

Eight Parishes Community Interest Company

managing Swinford Windfarm Community Fund

and supported by

Vattenfall Wind Power Ltd

Seventh Annual Report

December 2018 – November 2019

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

Swinford Windfarm Community Fund Annual Report 2019 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 2017

Eight Parishes Community Interest Company

1. CIC Introduction

This is the seventh 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:
 - 6 March 2019
 - 9 July 2019
 - 11 September 2019

2. CIC Director's Meeting to finalise annual report and accounts.
 - 20 November 2019

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. Please note there is no parish report for Westrill & Starmore as they are not allocated any part of the fund.	
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. Please note there is no parish report for Westrill & Starmore as they are not allocated any part of the fund.	
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.	
<i>Grant Applications</i>	
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">- completed Grant application form- Invoice for the amount involved	
<i>Payment Grants</i>	
The CIC Financial Orders require each grant cheque to be signed by two Directors both of whom cannot be from the recipient parish.	
<i>CIC Meetings</i>	
Copies of the minutes of each CIC Directors meeting are within the Minutes folder.	
<i>Grant Allocation in Accounts</i>	
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.

In 2018 the sixth-year grant received was £49,420.00. Prior to allocation £500.00 was ring-fenced for administration costs, the remainder has been allocated to the accounts for the parishes in accordance with the agreed proportions.

In 2019 the seventh-year grant received was £51,000.00. Prior to allocation £1,000.00 was ring-fenced for administration costs, the remainder 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 2019 £82.34

In addition, the CIC has paid Corporation Tax of £15.61 during the year being reported on the interest received in June 2018.

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 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 2018 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 and distributed to each household. All the other information was placed on the Parish Council website.

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 the necessary application form. Application forms could also be downloaded from the Parish Council website and the Eight Parishes CIC website. Completed application 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 recommendations 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 5P newsletter and on the Parish Council website. 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 20000 – £1,500.00 – community bus replacement fund
- Swinford Baby & Toddler Group - £600.00 – play equipment

- Swinford Village Hall – £500.00 - refurbishment of small hall
- Swinford C of E Primary School - £10,000.00 – laptop project
- Rowland United Cricket Club - £2,200.00 – upgrade of shower block and refurbishment of toilets and changing rooms

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

- Swinford 20000 – £1,500.00 – community bus replacement fund
- Swinford Baby & Toddler Group - £600.00 – play equipment
- Swinford Village Hall – £500.00 - refurbishment of small hall
- Swinford C of E Primary School - £5,000.00 – laptop project (£5,000.00 of the £10,000.00 application awarded)
- Rowland United Cricket Club - £2,200.00 – upgrade of shower block and refurbishment of toilets and changing rooms

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	Community bus replacement fund	Swinford 2000	£1,500.00
2	Play equipment	Swinford Baby & Toddler Group	£600.00
3	Refurbishment of small hall	Swinford Village Hall	£500.00
4	Laptop project	Swinford C of E Primary School	£5,000.00
5	Upgrade of shower block and refurbishment of changing room and toilets	Rowland United Cricket Club	£2,200.00
		Total:	£13,146.43

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 process and criteria for 2020 will follow the same format as 2019.	

5. North Kilworth Annual Report

1 Community Engagement

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

By providing a report of the Parish Council's involvement in the scheme and the possibilities for grants to local organisations at the annual parish meeting in May.

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

By holding a discussion about the objectives of the scheme at the annual parish meeting.

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 appointing a member of the Parish Council to be the Council's representative on the CIC committee, whose responsibilities include being aware of the state of accounts of the CIC, and, in particular, the share of the unclaimed fund allocated to the Parish Council and the available share for each year. That Parish Councillor may be asked questions at any Parish Council meeting.

3 Applications to the Fund

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

North Kilworth Bowls Club made an application for funding for a variety of projects. This was the only application received.

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

The application from North Kilworth Bowls Club was successful in part. Where the expenditure was clear and proportionate to the relatively low level of participation, the Parish Council was pleased to approve those parts of the application. Some elements of the application were difficult to approve

because of wide discrepancies between quotations obtained, and, overall, the amount sought was disproportionate to the number of members. The Parish Council agreed to fund £5,000.00.

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.

There were payments which total £5,000.00 to or for the benefit of North Kilworth Bowls Club, as indicated above. The grant was paid to North Kilworth Parish Council who will distribute the funds to the Bowls Club as required.

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 has been active in encouraging the application from North Kilworth Bowls Club and will continue to encourage applications from interested bodies. There will be a specific item at the January meeting, to encourage applications, and with a view to receiving applications by May 2020, so that a decision can be made in June or July.

6. Misterton with Walcote Annual Report

1 | Community Engagement

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

Misterton with Walcote Parish Council, at their meeting on 25th October 2018, considered how to publicise the availability of grants for this award cycle and their allocation. It was decided that notices should be displayed on the parish notice board and information made available on the website. In addition, a leaflet was delivered to each house in the parish during January 2019 and the Parish Council placed an advert about grants in the January 2019 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 2019. Wind farm grants were also publicised at each Parish Council meeting from October 2018, through to the application closing date at the end of February 2019. 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?

At each Parish Council meeting, parishioners were given an opportunity to ask questions or make suggestions about the applications received, comments and observations. The decision-making process, as part of a Parish Council meeting, was open to the public.

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:

Applications were discussed and considered, in front of a number of interested parishioners, at the Parish Council meeting on 14th March 2019, 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 all 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:

- Walcote Oral History Group - £600 to fund recording equipment to preserve memories of local residents from WW2.
- M MacLellan (on behalf of a number of local residents) - an unknown sum to improve the footpath between the Bufton Allotments and the access road to St Leonard’s Church.
- *Misterton with Walcote Parish Council – Skate Ramp Replacement project – this project was approved during the 2018 funding cycle, but no monies have yet been paid as further funding is being sought. The approval still stands.*

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

Walcote Oral History Group (£600) to fund recording equipment to preserve memories of local residents from WW2. This was approved as the Parish Council felt that the memories of older residents form a useful living link to our recent history. Sadly, this is a resource which is rapidly diminishing and once lost is impossible to replace.

M MacLellan (on behalf of a number of local residents) an unknown sum to improve the footpath between the Bufton Allotments and the access road to St Leonard’s Church was not approved. The Parish Council continues to explore other avenues by which this highway resource might be further improved.

4 Accounts and Records of Expenditure

Please provide a full record of your accounts and expenditure over the last year, including 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.

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

Nos	Description	Supplier	Amount
1	Walcote Oral History Group - recording equipment	Paid to Misterton with Walcote Parish Council as the group has no bank account. The Parish Council reimbursed the individual who ordered and paid for the equipment.	£600.00
		Total	£600.00

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.

At present, it is intended to adopt a similar schedule again in 2019-20. Organisations active in the village are all now familiar with the process adopted by Misterton with Walcote Parish Council. As before, publicity materials will be sent to each house in December 2019 / January 2020 and details will be included in our online village newsletter. Windfarm grants will again form part of every Parish Council agenda between now and April 2020. Each year the Parish Council considers a more formal consultation on each application, prior to decisions in March/April. 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 finance, 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, as demonstrated during 2018, the Parish Council is able to consider applications outside this cycle if circumstances demand. Local feedback suggests that this flexibility is welcomed, but that the usual cycle is still preferred.

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 of the Parish Council meetings that occurs approximately every quarter. The village website will now also start to be used as a channel for communications.

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

During Parish Council meetings, the public were part of the discussion and able to voice their opinion.

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 funds available to potential applicants were shared at each Parish Council meeting and any decisions regarding the fund were minuted.

3 Applications to the Fund

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

One application was made by Cllr Olivia Newton for a replacement village noticeboard.

Interest was made for the fund to support events held by Cotesbach Estate, but no application was made following advice to the applicant that funds are for assets rather than events.

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

The application for the village noticeboard was successful given the condition of the existing noticeboard and the application was supported by residents who attended the Parish Council meeting.

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.

Attached is the deposit and final invoice for the works, and the minutes of the parish council meeting where the funding was agreed.



Cotebach PC

Deposit Invoice

03/06/19

PO verbal-notice board

30% Deposit to cover ongoing material costs as per quote

Nett total	£405.00
Vat @ 20%	£81.00
Gross total	£486.00

BACS Payments to
Sort code 40-12-35
Account no. 81636588

Smith & Chambers

B e s p o k e J o i n e r y
Bitteswell, Leicestershire

A trading name of I.G. Smith & SONS Ltd

Cotesbach PC

Invoice:1431

31/07/19

PO verbal-notice board

Completion of manufacture of village notice board as per approved drawing

Nett total	£945.00
Vat @ 20%	£189.00
Gross total	£1134.00

BACS Payments to
Sort code 40-12-35
Account no. 81636588

Minutes of Cotesbach Parish Council and Annual Meeting held on 13 May 2019 at 7.30pm

Present:

Mr Edmund Hunt (EH), Ms Margaret Wild (MW)(clerk), Mr Tom Haywood (TH)

Apologies:

Mr J Bateman (District Councillor), Olivia Newton, PC A Cooper,
Leicestershire Constabulary

Declaration of Interests:

There were no changes.

Co-Option of Councillors:

Edmund Hunt, Tom Haywood and Margaret Wild were co-opted onto the council.
Although Olivia Newton put up for re-election she is unable to stay on the council for personal reasons and has resigned. Guy Kendrick did not stand for re-election.

Election of Chairman:

Edmund Hunt was elected as Chairman.

Approval of the previous Minutes:

Minutes approved.

Actions from previous Minutes:

Flies/smells – TH to follow up
Moving the Vehicle Activation sign – TH to follow up
Defibrillator – arrange another familiarisation course TH to follow up
A426 – lower speed limit, install pedestrian signs EH, ongoing

Parish Council and Councillor responsibilities:

Working groups: EH- Industrial Neighbours. TH - Tarmac Liaison, Planning,VA sign. MW - Defibrillator, Village Amenities.
Recruitment of clerk – job description to be sent and interviews arranged.

Village Amenities:

CIC funding for new notice board has been approved. Deposit for Smith and Chambers to be arranged.
Pond clearance arranged for 19 May.

Industrial Neighbours:

Tarmac – no update
Symmetry Park – going through process of “infrastructure” reserved matters approval

Planning:

Application 19/00200/PDN withdrawn

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.

Residents will continue to be aware of the fund during the Parish Council meetings, minutes made available and the Cotesbach Communicator. The village website will be used more to communicate the available funds and

purpose. The new village noticeboard should also be used to promote applications for the fund.

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 2018/19. All residents of the Village were invited to these Parish Meetings by leaflet and or Facebook. Parishioners also have access to the Community Fund's website.

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 and or Facebook notice. The Windfarm Community Fund is a principal item of the Annual Parish Meeting. 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, e.g. Village Hall renovations and facilities.

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 throughout the year. All Parish residents are invited to attend the meetings which are widely communicated and well supported. The Windfarm Community Fund finances were presented as part of the Annual General Meeting held in May.

3 Applications to the Fund

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

- Contribution to traffic calming measures in the village – approved.

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

As with many villages, the quality of life is increasingly under threat from the growth in vehicular traffic, and Shawell is particularly vulnerable due to its proximity to the strategic highways network. The village has agreed a set of traffic calming proposals that are sympathetic to the rural character, heritage and environmental aspects of the village, including gateways at the entrances to the village. The County Council has previously agreed to these being put in place, subject to funding by the village.

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.

£4,000 allocated to traffic calming proposals is held in the Parish Meeting building society account. There has been no expenditure at the time of writing, but all expenditure will be accounted for by the Parish Meeting. A summary of Windfarm Community Fund items will appear in the 2018/19 parish accounts.

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.

Regular Parish Meetings will continue to review parish policy on the use of the Windfarm Community Fund. Specific items will be considered against a standing list of proposed projects, and any ad hoc proposals received from parishioners.

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.

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?

We started each year with a meeting to draw up a list of suggestions, then asked for a prioritisation via a questionnaire sent out to the parishioners via the South Kilworth News. 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, decisions and payments. The minutes are published in the South Kilworth News and on the South Kilworth Parish 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 South Kilworth Youth Club (SKY Club)
- Application from the Table Tennis Club

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, or the development of the proposal from an ‘idea’ to a fully costed application.

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.

South Kilworth Youth Club £4,746.30 (funds not required until 2020 so no payment has been made in the period)

Table Tennis Club £1,000

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 2020 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:

- No applications received during the period.

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

N/A

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.

N/A

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 will continue to make parishioners aware of the fund and encourage applications to be submitted.