

Eight Parishes Community Interest Company

managing Swinford Windfarm Community Fund

and supported by

Vattenfall Wind Power Ltd

Fourth Annual Report

November 2015 – November 2016

(References in the document to parish councils also include parish committees & meetings)

Swinford Windfarm Community Fund Annual Report 2016

Eight Parishes Community Interest Company

Contents

1. Introduction
2. Key Milestones achieved by the CIC during the Year
3. CIC Summary Annual Report
4. Swinford Annual Report
5. North Kilworth Annual Report
6. Misterton & Walcote Annual Report
7. Cotesbach Annual Report
8. Shawell Annual Report
9. South Kilworth Annual Report
10. Catthorpe Annual Report

**Swinford Windfarm Community Fund Annual Report 2016
Eight Parishes Community Interest Company**

1. CIC Introduction

This is the fourth annual report provided by the Eight Parishes Community Interest Company (CIC) to cover the delivery of the Swinford Windfarm Community Fund.

Eight Parishes CIC was formally established as a company in November 2012. During the last four years the CIC has proceeded to administer the Fund in accordance with the 'Objects of the Eight Parishes CIC' as outlined in the Grant Funding Agreement.

The report follows the format prescribed to the CIC by Messrs Vattenfall and set out in the following sections:-

- Community Engagement
- Fund Administration
- Applications to the Fund
- Accounts and Records of Expenditure
- Forward Look

Additionally, the report is structured to report on the activities of both the CIC and Parishes in each of the above sectors. In some sectors the CIC devolves responsibility to the Parishes and in others the opposite takes place.

2. Key Milestones Achieved by the CIC during the Year.

The following is a summary of the Key Milestones achieved during the year:

1. Regular CIC Director's meetings held on:
 - 9th February 2016
 - 14th June 2016
 - 11th October 2016
2. CIC Director's Meeting to finalise annual report and accounts.

3. CIC Summary Report

i.	Community Engagement
How did the CIC inform the local community of the opportunities through the fund?	
The CIC devolved all community engagement to the respective Parish Councils and Committees. The community engagement is detailed in the individual parish reports.	

How did the CIC involve the local community in the development of ideas and decision making around the fund?

The CIC devolved all community engagement to the respective Parish Councils and Committees. The community engagement is detailed in the individual parish reports.

ii. Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner.

Grant Applications

The appraisal of grant applications is devolved to the respective Parish Councils and Committees.

The CIC is responsible for ensuring that each payment to or on behalf of a Parish Councils or Committee is accompanied by:

- completed Grant application form
- Invoice for the amount involved

Payment Grants

The CIC Financial Orders require each grant cheque to be signed by two Directors both of whom cannot be from the recipient parish.

CIC Meetings

Copies of the minutes of each CIC Directors meeting are within the Minutes folder.

Grant Allocation in Accounts

In 2013 the CIC set aside an amount of £3000 for administration costs. The remaining first year grant of £41,000 was allocated in the accounts to each parish in accordance with the relevant % grant allocation for each parish in accordance with the Grant Funding Agreement.

In 2014 the second year grant of £45,166 has been allocated in the accounts for the parishes in accordance with the agreed proportions.

In 2015 the third year grant of £46,069.32 has been allocated in the accounts for the parishes in accordance with the agreed proportions.

In 2016 the fourth year grant of £46,105.25 has been allocated in the accounts for the parishes in accordance with the agreed proportions.

Each parish can only spend up to the money available in any current CIC accounts.

CIC Deposit Account

The CIC keeps a minimum amount of cash in its current account. The balance of any assets are held on deposit at Market Harborough Building Society.

The CIC has received the following interest on the deposit account in the period of the report:

- June 2016 £505.58

In addition, the CIC has paid Corporation Tax of £83.64 during the year being reported on the interest received in June 2015.

iii. Applications to the Fund

Please provide a list of all applications to the fund this year:

Details of all fund applications are included in each individual parish report.

Please detail which applications for funding were successful and why:

Details of which fund application was successful and why are included in each parish report.

iv. Accounts and Records of Expenditure

Please provide a full record of your accounts and expenditure over the last year, includes copies of relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

A copy of the CIC accounts are included within the Accounts folder.

The administration costs of running the CIC are included in the accounts provided.

The CIC has paid for the following from its administration account:

- Clerk services provided by South Kilworth Parish Council Clerk and invoiced by South Kilworth Parish Council from 01.12.15 to 09.02.16
- Clerk services provided by North Kilworth Parish Council Clerk and invoiced by North Kilworth Parish Council from 09.02.16 to 30.11.16
- Website Hosting Fee
- CIC Companies House Annual Return Fee

- CIC Companies House Annual Report Fee
- Corporation Tax on 2015 deposit account interest
- Meeting room hire

No Directors have been paid any salary or expenses for their time involved with the CIC.

v. Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage with the communities and when you expect to make your final decisions on fund allocation.

Over the coming year the CIC will:

- Continue to administer the fund in a professional way
- Review its processes and procedures to ensure they remain relevant
- Minimise overhead costs so as to maximise the money available for grant application
- Continue to work collaboratively as a group and with Messrs Vattenfall for the benefit of the parishes
-

Additional 'Forward Look' plans for each Parish council are included in each parish report.

4.Swinford Annual Report

1 Community Engagement

How did the Parish inform the local community of the opportunities available through the fund?

This was done at each Parish Council meeting. In addition, information was put in The Five Parishes Newsletter (5P), which is published monthly. All the other information was placed on the two noticeboards for people to read.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

There were opportunities at Council Meetings for individuals and groups to obtain necessary application form. These forms were returned to the Parish Clerk and handed on to a sub-committee, (a small group of residents who have no affiliation to the application). The sub-committee made it recommendation to the Parish Council. A questionnaire was delivered to all households of which only 32% were returned. Early next year 2017 residents will be consulted again as part of Swinford's neighbourhood planning process.

2 Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner:

The matter was discussed in detail at several meetings, grant application forms were always available in paper version and online. The opportunity to apply was published in the Parish Council newsletter. Details of applications were published in the 5P newsletter and parishioners invited to comment. The Parish Clerk was available to answer any queries and if necessary assist groups with their applications. Reports were given at Parish Council meetings and the minutes posted on the Parish Council website and noticeboard.

3 Applications to the Fund

Please provide a list of all applications made to the fund from your Parish this year:

- Swinford Village Hall - £7,249.50 – Solar Panels
- Swinford Village Hall - £2,180.00 - Decorating hall
- Swinford 2000 - £1,227.70 - Community bus running costs
- Swinford 2000 - £758.23 - Repairs to seesaw
- Swinford Parish Council - £5,850.00 - Second speed sign and converting both to mains power
- Rowland United Cricket Club - £1200.00 - Annual contribution to maintenance of Webster's field

- Swinford Parish Council - £4,600.00 - Towards costs of cemetery refurbishment

Please details of which applications for funding in your Parish were successful and why:

- Swinford Village Hall - £2,180.00 - Decorating hall
- Swinford 2000 - £1,227.70 - Community bus running costs
- Swinford 2000 - £758.23 - Repairs to seesaw
- Swinford Parish Council - £5,850.00 - Second speed sign and converting both to mains power
- Rowland United Cricket Club - £1,200.00 - Annual contribution to maintenance of Webster's field
- Swinford Parish Council - £4,600.00 - Towards costs of cemetery refurbishment

These applications were successful because the sub-committee judged that they met the criteria on the application forms and the Parish Council's published criteria (see attached).

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and records of expenditure over the last year, including copies of any relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

The grants for the cemetery refurbishment and for the speed signs were received by Swinford Parish Council. This money is still held in Parish Council accounts as the projects have not yet been completed. All other monies have been paid by cheque directly to applicants.

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage in with the communities and when you expect to make you final decisions on fund allocation.

Process and criteria will be similar to 2016 with some amendment to the dates (see attached).

One application has been received from Swinford Primary School for £2,500.00 for audio equipment.

The Parish Council is considering applying for funds to support the completion of the neighbourhood plan and also to refurbish an area of overgrown verge on Stanford Road and undertake tree planting.

**CRITERIA AND SCHEDULE FOR CLAIMS FROM
SWINFORD WINDFARM COMMUNITY INVESTMENT FUND 2017/2018**

Swinford Parish Council will agree which applications for funding are successful on basis of how closely they meet the following criteria.

CRITERIA:

1. Claims should be for community projects that benefit significant numbers of residents of all ages
2. The form must be fully completed, either electronically at <http://eightparishescic.org> or as a paper copy (obtained from the Parish Clerk swinfordparishclerk@gmail.com) giving as much information as possible to enable a fair decision to be made.
3. Projects must show that they will provide long term benefits to the community
4. Applications must show clear links to the general fund priorities as described on the claim form

SCHEDULE 2016/17:

01 11 2016 New application round begins. Application forms can be obtained from the Parish Clerk (Helen Denton Stacey) (see above) or at the above website.

Applicants are encouraged to complete electronic applications and submit by email to swinfordparishclerk@gmail.com

31 12 2016 Closing date for applications

February 2017 Details of all applications published in February issue of Five Parishes News and parishioner comments invited

March 2017 Sub Committee meets, makes preliminary assessments of claims and asks for any additional information from applicants if necessary

20 03 2017 All additional information to be provided to sub committee

April 2017 Sub Committee makes decision on which projects are to be recommended for funding

May 2016 Ratification of claims by full Parish Council

May/June 2016 Payment of claims

Members of the Sub-Committee of the Parish Council who will make recommendations are;

Councillor Tina Briars

Councillor Jane Robson

Mr Jamie Pittman

Windfarm Community Investment Company board member for Swinford is;

Councillor Jane Robson

5. North Kilworth Annual Report

1 Community Engagement

How did the Parish inform the local community of the opportunities available through the fund?

A free village newsletter is circulated through the village where the information was given. Also a report by the Eight Parishes CIC representative is given at our monthly Parish Council meetings.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

The Parish Council welcome ideas and suggestions from anybody in the local community attending the monthly Parish Council meetings. The Parish Council representative for the CIC and the Parish Clerk have grant application forms on hand to give out to various bodies within the village to fill in to apply for funding.

2 Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner:

A representative from North Kilworth Parish Council attended the Eight Parishes CIC meetings. The application forms were provided at the meetings after being approved by the sub-committee of the Parish Council and payment was issued to the representative by the Eight Parishes CIC in presence of the meeting.

3 Applications to the Fund

Please provide a list of all applications made to the fund from your Parish this year:

- North Kilworth Under 8's Football Team

Please details of which applications for funding in your Parish were successful and why:

- North Kilworth Under 8's Football Team:
Referee Funds - £150.00
Footballs - £100.00
Team Kit - £180.00
Goalposts - £398.00
Total requested - £828.00

The Parish Council felt that the application met the outlined criteria.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and records of expenditure over the last year, including copies of any relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

No.	Description	Supplier	Amount
1	Miscellaneous costs including referee funds, new balls, team kit and goalposts.	North Kilworth Under 8's Football Team	£828.00
		Total:	£828.00

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage in with the communities and when you expect to make you final decisions on fund allocation.

The Parish Council plan to advertise in the free village newsletter what has been achieved so far with grants from the Eight Parishes CIC and what funding is available to the village by making an application to the fund in 2017.

6. Misterton with Walcote Annual Report

1 Community Engagement

How did the Parish inform the local community of the opportunities available through the fund?

As before, Misterton with Walcote Parish Council publicised the availability of grants via a leaflet, delivered to every household in the village. This was distributed early in December 2015, along with the local free paper. In addition, notices were displayed on the Parish notice board and information was available on the website. We decided this year that a second leaflet was not needed as most village groups have now become familiar with the application and awards cycle. Wind farm grants were also publicised at each Parish Council meeting from November 2015, through to the application closing date at the end of February 2016. In addition, to reach other groups active in the village who had never applied for funds, a letter was sent to each hall user advising them that grants may be available. Successful projects continue to display plaques detailing the Windfarm's involvement with project funding. We are still hoping that smaller, A6 sized plaques, which could fit into smaller spaces, will become available.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

Applicants were invited to attend the Parish Council to further explain the benefits expected to be gained from grants received. Parishioners were also invited to express their views, especially during the Parish Council meetings on 3rd March and 28th April 2016. During this cycle fewer applications were received. However, a number of local groups told us informally, that they decided to hold back, so that there would be little competition with the group working towards the reopening of our local pub! Additionally, several felt that after a number of successful bids, they would not apply during the 2016 cycle. At each Parish Council meeting, parishioners were given an opportunity to ask questions or make suggestions, comments and observations. The decision making process, as part of the Parish Council meeting, was open to the public. Apart from expressing overwhelming support for the application from the Black Horse, no one expressed any other opinions.

2 Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner:

All applications were discussed and considered, in front of a number of interested parishioners, at the Parish Council meeting on 28th April, when the Parish Council decided which applications would receive funds during this funding cycle. Each applicant was invited to come to the Parish Council meeting to add further information to their application, both in March and April. Minutes of the meetings, detailing discussions and decisions, were available on the Parish notice board and remain available on the website. A

representative of the Parish Council attends the CIC meetings and reports back to each Parish Council meeting. Feedback from parishioners and recipients has been entirely supportive during this funding cycle.

3 Applications to the Fund

Please provide a list of all applications made to the fund from your Parish this year:

- Misterton with Walcote Parish Council – application later withdrawn as another funding stream became available
- Black Horse Community Benefit Society Limited
- GottaDance

Please details of which applications for funding in your Parish were successful and why:

Black Horse Community Benefit Society Limited received an award of £6000 to help cover the cost of insurance, rates, solicitors fees, materials to refit the building (labour has been freely given by the local community) and other costs involved in the re-establishment of a public house within the village. The Parish Council agreed with the applicants who suggested that all the community could benefit from a new pub. Without a pub, there has been nowhere for people to meet informally, making it much more difficult for new residents to get to know their neighbours and increasing feelings of isolation amongst people who live alone. A pub would not just provide refreshments and food, but can also support other local businesses who provide the food and drink served and can be a source of local employment, especially for young people who appreciate the opportunities to work as pot washers and waiting staff. Therefore, we agreed that this application more than fulfilled the fund's priorities.

Misterton with Walcote Parish Council withdrew its application to replace stiles with kissing gates on a number of local footpaths when they secured funding for this from another source.

GottaDance has applied for help to install a sprung floor in the Memorial Hall, but there are still a number of issues to be resolved before this application can be determined.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and records of expenditure over the last year, including copies of any relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

The following grant applications have been approved by Misterton with Walcote Parish Council during the year:

No.	Description	Supplier	Amount
1	Miscellaneous costs involved in reopening the Black Horse as a Public House	Black Horse Community Benefit Society Ltd	£6,000.00
		Total:	£6,000.00

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage in with the communities and when you expect to make your final decisions on fund allocation.

At present, it is intended to adopt a similar schedule again in 2016-17. Already organisations in the village have been talking about the funding cycle and are aware of the process adopted by Misterton with Walcote. Publicity materials have been prepared ready for distribution and will be sent to each house in late November / early December 2016. Windfarm grants will again form part of every Parish Council agenda between now and April 2017. In addition, the Parish Council will again liaise with the Community Trust (the hall management group) to ensure each hall user is informed directly about the grants. With increasing awareness and demand, the Parish Council is considering a more formal consultation on each application, prior to decisions in March / April 2017. Indeed, should applications received exceed the funds available, the Council is mindful to hold an open evening for parishioners to learn more about each project and to canvas local opinion before deciding fund allocations. It seems likely that, after 'holding back' for the last year and with the pub set to reopen imminently, there may be a surge in applications during the next cycle.

Canvassing parishioners has shown support for a single date for applications and funding decisions. Two of the main receiving bodies (the village hall and church) mentioned that they found the annual cycle with one application date helpful. However, as these groups have been successful, they may be more likely to support the existing system. The Parish Council finds the single date useful, allowing it to consider all the applications simultaneously. Nevertheless, we are aware that the system may be a little inflexible, if important and urgent appeals for funds are made once the grants have already been allocated. This year we have allowed the GottaDance application to remain under consideration beyond the usual decision date, due to the more complicated negotiations, involving suppliers, the Memorial Hall and other users, showing that the single decision date can be flexibly applied.

Successful applicants continue to display signs showing the support of Vattenfall and the Eight Parishes CIC, indeed one has already been provided

to the Black Horse, but we hope also to secure smaller signs for situations when A5 boards are too large.

The Parish Council has already had several expressions of interest from groups within the village, who have already indicated that they are expecting a similar pattern to be used during the 2016-17 cycle.

The community has embraced the opportunities offered by the fund and is grateful for the improvements so far secured.

7. Cotesbach Annual Report

1 Community Engagement

How did the Parish inform the local community of the opportunities available through the fund?

Cotesbach Parish Council informed the community through the village newsletter which is published after each Parish Council meeting on a quarterly basis and by encouraging applications during the Open Forum section of the meeting. Further opportunities were taken to advertise the fund at a number of social events held throughout the year in the village hall.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

By encouraging attendees to voice their opinions during the Open Forum section of the Parish Council meetings.

2 Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner:

A report was given at each Parish Council meeting of all applications received and final decisions were made at the Parish Council meeting held on September 5th 2016.

3 Applications to the Fund

Please provide a list of all applications made to the fund from your Parish this year:

- LCC Swinford School
- Cotesbach Village Hall Committee
- Cotesbach Gardens Community Interest Company

Please details of which applications for funding in your Parish were successful and why:

Our three applications this year, all successful, have been for contributions towards renovations of major projects in the village hall, a contribution to Swinford School and to enable development of the organic gardens project in the village which is a registered CIC.

- Cotesbach Village Hall Committee - £1,000.00 towards a total of £1,920.00 to install a vanity unit and associate fittings as part of a much larger project to improve the ladies' toilets and provide a baby changing facility.
- LCC Swinford School – £200.00 towards upgrading and renovation of outbuildings.
- Cotesbach Gardens CIC - £652.00 to provide an essential wood chipper and associated safety equipment.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and records of expenditure over the last year, including copies of any relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

The following grant applications have been approved by Cotesbach Parish Council during the year:

No.	Description	Applicant	Amount
1	Contribution towards upgrade of ladies' toilet and provision of baby changing facility.	Cotesbach Village Hall Committee	£1,000.00
2	Contribution towards upgrade and renovation of outbuildings.	LCC Swinford School	£200.00
3	Provision of an essential wood chipper and associated safety equipment for the newly formed organic garden enterprise.	Cotesbach Gardens CIC	£652.00
		Total:	£1,852.00

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage in with the communities and when you expect to make you final decisions on fund allocation.

The Cotesbach Parish Council intend to continue to advertise the fund by way of the regular newsletter and by direct contact at social events in the village hall. We would expect to finalise the fifth year's awards at the September 2017 Parish Council meeting.

8. Shawell Annual Report

1 | Community Engagement

How did the Parish inform the local community of the opportunities available through the fund?

The Windfarm Community Fund and its aims and objectives were discussed at Parish Meetings held throughout 2016. All residents of the village were invited to these Parish Meetings by leaflet.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

The notification of each Parish Meeting is by a leaflet that is delivered to every property in the village. The Windfarm Community Fund is a principal item of the Annual Parish Meeting which this year was held on 14th April 2016. Attendees were invited to develop their ideas for cost effective ways of using the fund for the benefit of the community. The Parish Meeting resolved to continue the policy of considering well developed and cost effective bids on the fund as they came forward and not to limit bids to a particular timetable. The meeting also resolved to continue to build up the fund to facilitate larger projects that could arise in the future.

2 | Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner:

All Windfarm Community Fund business is conducted at formal Parish Meetings to which all parish residents are invited to attend by a leaflet which is delivered to all properties in the village.

3 | Applications to the Fund

Please provide a list of all applications made to the fund from your Parish this year:

In January 2016 Swinford Primary School made an application to Swinford, Catthorpe, Cotesbach and Shawell Parishes for help with the construction of lean-to shelters to support outdoor lessons, estimated to cost £5,000.00.

Please details of which applications for funding in your Parish were successful and why:

At Shawell Annual Parish Meeting on 14th April 2016 it was resolved to agree to a contribution of £2,000.00 from Shawell's allocation of funds to assist Swinford School.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and records of expenditure over the last year, including copies of any relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

Shawell Parish Meeting made a grant to Swinford Primary School of £2,000.00 towards their lean-to shelter project which was completed over the summer holiday period.

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage in with the communities and when you expect to make you final decisions on fund allocation.

The next Annual Parish Meeting will review parish policy on the use of the Windfarm Community Fund as a major item of business.

9. South Kilworth Parish Council

1 Community Engagement

How did the Parish inform the local community of the opportunities available through the fund?

Starting with an annual meeting in the Village Hall, and then regular communication from the Parish Council distributed to every household in the South Kilworth News.

Also all news and Parish Council minutes are on the Village website.

Additionally, we inform all other groups in the village (Village Hall, School, Art Club, WI etc) of the funding opportunity.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

Started with a meeting to draw up a list of suggestions, then asked for a prioritisation via a questionnaire.

Regular feedback on ideas is also gathered from other village organisations such as the Village Hall Committee – this connects with several village organisations who use this facility.

2 Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner:

All administration of the fund is carried out through the Parish Council's standing procedures – and are included in the full external audit.

Transparency is provided through the Parish Council minutes which record all applications and payments. The minutes are published in the South Kilworth News and on the website.

3 Applications to the Fund

Please provide a list of all applications made to the fund from your Parish this year:

- South Kilworth Parish Council - £4,450.19 – Youth activities
- South Kilworth Bowls Club - £3,127.64 – Bowling green improvements

Please details of which applications for funding in your Parish were successful and why:

- South Kilworth Parish Council - £4,450.19 – Youth activities

- South Kilworth Bowls Club - £3,127.64 – Bowling green improvements

Both applications met the fund criteria.

No applications have been turned down – every application received to date is still under consideration.

In most instances the hold-up is not the funding – the constraint is the ownership of the initiative once the funding is available.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and records of expenditure over the last year, including copies of any relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

No.	Description	Supplier	Amount
1	Youth activities	South Kilworth Parish Council	£4,450.19
1	Bowling green improvements	South Kilworth Bowls Club	£3,127.64
		Total:	£7,577.83

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage in with the communities and when you expect to make your final decisions on fund allocation.

In January 2017 we will be communicating once again via the South Kilworth News inviting suggestions and applications for funding.

Initial plans include supporting the Youth club, but this will be balanced alongside other suggestions and applications to arrive at a prioritisation if required.

If applications exceed the funding available, then we will re-run the questionnaire process again to determine the view on prioritisation from the entire community.

10. Catthorpe Annual Report

1 Community Engagement

How did the Parish inform the local community of the opportunities available through the fund?

Through the Parish Meetings and our website.

How did the Parish involve the local community in the development of ideas and decision making around the fund?

We asked for ideas to be put forward to the Catthorpe Parish Meeting agenda.

2 Fund Administration

Please detail how the administration of the fund was approached during the year to ensure that the fund was administered in an open and transparent manner:

By Ray Fisher, as Chair of Catthorpe Parish Meeting and published details on the website.

3 Applications to the Fund

Please provide a list of all applications made to the fund from your Parish this year:

- Queen's Birthday Party
- Planters for the church
- Swinford School extension

Please details of which applications for funding in your Parish were successful and why:

- Queen's Birthday Party
- Swinford School extension

Both of these applications were voted as best use of the Eight Parishes CIC grant for 2016.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and records of expenditure over the last year, including copies of any relevant receipts. This should include accounts from any parish councils or meetings and / or expenditure by these bodies that relate to the community fund.

No.	Description	Supplier	Amount
1	Queen's Birthday Party	Hog Roast Festival Tent Party Packs and Gazebos	£650.00 £203.99 £325.86
1	Swinford School extension	LCC Swinford School	£500.00
		Total:	£1,679.85

5 Forward Look

Please outline your plans for the fund over the next year. This should include a broad timeline, how you plan to inform residents about fund opportunities, what activities you are planning to engage in with the communities and when you expect to make you final decisions on fund allocation.

No specific events have been planned to date.