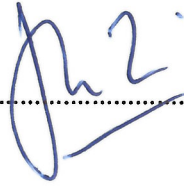
This CONSTITUTION was adopted by

WILLOWS Residents Association

at a Public Meeting held at

on Nash Mills Parish Hall

Signed.....



John Quill

..... Chairperson

Date.....

June 11, 2011

### Willow's Residents' Association Income and Expenditure Sept 2021 - Aug 2022

	Income	Expenditure	Totals	Comments
<b>INCOME</b>	Bank Balance on 6th Aug 2021		£1,514.96	incl. DBC from £750 + £300 from NMPC
	Membership Fees		5	Mr. Gollar via bank
	<b>Total income</b>		<b>£1,519.96</b>	
<b>EXPENSES</b>				
	<b>Event Expenses</b>	Fence/notice board	£957.59	Jennifer via bank
		payments to Paypal	55.98	
		payments to Paypal	22	
		AGM / Party	99.99	Jennifer (speakers + mic)
	<b>Total Events Expenses</b>		<b>£1,135.56</b>	
	<b>Other Expenses</b>	Newsletter & Publicity	£0.00	
		Administration	£0.00	
		PL Insurance	£114.00	Muriel via bank
		Bank Charges	£0.00	
	<b>Total other expenses</b>		<b>£114.00</b>	
<b>TOTAL EXPENSES</b>			<b>-£1,249.56</b>	
	<b>Total Income for period</b>		<b>£1,519.96</b>	
	<b>Total expenses for period</b>		<b>-£1,249.56</b>	
<b>BALANCE</b>	<b>Balance @ Bank</b>		<b>£270.40</b>	

# Willows RA NatWest Current Account Statement (Redacted)

## Your transactions

Showing: 29-Apr-2021 to 28-Apr-2022, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
19 Apr 2022	CDM	000015 16APR601033	£5.00	-	£484.39
18 Oct 2021	CHQ	000031	-	£957.59	£479.39
14 Sep 2021	D/D	PAYPAL PAYMENT , 54DJ2226AFMC4	-	£55.98	£1,436.98
14 Sep 2021	D/D	PAYPAL PAYMENT , 54DJ2226AFMC4	-	£22.00	£1,492.96
6 Aug 2021	BAC	DACORUM BC	£750.00	-	£1,514.96
14 May 2021	BAC	NASH MILLS PARISH , GRANT 21010ACM , FP 13/05/21 1943 , 600000000755922385	£300.00	-	£764.96

## Your transactions

Showing: 29-Apr-2022 to 28-Aug-2022, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
10 Aug 2022	CHQ	000032	-	£99.99	£384.40
10 Aug 2022	CHQ	000033	-	£114.00	£270.40