

# **Eight Parishes Community Interest Company**

managing Swinford Windfarm Community Fund

and supported by

**Vattenfall Wind Power Ltd**

**Fifth Annual Report**

**December 2016 – November 2017**

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

# **Swinford Windfarm Community Fund Annual Report 2017 Eight Parishes Community Interest Company**

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# **Swinford Windfarm Community Fund Annual Report 2017**

## **Eight Parishes Community Interest Company**

### **1. CIC Introduction**

This is the fifth 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:
  - 7 December 2016
  - 2 March 2017
  - 10 May 2017
  - 6 September 2017
  
2. CIC Director's Meeting to finalise annual report and accounts.
  - 22 November 2017

### 3. CIC Summary Report

<b>i.   Community Engagement</b>
<b>How did the CIC inform the local community of the opportunities through the fund?</b>
The CIC devolved all community engagement to the respective Parish Councils and Committees. The community engagement is detailed in the individual parish reports.
<b>How did the CIC involve the local community in the development of ideas and decision making around the fund?</b>
The CIC devolved all community engagement to the respective Parish Councils and Committees. The community engagement is detailed in the individual parish reports.
<b>ii.   Fund Administration</b>
<b>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.</b>
<b><i>Grant Applications</i></b>
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:
<ul style="list-style-type: none"><li>- completed Grant application form</li><li>- Invoice for the amount involved</li></ul>
<b><i>Payment Grants</i></b>
The CIC Financial Orders require each grant cheque to be signed by two Directors both of whom cannot be from the recipient parish.
<b><i>CIC Meetings</i></b>
Copies of the minutes of each CIC Directors meeting are within the Minutes folder.
<b><i>Grant Allocation in Accounts</i></b>
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 was allocated to the accounts for the parishes in accordance with the agreed proportions.

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

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

In 2017 the fifth year grant of £47,570.00 has been allocated to 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 2017      £540.99

In addition, the CIC has paid Corporation Tax of £101.00 during the year being reported on the interest received in June 2016.

<b>iii. Applications to the Fund</b>
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<b>Please provide a list of all applications to the fund this year:</b>
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Details of all fund applications are included in each individual parish report.
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<b>Please detail which applications for funding were successful and why:</b>
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Details of which fund application was successful and why are included in each parish report.
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<b>iv. Accounts and Records of Expenditure</b>
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<b>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.</b>
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A copy of the CIC accounts are included within the Accounts folder.
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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 North Kilworth Parish Council Clerk and invoiced by North Kilworth Parish Council
- Website Hosting Fee
- CIC Companies House Annual Return Fee
- CIC Companies House Annual Report Fee
- Corporation Tax on 2016 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 you 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 noticeboard 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 applications). The sub-committee made its recommendation to the Parish Council.

##### **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 C of E Primary School - £2,500.00 – audio visual equipment
- Swinford Parish Council - £6,446.43 – community stage
- Swinford Parish Council - £3,000.00 – Neighbourhood Plan
- Swinford 2000 - £1,200.00 - community bus maintenance
- Swinford Parish Council - £2,000.00 – landscaping and planting on Stanford Road corner



- Rowland United Cricket Club - £1,500.00 - annual contribution to maintenance of Webster's field
- Cheryl Barrow - £840.00 – drop-in centre

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

- Swinford C of E Primary School - £2,500.00 – audio visual equipment
- Swinford Parish Council - £6,446.43 – community stage
- Swinford Parish Council - £1,500.00 – Neighbourhood Plan
- Swinford 2000 - £1,200.00 - community bus maintenance
- Rowland United Cricket Club - £1,500.00 - annual contribution to maintenance of Webster's field

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.

**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	Audio-visual equipment	Swinford C of E Primary School	£2,500.00
2	Community stage	Stage Systems UK Ltd	£6,446.43
3	Neighbourhood Plan	Swinford Parish Council	£1,500.00
4	Community bus maintenance	Swinford 2000	£1,200.00
5	Annual contribution to maintenance of Webster's Field	Rowland United Cricket Club	£1,500.00
		<b>Total:</b>	<b>£13,146.43</b>

<b>5</b>	<b>Forward Look</b>
<b>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.</b>	
The process and criteria for 2018 has been reviewed by the Parish Council and a new committee has been formed to review applications. The Terms of Reference of the committee are below.	

**SWINFORD PARISH COUNCIL CIC (WINDFARM) GRANT COMMITTEE**

## **TERMS OF REFERENCE**

**These rules are supplemental to, and do not in any way override, the Parish Council’s standing orders &/or financial regulations.**

The Parish Council will delegate the assessment of claims to a Committee of the Parish Council;

- the Committee will comprise 6 Members, 3 Parish Councillors and 3 Parishioners;
- the quorum of the Committee shall be 3 Members;
- the Committee will elect a Chair annually at its first meeting.

The Committee will undertake the following roles and functions:

- Annually, and in line with the timetable below and with the criteria set out below, meet as a working party to consider all applications for grants from the CIC fund made to the Parish Council.
- Hold a minimum of one formal (public meeting) per year to formally agree the recommendations to the Parish Council.
- Make recommendations to the Parish Council on which applications meet the criteria and should therefore be funded.
- Where necessary meet with applicants to discuss the detail of their application
- Recommend to the Parish Council any conditions that should apply to individual grants.
- Recommend to the Parish Council the formulation of any policy or strategy in relation to the allocation of the fund.
- To discharge all other aspects of the CIC grant function in accordance with the Eight Parishes Community Investment Company (CIC) rules, any policy or strategy relating to the function approved by the Parish Council, and within the fund provision allocated to the Parish Council.

The Parish Council will agree which applications for funding are successful based on how closely they meet the following criteria.

## **CRITERIA**

1. Claims should be for community projects that benefit **significant numbers** of residents.
2. Projects must show that they will provide **long term** benefits to the community.
3. Preference will be given to claims that can show links to the community actions outlined in the Swinford Neighbourhood Plan 2017.
4. Applications must show clear links to the general fund priorities as described on the application form.
5. The Parish Council will approve payment claims NET of any VAT wherever possible and proportionate.
6. The form must be fully completed, either electronically or as a paper copy giving as much information as possible to enable a fair decision to be made. Application forms are available to download from [www.eightparishescic.org](http://www.eightparishescic.org) or [www.swinfordparishcouncil.gov.uk](http://www.swinfordparishcouncil.gov.uk). Paper copies are available from the Parish Clerk on request.

## **APPLICATION TIMETABLE**

The annual application timetable will run as follows:

### **1<sup>st</sup> November**

New application round begins

### **31<sup>st</sup> December**

Closing date for applications

### **January / February**

Details of all applications published in the February issue of the Five Parishes News and on the parish council website, parishioner comments invited

### **February / March**

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

### **31<sup>st</sup> March**

All additional information to be provided to the Committee

### **April**

The Committee makes decision on which projects are to be recommended for funding and holds its formal meeting

### **May**

Ratification of successful applications by full Parish Council

### **May / June**

Payment of successful applications

## 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 Parish Council - £650.00 – website
- North Kilworth Cricket Club - £3,623.00 – equipment
- St Andrew's PCC - £7,000.00 – vestry renovation

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

All three applications received were approved as the Parish Council felt that the applications all 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	Parish Council website imlementation	2Commune Ltd	£650.00
2	Contribution to equipment	North Kilworth Cricket Club	£3,623.00
3	Contribution to vestry renovation	St Andrew's PCC	£7,000.00
		<b>Total:</b>	<b>£11,273.00</b>

**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 2018.

## 6. Misterton with Walcote Annual Report

### 1 Community Engagement

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

In 2016, Misterton with Walcote Parish Council publicised the availability of grants for this award cycle via a leaflet delivered to every household in the village early in December, as this had worked well in the past. In addition, notices were displayed on the Parish notice board and information was available on the website. Finally, the Parish Council placed an advert in the January 2017 edition of the Five Parishes News, a free newsletter delivered to all households in the parish, and produced an article for inclusion in the edition published in February 2017. Wind farm grants were also publicised at each Parish Council meeting from November 2016, through to the application closing date at the end of February 2017. Successful projects continue to display plaques detailing the Windfarm's involvement with project funding.

#### **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 2<sup>nd</sup> March and 11<sup>th</sup> May 2017. 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 a Parish Council meeting, was open to the public. One application, submitted by the Parish Council, was as a result of a letter written on behalf of local parents requesting a slide be installed in the local playground.

### 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:**

Following a request from a local resident, the Parish Council agreed to submit a bid for a grant on their behalf requesting that windfarm money be used to provide a slide in the local playground.

All applications were discussed and considered, in front of a number of interested parishioners, at the Parish Council meeting on 11<sup>th</sup> May, 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. 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 supportive during this funding cycle, even though not every application was successful.

### **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 – mobile vehicle activated sign – application later withdrawn.
- Misterton with Walcote Parish Council – playground slide
- St Leonard’s Church Misterton – replacement boiler (part funding)
- Misterton with Walcote Community Trust – permanent canopy covering patio

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

St Leonard’s Parochial Church Council applied for a grant of £4,000.00 towards the cost of providing a new boiler (approx. £20,000.00 in total) after their previous boiler burst catastrophically during February 2017. The Parish Council noted that the church had applied for several other grants and had begun a program of fundraising. Furthermore, the church remains an important resource for all the community.

Misterton with Walcote Community Trust applied for £5,901.00 (approx. 50% of cost) to provide fixed polycarbonate canopy over the block paved patio area outside the hall. This would allow the outside area to be used in all weathers, shading when the sun is hot, but providing shelter in wet weather. The Parish Council noted that the hall continues to be used by groups of all ages – from Walcote Wrigglers, a preschool group, to the U3A and a lunch club for elderly residents – and that the Trust had worked to raise the remaining funds. Therefore, the grant was approved.

Misterton with Walcote Parish Council considered an application submitted on behalf of a number of local parents and grandparents who wanted to install a slide in the village playground. Whilst the Council was sympathetic to the request, they noted that the total cost was likely to exceed £5,000.00 and that no other source of funds had been sought or secured. £3,000.00 was offered

towards the cost of the project, but as yet no application has been made to any grant awarding body, so no money has been paid.

Misterton with Walcote Parish Council withdrew its application to purchase a Mobile Vehicle Activated Sign once Walcote was chosen to participate in a trial of average speed cameras within the village.

\*GottaDance applied for help to install a sprung floor in the Memorial Hall during 2016. The applicant did not provide additional information requested by the Parish Council, thus the application was refused in May 2017.

#### 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	Contribution towards the cost of replacing the oil-fired boiler in St Leonard's Church, Misterton	St Leonard's PCC is in the process of finalising the supplier and installer	£4,000.00
2	Fixed polycarbonate canopy outside Walcote Memorial Hall	Broxap Ltd for Misterton with Walton Community Trust	£5,901.00
		<b>Total:</b>	<b>£9,901.00</b>

#### 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.**

At present, it is intended to adopt a similar schedule again in 2017-18.

Organisations active in the village are all now familiar with the process adopted by Misterton with Walcote. As before publicity materials will be sent to each house in late November/early December 2017 and details will be included in our new online village newsletter. Windfarm grants will again form part of every Parish Council agenda between now and April 2018. With



increasing awareness and demand, the Parish Council is considering a more formal consultation on each application, prior to decisions in March/April 2018. 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. However, we have still never received more applications than we can fund and each application has been determined on its merits, rather than having to refuse any due to insufficient funds. 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. We are aware that the system may appear a little inflexible; nevertheless, if there is an important or urgent appeals for funds outside the usual grant period, the Parish Council has always agreed that this could be considered.

Successful applicants continue to display signs showing the support of Vattenfall and the Eight Parishes CIC.

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 Cotesbach Communicator which is published every quarter, 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 11<sup>th</sup> 2017.

### 3 Applications to the Fund

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

- Cotesbach Village Hall Committee - £1,500.00
- Cotesbach Educational Trust - £3,500.00

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

Out of two applications this year, one was successful.

- Cotesbach Village Hall committee. £1,000.00 awarded towards the funding of audio visual equipment for community film nights, village

hall bookings and parish council presentations. The full requested amount was not awarded because the additional materials stated within the application were not deemed fit for purpose.

- Cotesbach Educational Trust. £3,500.00 requested to cover the costs of running an amateur play production of the Cotesbach Peasant uprisings “Captain Pouch”. This was not awarded as there was no demonstrable or longer-term benefit or asset to the community.

#### 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 audio visual equipment for Cotesbach Village Hall	Cotesbach Village Hall Committee	£1,000.00
		<b>Total:</b>	<b>£1,000.00</b>

#### 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.**

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 have received an application recently which needs consideration, with more expected over the coming months.

## 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 2017. 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 13<sup>th</sup> April 2017. 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 would 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:**

No applications this year.

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

No applications this year.

#### **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 applications this year.

#### **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?**

Regular communication from the Parish Council through the South Kilworth News publication that is distributed to every household in the village. 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:**

- Continuation of the Youth Club
- Lego & Knex Equipment for the School
- Overspill car park for the Village Hall
- External toilets for the Village Hall

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

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.

The application for external toilets for the Village Hall has been approved, payment will be made upon the completion of the work. Therefore, the payment of the application will fall into 2018.

**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	School Engineering Project – Lego & Knex	South Kilworth C of E Primary School	£1,000.00
2	Youth Club Provision	South Kilworth Parish Council	£6115.50
3	Village Hall Car Park Improvements	John Berry	£8,900.00
		<b>Total:</b>	<b>£16,015.50</b>

**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.**

In January 2018 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, the 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:**

- LED Speed Awareness Signs
- New Notice Board
- Christmas Event
- Garden Party
- Summer Fete
- Church Funds

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

The applications for the Summer Fete and Church Funds were considered as best use of the Eight Parishes CIC grant for 2017.



**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	Summer Fete	Catthorpe Parish Meeting	£1,300.00
2	Church Funds	Catthorpe PCC	£1,106.00
		<b>Total:</b>	<b>£2,406.00</b>

There are Summer Fete funds of £907.95 remaining with the Parish Meeting as a planned garden party did not go ahead. The Parish Meeting will allocate these funds to future projects.

**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.**

We are considering the installation of Vehicle Activated Speed Signs in Catthorpe.