

## 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

A1	Name of Organisation	CROXLEY GREEN RESIDENTS ASSOCIATION	
A2	Name of Contact Person	BARRY GRANT	
A3	Address of Organisation or Address of Contact Person	c/o 93 FRANKLAND ROAD, CROXLEY GREEN	
		Postcode	WD3 3AS
A4	Telephone Number	Daytime	07941367446
		Evening	
A5	Fax Number	N/A	
A6	E-mail address	grantbmjb@gmail.com	
A7	What is the status of your organisation? – Please tick heading		
	Registered Charity (please give number)	Charity No.	
	Voluntary or Community Organisation	<input checked="" type="checkbox"/>	
	Housing Association		
	Unregistered Association		
	Other (please state)		
A8	What is the purpose of your Organisation?	ASSISTING & ADVISING ALL LOCAL RESIDENTS	
A9	Does your Organisation have a formal constitution?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
A10	Has your organisation started up in the last year?	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No	
A11	Approximately how long has your organisation been in existence?	80 YEARS	
A12	Are you affiliated to a National Body?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
	If Yes state which one(s)		
A13	Which geographical area will you be working in? – Please tick heading		
	All of Croxley Green	<input checked="" type="checkbox"/>	
	Dickinsons Ward	<input type="checkbox"/>	
	Durrants 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 £ 750 -  
(use a separate sheet of paper if necessary)

**B3** What do you aim to achieve with this funding? TO RAISE AWARENESS OF THE CGRA, WHAT IT'S ACHIEVED, CURRENT INVOLVEMENT & TO RECRUIT NEW COMMITTEE MEMBERS SO AS TO ENSURE THE CONTINUED VIABILITY OF THE ASSOCIATION.

**B4** Are you matching this request for funding in any way? THE CGRA HAS £3000 IN THE BANK & NO INCOME STREAM, IT WILL FUND THE BALANCE OF THE COST OF LEAFLET/DELIVERY AS WELL AS POSTERS & ANY OTHER MEDIA CONSIDERED APPROPRIATE.

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

**B6** Are the majority of your regular participants drawn from the Croxley Green area? Yes/No

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

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

→ Other (Please give details) ALL RESIDENTS OF CROXLEY GREEN

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

Source	Amount
_____	_____
_____	_____
_____	_____

# Grant Application




- B9** Will your project work in partnership with any other community, statutory or voluntary organisations? – Please specify
- .....
- .....
- B10** What is the total income and expenditure of your organisation?
- | Income   | £ | Expenditure | £ |
|--|---|-------------|---|
| SEE ATTACHED INC + EX ACCOUNTS & TREASURERS REPORT |   |             |   |
- B11** Who controls the bank account and who authorises expenditure? CGRA
- TREASURER - PAYMENTS AUTHORISED UNDER DUAL CONTROL
- B12** Please attach a copy of your most recent accounts OR projected cash flow if no accounts exist. SEE ABOVE
- B13** Please attach a copy of your constitution ✓
- B14** What authority do you have to submit this application?

Please provide a copy of (Minute?) giving you authority to make application.

### 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 15 / 1 / 2020

**Please return the completed form to:**  
The Clerk  
Croxley Green Parish Council  
Council Offices  
Community Way  
Croxley Green  
Rickmansworth  
Herts  
WD3 3SU

**Croxley Green Residents Association  
Treasurers Report to the AGM 11<sup>th</sup> March 2019**

The accounts for the year ended 31<sup>st</sup> December 2018 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.

We had income of £2,047 for the History project and deposit interest of £3.

History project expenditure in the year was £1,607.

We made a donation of £250 to All Saints Church for the WW1 commemorative doors.

We spent £711 on flyers for the Three Rivers site allocation consultation and have applied to the Parish Council for a £500 grant to partly cover this cost, bringing our net cost down to £211. We have not yet had a definite answer from them and the £500 is shown as a debtor.

Apart from the above, our expenditure in the year was only £44 for room hire and £11 for miscellaneous expenses.

Our balance carried forward is £2,997 of which £619 is allocated to the History Project.

I now ask this meeting to formally approve and accept the accounts for the year ended 31<sup>st</sup> December 2018.

Thank you.



Mary Mitchell  
Treasurer  
CGRA  
11.3.19

**Croxley Green Residents Association**  
**Income and expenditure account**  
**Year ended 31 December 2018**

	2018	2017
	£	£
<b>Income</b>		
History project income	2,047	180
Deposit interest	3	-
	<u>2,050</u>	<u>180</u>
 <b>Expenditure</b>		
Room hire	44	60
Donation to All Saints Church re WW1 commemorative doors	250	-
History project expenses	1,607	101
Site allocation flyers	211	-
Misc expenses	11	40
	<u>2,123</u>	<u>201</u>
 <b>Deficit of income over expenditure</b>	<u>-73</u>	<u>-21</u>
 <b>Bank balance brought forward</b>	3,118	3,091
<b>Debtors brought forward</b>	-	-
<b>Creditors brought forward</b>	-48	-
<b>Total funds brought forward</b>	<u>3,070</u>	<u>3,091</u>
 <b>Bank balance carried forward</b>	2,447	3,118
<b>Cash carried forward</b>	50	-
<b>Debtors carried forward</b>	500	-
<b>Creditors carried forward</b>	-	-48
<b>Total funds carried forward</b>	<u>2,997</u>	<u>3,070</u>

**Notes: 1. Funds carried forward £2,997 include £619 for the History Project.**  
**2. The debtor of £500 is subject to approval of a grant application to Croxley Green Parish Council**



M Mitchell

Hon Treasurer

11 March 2019

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 March 2019

# 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 is 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 audited by an competent independent person 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. ....

# **The Croxley Green Residents' Association (CGRA)**



**Extract of notes from CGRA Meeting held on 13<sup>th</sup> January 2020 in the Library, Barton Way**

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**Attending:** Barry Grant (BG, Chair); Tony Munroe (TM, Vice-Chair); Joan Zanelli (JZ, Secretary); Mary Mitchell (MM, Treasurer); David Neighbour (DN) Rose Hanscomb (RH); Margaret Pomfret (MP); Mandy Grant (MG).

**Attendees:** Parish Cllrs: David Montague DM; Andrew Gallagher AG, Chris Mitchell CM, Tony Walker TM

**1. Apologies:** Alex Charlton.

**2. Notes of previous meeting:** 23<sup>rd</sup> Sept 2019 pre-circulated. Proposed MG. seconded RH. Unapproved.

**3. Planning and Environment Matters**

**5) Future of Croxley Green Residents' Association (CGRA)?**

Chair BG opened up the discussion regarding the future of the CGRA. The next AGM is the 9<sup>th</sup> March it will be the time when each member of the committee will declare whether he /she will continue to serve for another year or will step down from the committee. The Secretary Joan Zanelli JZ and long serving CGRA member Rose Hanscomb (RH) have already indicated that they will be stepping down at the next AGM.

Without any new members joining the committee this will reduce the committee to 7 members providing the remaining committee members continue to serve for another year. BG pointed out that most members of the present committee have served on the committee since the constitution was revamped back in 2008.

BG pointed out the role of the CGRA along with a list of some of the many achievements it has managed over its time and that the CGRA has always had the community at its heart. BG went on to say that regrettably it has come to the stage that new committee members are desperately needed in order to try and safeguard the CGRA's future otherwise the likelihood is that the CGRA may have to look into winding up before the 2021 AGM.

BG then opened the floor up for discussion. It was discussed "what does the CGRA actually do" and in conclusion the majority those present agreed that the CGRA always has and still does play a vital role in representing the interests of the residents of Croxley Green and without the CGRA a valuable service will be lost.

Secretary JZ reminded those present that the CGRA was an unaffiliated, non-political and an unfunded association that, unlike the Parish Council, was not accountable to any tier of government funding, and as such was accountable only to the residents and could therefore be considered "the neutral voice of Croxley Green".

It was agreed that as a matter of urgency a publicity campaign should be actioned in order to recruit new committee members by March's AGM. Vice Chair Tony Munroe TM suggested that along with using Social Media and local news publications the CGRA could do its own publicity flyer to deliver to all households in Croxley. TM went on to say that this could offer a direct and effective means to engage with residents.

The estimated cost of an A4 double sided flyer along with its delivery to all the households in Croxley would be in the region of £525. Parish Council Chairman Andrew Gallagher then advised the committee that as the CGRA is a community group it may be eligible for a grant from the Parish Council to put towards the costs of the flyer.

After further discussions BG put forward to committee and the floor for an agreement for the CGRA to produce a flyer in order to recruit new committee members. Treasurer Mary Mitchell MM then advised the committee that a maximum limit should be set to take from the CGRA's reserves to cover the cost of the flyer. It was then agreed that a upper limit of £600 would be put in place.

A proposal was then put forward by JZ and seconded by RH for the flyer to be produced. The proposal was then agreed by the committee with the backing of the floor.

Signed



Date

15/1/20

**CGRA application for funds from Parish Council**

**Barry Grant** <grantbmjb@gmail.com>

Jan 15, 2020, 4:50  
PM (20 hours ago)

to Tony, dr.j.m.zanelli@btopenworld.com, Margaret, David, Alex, Mary, Rose, Mandy

Dear all,

Tony has drafted meeting notes in respect of that section of the meeting that related to the ongoing viability of the CGRA.

We want to apply to the Parish Council for a £500 grant to help towards the cost of A3 leaflets we intend to deliver to each Croxley Green household (showcasing what we do / have done and urgently seeking new committee members) ahead of the AGM in March. Please confirm, by return email, you are in agreement with the CGRA submitting such an application so we can conform to the application requirements?

Thank you.  
Barry

**Mandy Grant**

Wed, Jan 15, 4:53  
PM (20 hours ago)

to me, Tony, dr.j.m.zanelli@btopenworld.com, Margaret, David, Alex, Mary, Rose

I agree  
Mandy

**Tony Munroe**

Jan 15, 2020, 5:17  
PM (20 hours ago)

to me

Hi Barry

I agree to the grant application as per latest (3<sup>rd</sup>) version of the minutes.

Many thanks  
Tony

**jpomfret**

Wed, Jan 15, 8:29  
PM (17 hours ago)

to Tony, David, Alex, Mary, Rose, Mandy, me, dr.j.m.zanelli

Yes 100%  
Margaret

**Rose Hanscomb**

Jan 15, 2020, 11:08  
PM (14 hours ago)

to jpomfret, me, David, Alex, Mary, Tony, Joan, Mandy

I totally agree we should apply for the grant. Rose

**Dr J Zanelli**

Wed, Jan 15, 5:31  
PM (20 hours ago)

to me

Yes  
J