



**Caldicot Town Council**  
**Temporary Address: Caldicot Room Suite 3,**  
**Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR**  
**Tel: 01291 420441 Email: town council@caldicottc.org.uk**

**Minutes of a meeting of the Grants Committee of Caldicot Town Council in**  
**Caldicot Room Suite 3, Castlegate Business Park to be held on**  
**Wednesday 19th June 2024 at 12:00 noon**

**Present:** Cllr. F. Rowberry – Chair  
Cllr. W. Coniff  
Cllr. R. Gumbach  
Cllr. M. Mitchell  
Cllr. P. Strong  
Cllr. R. Shillabeer  
Cllr. P. Strong

**Also present:** Anne Wilson – Locum Town Clerk

**G1/2025 Welcome**

The Chair welcomed everyone to the meeting.

**G2/2025 Apologies for Absence**

There were no apologies for absence received.

**G3/2025 Election of Chair**

**RESOLVED** to elect Cllr. F. Rowberry as Chair of the Grants Committee for the ensuing municipal year.

**G4/2025 Election of Vice-Chair**

**RESOLVED** to elect Cllr. M. Mitchell as Vice-Chair of the Grants Committee for the ensuing municipal year.

### **G5/2025 Declarations of Interest**

**RESOLVED** to receive one Declaration of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda:

- Cllr. P. Strong – Personal Interest but left the meeting for the discussion – Monmouthshire Veterans Support Club

### **G6/2025 Public Question Time and Participation**

There were no members of the public present.

### **G7/2025 Minutes**

**RESOLVED** to confirm the minutes of Grants Committee held on:

- Friday 15th March 2024
- Wednesday 20th March 2024

### **G8/2025 Grants Applications**

The Locum Town Clerk was asked to explain to Members what funding was still available in the Grants Budget for this financial year. The Locum Clerk explained that, although not good practice, the Town Council had allocated £32,500 from this financial year's budget of £43,000 in the previous financial year. This meant that there was only £10,500 remaining in the expenditure budget heading. It was noted that an item about viring money from General Reserves into the Grants Budget was being brought to the next meeting of the Finance Committee for consideration.

**RESOLVED** to note that members considered the following grant applications received and agreed the following:

- Caldicot Town Ladies Football Club

**RECOMMENDED** that although the Town Council felt it may be able to support the Ladies Football Club to some level, they did not have enough information to make an informed decision. The Club was to be asked for:

- A copy of the Constitution and a copy of last year's accounts
- Information about other grants applied for or where they hope to obtain that remainder of the funding required from
- Evidence of their charity registration as a Ladies Football Club
- It is not clear what the club would like to spend the money on – the Council should not pay towards employed posts through grants

ii) Monmouthshire Veterans' Support Hub

Cllr. P. Strong left the room for this item.

**RECOMMENDED** that although not opposed to the application they would like more information and were to be asked:

- Further information is needed about how many people in Caldicot benefit and how the Veterans are supported in this area
- They be asked if the Veterans' Support Hub have approached other councils across Monmouthshire

iii) Mon Life

**RECOMMENDED** that this grant application be rejected as Mon Life is part of Monmouthshire County Council and the council should not fund other authorities.

iv) Sudbrook Cricket Club

**RECOMMENDED** that the Club be asked for more information before any further discussion took place on this grant application:

- i) How many members does the cricket club have and what are the membership fees?
- ii) What proportion of the club membership are Caldicot residents?
- iii) What other grants are being applied for, noting that you are asking the Council for around 75% of the total cost?
- iv) How are your club going to fund the shortfall of 25%?
- v) Have you approached Community Councils in the school areas you say your club also covers?

**G9/2025 Date of Next Meeting**

**RESOLVED** to note that the next meeting of the Grants Committee is scheduled to be held on Thursday 11<sup>th</sup> July 2024 at 1 p.m.

**G10/2025 Exclusion of Public and Press**

**RESOLVED** That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

**COMMITTEE IN PRIVATE SESSION**

**G11/2025 Grants Policy**

**RESOLVED** to note that Members considered the report from the Locum Town Clerk with regard to amendments to the Grants Policy to ensure transparency and equality across the giving of grants by Caldicot Town Council.

Further **RESOLVED** that members recommend that the following Caldicot Town Council new documents be adopted:

- i) Community Grant Policy
- ii) Community Grant Application Form
- iii) Letter to grant applicants to accompany paperwork sent out to enable a grant application to be sent to the Town Council

Further **RESOLVED** that:

- i) That the Committee meets every three months with dates set in advance
- ii) The community will be made aware of the dates when grants are to be considered with applications welcomed for a particular meeting up to a month before
- iii) The Council will be vigilant in ensuring that all paperwork requested to be attached to the application is attached before taking the application forward for consideration
- iv) More than one application per year would be allowed from any group or organisation as the new application forms asked for what funding has been given by the Town Council in the previous five years

Signed ..... Date .....

**Chair**

(B)

## DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT TOWN LADIES FOOTBALL CLUB
Date Application Received	09 / 04 / 24
Constitution / Financial Statements / Audited Accounts Included	Requested
Date considered by Town Council	
Amount requested	£3,000.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



## CALDICOT TOWN COUNCIL GRANTS SCHEME



### 1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales

A resilient Wales

A healthier Wales

A more equal Wales

A Wales of cohesive communities

A Wales of vibrant culture

A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.

### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

A. APPLICANT DETAILS
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Name of organisation Caldicot Town Ladies Football Club
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Contact Name Atila Beyaz
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Address (of organisation)
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Caldicot Town Ladies Football Club
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Jubilee Way
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Caldicot NP26 4NA
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Wales
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local and wider community in the area. Reducing the possibility of lose talent in the area and travel.

To allow access and opportunity to a higher standard of football for females locally, enjoy while learning, develop and improve, progress their knowledge of football, physical ability, technically and tactically understanding.

To enhance and validate our course experience, we will invite where possible local experts to deliver short lectures to give an insight into football, Nutrition, Physiotherapy, Mental Health and Wellbeing, in doing so we will be supporting the one of the aims of our town of a 'Resilient and healthily Wales'.

We plan to part subsidise the courses in the early years 1 – 2, to help and support those who may not be in strong financial position to afford the course or to join a football club, we will price the course reasonably and where necessary taking into consideration sensitively and respectfully a family's and persons circumstances and current economic climate to allow them to enrol and have an opportunity that may otherwise may be missed.

We hope the advance development centre will within 3 years become a completely self-funded not for profit business and produce at least one or two female football players from our local community to represent Wales. In achieving this goal, we will meet the aim of supporting our town and a prosperous Wales.

Who will benefit from the project?

The immediate local community of Caldicot Town females from 12 years of age upwards wishing to join a unique and local 12-week course. The local schools, parents, carers and volunteers which we will encourage to help at the centre and the local businesses, the Caldicot Sports Centre and shops providing equipment and items needed to run the course.

Providing the girls with excellent local opportunities to learn and progress in the advance development centre. This is in line with our town's aims of well-being of future generations.

The funds raised will also allow us to employ highly qualified coaches to plan and deliver the appropriate football education and practice sessions with quality and advanced equipment which the local area does not have at this time.

One of our aims will be to create a centre and have sustainability at our core, reduce travel, seeking ways to be the greenest we can by the food and diet we promote to aid our health and environment and by the equipment we use is made, this will allow us to do our bit in cutting emissions and less waste, protecting nature and keeping the message alive of lowering the carbon footprint. In our small way promoting a globally responsibly Wales.

We hope within the 3 years to secure enough funds and investment from sponsors and investors to maintain the advance development centre for many years to come with the potential to becoming a local football academy.

As this is a new development, we do not have previous audited accounts and hope to deliver the first course in the summer of 2024.

Approximately how many of those who will benefit are residents of Caldicot?

The advance development centre will 100% benefit the community and businesses of Caldicot Town.

Tel No. [REDACTED]

E-mail Address [REDACTED]

What are the aims and purposes of your organisation?

**Caldicot Town Ladies Football Club - Advance Development Centre for Girls (ADC)**

To Deliver a local advance centre for female football players so they may excel in their sport and learn about equal opportunities, develop as a person and as an athlete, progress in their ability, prosperity for the area, learn resilience and enjoy a healthy life style choice.

To provide a local advance facility equal to other parts of Wales and the UK for females of Caldicot Town and local area. For girls aged of 12 years old and up wards to learn, develop, improve their ability and technic and playing football, the fastest growing female sport in the UK.

To create a local centre of opportunity where those enrolling will benefit from advance football coaching practice, experience higher standards and create local talent identification that may one day allow the athlete to represent their town and potentially Wales.

The centre will provide excellent structured coaching sessions by highly qualified coaches to help and support the local athlete, signpost them with unbiased information and guidance for joining the sport and advancing in their sporting journey and career, in a safe, friendly and non-pressured environment developing the skills, knowledge and understanding and where we place enjoyment as an important part of the learning process and see it as a priority.

While not only gaining football skills and the knowledge about the game but important life skills such as discipline, respect, communication, team building, sportsmanship and resilience, to name only a few of the qualities alongside equality and diversity. The course will have elements of emergency first aid, healthy life style, looking at sleep, diet and mental health awareness delivered by expert guest speakers. This will help us in achieving our goal of supporting the aim of a prosperous town, area and country.

Is the organisation a registered charity? Yes

If YES, what is the registration number?

#### **B. FINANCE FOR THE PROJECT**

Amount you are requesting from Caldicot Town Council	£3000
What will be the total cost of the project?	£12000
How will the project be funded in total?	Donations, funding raising and sponsorship
Have you ever received a grant from Caldicot Town Council?	NO
Please provide details:	

#### **C. DETAILS OF PROJECT**

Title of project

Caldicot Town Advance Football Development Centre (ADC)

Description of project

To provide a football advance development centre for girls to join from all backgrounds and abilities from the

#### **D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS**

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

#### **E. DECLARATION**

I declare that the above information is correct

Signature

Date 9<sup>th</sup> April 2024

Name and position within organisation

Atila Beyaz, Under 19 Head Coach

Please return form to: Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

#### **IMPORTANT INFORMATION**

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you in relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone, or e-mail x ☒

I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data will not be shared with any third parties.

Signed Date 9<sup>th</sup> April 2024

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## DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	SUDBROOK CRICKET CLUB
Date Application Received	12/6/24
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£15,550.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



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- A resilient Wales
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- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture
- A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.

### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
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#### A. APPLICANT DETAILS

Name of organisation

Contact Name

Robert Lewis

Address (of organisation)

Sudbrook Cricket Club

Tel No.

E-mail Address

What are the aims and purposes of your organisation?

*The club provides facilities for senior men and ladies to play recreational cricket and most importantly a thriving junior section for boys and girls in the Caldicot and surrounding area to learn the skills of playing cricket. The club is recognised as a safe, rewarding and fulfilling place for participants of all ages, as well as assuring parents and carers that they are choosing the right option for their young people.*

Is the organisation a registered charity?

If YES, what is the registration number?

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council	£ 15,550.00
What will be the total cost of the project?	£ 19,440.00
How will the project be funded in total?	Fund raising by the club
Have you ever received a grant from Caldicot Town Council?	NO
Please provide details:	

#### C. DETAILS OF PROJECT

Title of project

Sudbrook Cricket Club Outdoor Practice nets

Description of project

*The project is for the refurbishment of the club's outdoor cricket net practice area. Having had expert advice from an ECB Accredited contractor we were advised that the net surfaces are now reaching their expected life span and therefore require replacing. The surfaces need to be of a high standard to ensure that especially the boys and girls who are being coached have a true surface to learn cricket skills and techniques. Importantly this*

means that they are learning all about playing cricket in the safest conditions therefore eliminating any chance of injury

**Who will benefit from the project?**

*All members of the club and the Caldicot community but for the club's junior section it is a must. The club attracts boys and girls from the age of 5 who begin by learning basic ball skills then progress to being coached in the nets by the club's qualified coaches. The club has links through the ECB with all the junior schools in Caldicot and also Magor & Undy junior schools*

**Approximately how many of those who will benefit are residents of Caldicot?**

*The club has in place a Environment and Diversity policy that welcomes persons of age, race, gender and religion to the club from both Caldicot and the surrounding area but Caldicot residents make up the majority of users.*

**D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS**

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**E. DECLARATION**

I declare that the above information is correct.

Signature

Date 3rd June 2024

Name and position within organisation

Robert Lewis- Youth coordinator

Please return form to: Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

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I understand that my personal data will not be shared with any third parties.

Signed .... 

Date....3rd June 2024

30/04/97

**SUDBROOK CRICKET CLUB  
CLUB CONSTITUTION (Amended 1997/2008/2019)**

**1. NAME**

The name of the Club shall be called the Sudbrook Cricket Club and its playing headquarters shall be Deepweir, Caldicot. Playing colours of the Club shall be Royal Blue/Yellow.

**2. OBJECT**

The Club is formed to provide for the members a Cricket and Football ground and clubhouse and to supply members refreshments and incidental entertainment and all other things incidental to the playing of Cricket and Football and further promote the games of Cricket and Football and other Athletic sports and pastimes, and to encourage social intercourse between members.

To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

To ensure a duty of care to all members of the club by adopting and implementing the ECB "Safe Hands – Crickets Policy for Safeguarding Children" and any future versions of the Policy.

To ensure a duty of care to all members of the club by adopting and implementing the ECB Equity Policy and any future versions of the Policy.

To ensure a duty of care to all members of the club by adopting and implementing the clubs Safeguarding Policy Statement and any future versions of the Policy.

All members will be subject to the regulations of the Constitution and Safeguarding Policy Statement and by joining the club will be deemed to accept these regulations and any Codes of Conduct that the club has adopted.

**3. FINANCIAL YEAR**

The financial Year of the Club shall end on 30th September, in each year to which day the accounts of the Club shall be balanced.

**4. AFFILIATION**

The Club will be affiliated to the Cricket Wales and the Gwent County Football Association and other Associations with similar aims and objectives.

**5. MEMBERS**

1) LIFE MEMBERS shall be those persons who have rendered singular service to the Club and they shall have the right to vote at any Annual General or Extraordinary General Meetings. They shall be elected by the members of the Club at any General Meeting.

(2) FULL MEMBERS shall be those persons who pay their subscriptions as per Rule 6 and after election as members of the Club, in accordance with Rule 7, continue to conform with the provision of these Rules. Full Members are defined as members of the Cricket and Football Sections

(3) THE PRESIDENT shall be elected at the Annual General Meeting.

(4) VICE PRESIDENTS. The Management Committee shall be entitled to invite any persons to become Vice President upon receipt of a suitable Annual Donation.

(5) PATRONS The Management Committee shall be entitled to invite any persons to become Patrons upon receipt of a loan to be specified at the time and they shall have the right to vote at any Annual General or Extraordinary General Meetings.

(6) YOUTH MEMBERS shall be those persons who pay their subscriptions as per Rule 6 and who are "under the Age of 18 years on 1st September prior to the start of the membership year and after election as members of the Club in accordance with Rule 7, continue to conform with the provision of these Rules.

They will not have the right to vote at any meeting

(7) SOCIAL MEMBERS shall be those persons who pay their subscriptions as per Rule 6 and after election as members of the Club, in accordance with Rule 7, continue to conform to the provision of these Rules. They will not have the right to call an Extraordinary General Meeting or vote on any matter relating to the alteration of the aims of the club to remain a Cricket, Football and Sporting Club.

(8) FAMILY MEMBERS shall be those persons who pay their subscriptions as per Rule 6 and after election as members of the Club, in accordance with Rule 7. Continue to conform to the provision of these Rules.

Family Members will be limited to partners of Members or the partner of a member who is deceased but was a member at the time of their demise.

They will not have the right to vote at any meetings.

(9) SENIOR CITIZENS shall be those persons who pay their subscriptions as per Rule 6 and after election as members of the Club, in accordance with Rule 7, continue to conform to the provision of these Rules.

(10) TEMPORARY MEMBERS shall be a relative or friend of a member who will be admitted to the Club premises for a limited period on the payment of the fee and as determined by the Management Committee. They will not have the right to vote at any meetings.

#### **6. SUBSCRIPTIONS**

The Annual subscription shall be fixed at the Annual General Meeting and shall be due on the 1st. May and paid not later than 1st June in each year.

Any members who fail to pay on or before that date shall cease forthwith to be member except at the Management Committee's discretion.

#### **7. ELECTION OF MEMBERS**

Every applicant for membership of the Club shall be nominated by two full members who shall sign the nomination form after filling in the particulars required on it and delivering it to the Secretary at least seven days before the election at the next Management Committee Meeting.

The nomination form shall be posted in a conspicuous place in the Club premises and any member wishing to object to the election of any applicant for membership shall before the date of election hand to the Secretary a written statement addressed to the Management Committee setting forth reasons for such Objection. Members shall be elected by a simple majority at the discretion of the Management Committee who shall have the power should it think fit to void any election in the event of any omission or any inaccuracy on the nomination form. Every member shall receive a written notice of their election which shall set forth particulars of the amount of the subscription and entrance fee, if any, due.

#### **8. EXPULSION OF MEMBERS**

Any member guilty of a breach of these rules or any bylaw or regulation which may be prescribed by the Management Committee or being guilty of misconduct or otherwise acting in a manner deemed inconsistent with the interest of the Club may by a vote of not less than two thirds of the members present at a meeting Committee called for that purpose or for which special notice has been given, be expelled from the Club.

Any member whose conduct is such as may render his or her liable to expulsion or suspension for a period may be suspended forthwith until his/her case has been considered by the Management Committee. Following any expulsion, the former Member who wishes to rejoin must re-apply as per rule 7

#### **9. RESIGNATION**

Any member may resign by giving at least 7 days written notice to the Honorary Secretary.

#### **10. OFFICERS OF THE CLUB**

The Officers of the Club shall consist of a President, Chairman, Vice-Chairman, Honorary Secretary, Fixture Secretary and Honorary Treasurer, who shall hold office for one year.  
All Officers to be elected by members of the Club at the Annual General Meeting.

#### **11-MANAGEMENT COMMITTEE**

The Management of the Club shall be vested in a Management Committee consisting of:

1. The Officers of the Club.
2. One member of each of the Cricket and Football sections and any other sections which may be formed within the Club to be nominated annually by the members of the section for election at the Annual General Meeting.
3. Not more than four other members of the club to be elected by the members at the Annual General Meeting
4. The election of Officers and the vacancies of the Management Committee shall be from year to year, but those retiring shall be eligible for re-election.
5. 28 Days before the Annual General Meeting. The Secretary shall put in a conspicuous place in the Club premises a notice to voting members to nominate candidates for election to the Management Committee.
6. Every nomination in order to be effective must be in writing and must be signed by at least 5 assenters. Each a voting member and must be lodged with the secretary together with a statement signed by the candidate that the member is willing to serve if elected. No later than fourteen days after the notice mentioned in paragraph (5) was posted
7. Not less than ten days before the AGM the Secretary shall put in a Conspicuous place in the Club premises a list of all candidates for election to the Management Committee.
8. Any member of the management committee who shall for the continuous period of three consecutive meetings fail to attend the meetings of the Management Committee shall cease to be a member of such Management Committee unless a satisfactory explanation is given to the other members of the members of the committee.

#### **12.VACANCIES ON MANAGEMENT COMMITTEE**

The Management Committee shall have the power to appoint a member to fill any vacancy on the Management Committee until the next General Meeting if such vacancy occurs

### **13. POWERS OF MANAGEMENT COMMITTEE**

The Management Committee shall have the powers to conduct and control the affairs of the Club. Without prejudice to the generalities of the powers herein before contained such powers shall include:

- (1) The Making, altering or revoking; of all bylaws and regulations relating to the use of the property of the Club and government of the club.
- (2) Requiring any member or other person occasioning any damage to the property of the Club either, willfully or through improper use to cause the same to be replaced or made good, as it shall decide.
- (3) Promoting and organizing activities for the welfare of the members of the Club and/or the benefit of the Club funds.
- (4) Appointing and dismissing any member of the Committee and such servants as they may deem necessary.

### **14. MANAGEMENT COMMITTEE MEETINGS**

The Committee shall meet at least once monthly to examine the accounts and arrange the affairs of the Club. The quorum for the Management committee and any of its Sub-committees shall be fixed at the first meeting of such committees each year.

### **15. INDEMNITY OF THE COMMITTEE**

The members of the Management Committee shall have the right of indemnity against and reimbursement out of the assets of the Club in respect of any claim brought against them with regard to acts done or omitted to be done in their representative capacity provided that such acts have been done at the request of and with the full authority of the Management Committee or the Annual General Meeting or Extraordinary General Meeting.

### **16. BYLAWS**

The Management Committee shall from time to time repeal and amend all such bylaws and regulations (not inconsistent with these rules) as they think expedient for the internal management and well being of the Club. All bylaws and regulations made by the Management Committee under this rule shall be binding upon the members until repealed by the Committee or set aside by a resolution of the General Meeting of the Club.

### **17. ANNUAL GENERAL MEETING**

The Annual General Meeting of the Club shall be held not later than the second Sunday in November in each year upon a date and at a time to be fixed by the Management Committee. 28 days prior to the date of the Annual General Meeting, the Secretary will post on the Club notice board, Notice of the Meeting and the Proposals from the General Management Committee.

The Agenda for the meeting will be as follows:

- (1) Apologies for absence.
  - (2) To receive and approve the Minutes of the previous Annual General Meeting.
  - (3) To receive from the Chairman of the Management Committee a Report for the preceding year.
  - (4) To receive from the Secretary a report for the preceding year.
  - (5) To receive from the Treasurer a Report and Statement of Accounts for the preceding Financial Year and a statement for the next year together with the Auditors comments.
- (6) ELECTION OF OFFICERS
- a. President
  - b. Chairman
  - c. Vice Chairman
  - d. Hon Secretary
  - e. Hon Treasurer
  - f. Fixture Secretary
  - g. Four Committee men
  - h. Section Representatives
- (7) To appoint an Auditor or to elect Auditors for the ensuing year.
- (8) Election on Life Members.
- (9) Subscriptions for the next year
- (10) To decide on any resolution which may be duly submitted to the meeting hereinafter provided

Voting shall be restricted to Officers, Life Members, Vice-Presidents, Patrons, Cricket, Football, Social and Senior Citizen Members.

### **18. EXTRAORDINARY GENERAL MEETING**

The Management Committee may at any time for any special purpose call an Extraordinary General Meeting and they shall do so forthwith upon requisition in writing to the Secretary of any twenty five voting members, stating the propose for which the meeting is required. Such meeting will be held within fourteen days of the request. No other business but that stated will be discussed

#### **19. PROCEEDINGS AT GENERAL MEETINGS**

At all General Meetings of the Club. The President and in his absence the Chairman of the Management Committee or that person appointed by the Management Committee shall take the chair. Every voting member present shall be entitled to one vote except as under clause 5 (7). At all General Meetings and Extraordinary Meetings for the motions other than any repeal, additions to or amendment of the rules a simple majority will carry

#### **20. AMENDMENTS TO PROPOSALS AT AN ANNUAL GENERAL MEETING**

No amendments (other than a motion of adjournment) shall be moved to any resolution proposed at an Annual General Meeting unless written notice with not less than twenty signatures thereon shall have been delivered to the Honorary Secretary not less than fourteen days prior to the meeting and shall have been forthwith posted in the Clubhouse.

#### **21. AMENDMENT OF RULES**

These rules may be amended by resolution at any General or Extraordinary Meeting providing that no such resolution shall be deemed to have been passed unless it is carried by a majority or at least two – thirds of the appropriate voting members present subject to a minimum attendance of twenty five appropriate voting members.

#### **22. DISCIPLINE**

The Management Committee has the powers to suspend or otherwise deal with any playing member guilty of misconduct on the field of play or is considered guilty of any conduct contrary to the best interests of the Club.

#### **23. INTERPRETATION OF THE RULES**

The Management Committee is the sole authority for the interpretation of these rules and the bylaws and regulations made hereunder and the decision of the Management Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or bylaws and the regulations made hereunder shall be final and binding on all members.

#### **24. DAMAGE**

Any damage done to Club furniture or any of the Club articles must be made good by such member causing such damage within one week of receiving notice from the Honorary Secretary either by replacement in kind or by paying for the cost of the damage or the cost to the Club of replacing the article concerned

#### **25. TRUSTEES**

There shall be not more than three Trustees of the Club. The first Trustees are to be appointed by the Management Committee and the property of the club shall be vested in them to be dealt with by them as the Management Committee shall from time to time direct resolution (of which an entry in the minute book shall be conclusive evidence.) The Trustees shall be indemnified against risk and expense out of the Club property.

#### **26. BORROWING POWERS**

If at any time the Club in General Meeting shall pass a resolution authorizing the Management Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money either at one time or from time to time and at such rates of interest and in such form and manner and upon such security as shall be specified in such resolution; and thereupon the Trustees shall at the discretion of the Management Committee make all such dispositions of the Club property or any part thereof as the Management Committee may deem proper for the giving security for such loans and interest. All members of the club whether voting on such resolution or not and all persons becoming members of the club after such resolutions, shall be deemed to have asserted to the they had voted in favour of such resolution

#### **27 SUB-COMMITTEES**

The purchase of intoxicating liquor by the Club shall be in the absolute discretion of a sub-committee of not less than three members of the Management Committee appointed by the Management Committee for that purpose. Any member ceasing to be a member of the Management Committee shall automatically cease to be a member of the sub-committee and another member of the Management Committee shall be appointed.

The General Management Committee shall meet with the members of the individual sections to elect Captains and Officials of that Sections Sub-Committee who will be responsible for the administration and selection of teams in their sections.

The Management Committee may also from time to time appoint from among their numbers such other sub-committees as they may deem necessary or expedient and may depute or refer to them such powers and duties of the Management Committee as the Management Committee may determine

All such sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the committee

#### **28. OPENING OF CLUBHOUSE**

The Clubhouse shall be open to members daily between such hours as the Management Committee shall from time to time determine: but the Management Committee may close it for such times as they may deem necessary.

#### **29. PERMITTED HOURS**

The permitted hours for the supply of intoxicating liquor shall be such as from time to time are determined by the Management Committee in accordance with the provisions of the Licensing Act 1964 and as notified to the Clerk to the Justices.

#### **30. GAMES**

Regulations made by the Management Committee may lay down the conditions upon which any game may be played in the Clubhouse and may prohibit any games the playing of which are unlawful and would in the opinion of the Management Committee be injurious to the interest of the Club

#### **31. GUEST**

Every member shall be allowed to introduce guests subject to such regulations as shall be made from time to time by the Management Committee and provided that no member may introduce more than two guests at any time and that no person shall be admitted as a guest on more than three occasions in the same three month period. Also no person shall be introduced as a guest into the Club who shall have been expelled from membership or whose conduct or presence in the club shall be considered by the Management Committee objectionable or prejudicial to the interests of the Club. All guests when signed in shall be able to purchase intoxicating liquor.

#### **32. PAYMENT OF MEMBERS ACCOUNTS**

The charges to be made for refreshments and the like for pool and other games shall be fixed by the Management Committee. Every member shall before leaving the club pay such charges incurred whether on own account or for a guest.

#### **33. PROFITS**

No member shall, except for professional services rendered at the request of the Management Committee, on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club

#### **34. PRIVATE BENEFIT**

No person shall at any time be entitled to receive at the expense of the Club (or of any member thereof) any commission, percentage or similar payment on or reference to purchases of intoxicating liquor by the Club; or shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

#### **35. BUSINESS**

No member shall give the address of the Club in any advertisement or use the Club address for business purposes.

#### **36. MEMBERS ADDRESSES**

Every member of the Club shall communicate to the Secretary any change of address and all notices posted to such address shall be considered as having been duly given.

#### **37. DISSOLUTION**

If at any General Meeting a resolution for dissolution of the Club shall be passed by a majority of the members present and at a special meeting held not less than 6 weeks thereafter (of which not less than 4 weeks written notice shall have been given to each member) and at which not less than two-thirds of the members shall be present, that resolution shall be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon, the Committee shall thereon or at such future date as shall be specified in such resolution, proceed to realise the property and after discharge of all liabilities shall distribute the assets to other charitable or philanthropic bodies or non profit making clubs having similar aims and objectives as Sudbrook Cricket Club.

#### **38. ACCOUNTS**

The Treasurer shall be responsible for the keeping all necessary books and accounts which shall be audited by the Auditor (s) before being submitted to the Annual General Meeting. They shall be posted on the notice board for at least one month thereafter and a copy thereafter supplied to any member upon request.

#### **39. SPECIAL GUESTS**

The following non-members (providing they shall not have been refused membership or have been expelled from the Club) may be admitted to the Club premises in the absolute discretion of the Management Committee and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises. They shall have the same rights and privileges, within that part of the premises normally used for the supply of excisable liquor, and be subject to the same rules and by-laws

as members except that they shall not vote at any meeting of the Club or hold office nor be elected to the Management Committee nor take away intoxicating liquor for consumption off the premises

- a) members, Officials, and supporter's of other Sporting Clubs or Societies visiting the Club
- b) Members, Officials and supporters of any visiting team taking part in an organised game at the Club

The names and address of all visitors shall be entered in the Visitors Book kept for that purpose at the Club.

#### **40. CLUB CONSTITUTION**

The management committee will, when necessary, make required amendments and updates to keep the club constitution in line with the requirements needed for the club to remain ECB accredited

**Sudbrook Cricket Club**  
**UNAUDITED ACCOUNTS**  
**for the year ended 30 September 2023**

# Sudbrook Cricket Club

## Unaudited Accounts

Year ended 30 September 2023

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# Sudbrook Cricket Club

Proprietor and Professional Advisers

Year ended 30 September 2023

Proprietor	D Cutts
Business name	Sudbrook Cricket Club
Business address	Mill Lane Caldicot Monmouthshire NP26 5DD United Kingdom
Accountant	Hughes Isaac & Co 86 Newport Road Caldicot Monmouthshire NP26 4BR United Kingdom

# Sudbrook Cricket Club

## Proprietor's Approval Statement

Year ended 30 September 2023

I approve the accounts which comprise the profit and loss account, balance sheet and related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Hughes Isaac & Co with all the information and explanations necessary for their compilation.

---

D Cutts

# Sudbrook Cricket Club

Report to the proprietor on the preparation of the unaudited accounts of  
Sudbrook Cricket Club

Year ended 30 September 2023

In accordance with your instructions, we have compiled the accounts on the following pages from the accounting records and from information and explanations supplied to us.

We have not carried out an audit or any other review, and consequently we do not, therefore, express any opinion on the accounts.

---

Hughes Isaac & Co

86 Newport Road  
Caldicot  
Monmouthshire  
NP26 4BR  
United Kingdom

# Sudbrook Cricket Club

## Profit and Loss Account

Year ended 30 September 2023

		2023	2022
		£	£
	Note		
<b>Turnover</b>	2	75,599	71,638
<b>Gross profit</b>		<u>75,599</u>	<u>71,638</u>
<b>Expenditure</b>	2		
Premises costs		7,985	5,543
Staff costs		32,394	36,358
Office costs		1,838	546
Legal and professional		3,167	3,167
Equipment hire and rental		708	1,824
Repairs and maintenance		14,266	16,363
Depreciation		2,743	2,998
General expenses		9,034	8,279
Finance charges		2,647	2,170
		<u>74,782</u>	<u>77,248</u>
<b>Profit/(loss) for the year</b>		<u>817</u>	<u>(5,610)</u>

# Sudbrook Cricket Club

## Balance Sheet

30 September 2023

		2023	2022
		£	£
	Note		
<b>Fixed assets</b>			
Tangible assets	3	8,230	8,993
<b>Current assets</b>			
Stocks	4	4,275	5,799
Debtors	5	1,468	1,600
Cash at bank and in hand		71,990	73,048
		<u>77,733</u>	<u>80,447</u>
<b>Current liabilities</b>	6	(7,315)	(11,609)
<b>Net current assets</b>		<u>70,418</u>	<u>68,838</u>
<b>Net assets</b>		<u>78,648</u>	<u>77,831</u>
<b>Financed by:</b>			
Capital account	7	<u>78,648</u>	<u>77,831</u>

# Sudbrook Cricket Club

## Notes to the Accounts

Year ended 30 September 2023

### 1 Accounting policies

#### BASIS OF PREPARATION

The accounts have been prepared under the historical cost basis and on a basis which enables the profits to be calculated in accordance with United Kingdom Generally Accepted Accounting Practice.

#### TURNOVER

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

#### TANGIBLE ASSETS

Tangible assets are measured at cost less accumulated depreciation. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	25% straight line
-----------------------	-------------------

#### STOCKS

Stocks are stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. Cost includes all costs incurred in the normal course of business in bringing the product or service to its present location and condition.

#### LEASING

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term or its useful life. Obligations under such agreements are included in liabilities net of the finance charge. The finance element of the rental payment is charged to the profit and loss account.

# Sudbrook Cricket Club

## Notes to the Accounts (continued)

### Year ended 30 September 2023

#### 2 Profit and loss account analysis

##### TURNOVER

	2023	2022
	£	£
Profit on bar sales	63,188	63,055
Annual subscriptions	4,927	5,802
Machine income	-	392
Prize draws, fund raising etc	7,484	389
Other income	-	2,000
	<u>75,599</u>	<u>71,638</u>

##### EXPENDITURE

	2023	2022
	£	£
<b>Premises costs</b>		
Rates & water	603	373
Light, heating and power	7,382	5,170
	<u>7,985</u>	<u>5,543</u>

	2023	2022
	£	£
<b>Staff costs</b>		
Wages and salaries	31,394	33,578
Honorarium	1,000	2,780
	<u>32,394</u>	<u>36,358</u>

# Sudbrook Cricket Club

## Notes to the Accounts (continued)

### Year ended 30 September 2023

	2023	2022
	£	£
<b>Office costs</b>		
Printing, postage and stationery	1,369	429
Telephone	469	117
	<u>1,838</u>	<u>546</u>

	2023	2022
	£	£
<b>Legal and professional</b>		
Legal & professional fees	3,167	3,167
	<u>3,167</u>	<u>3,167</u>

	2023	2022
	£	£
<b>Equipment hire and rental</b>		
Equipment lease	708	1,824
	<u>708</u>	<u>1,824</u>

	2023	2022
	£	£
<b>Repairs and maintenance</b>		
Repairs and maintenance	5,131	7,165
Sports section expenses	3,616	1,959
Ground costs	5,519	7,239
	<u>14,266</u>	<u>16,363</u>

	2023	2022
	£	£
<b>Depreciation</b>		
Depreciation	2,743	2,998
	<u>2,743</u>	<u>2,998</u>

# Sudbrook Cricket Club

## Notes to the Accounts (continued)

Year ended 30 September 2023

	2023	2022
	£	£
<b>General expenses</b>		
Training costs	12	16
Entertainment	5,076	3,624
General insurance	2,709	3,019
Cleaning	468	879
Subscriptions	150	726
Sundry expenses	619	15
	<u>9,034</u>	<u>8,279</u>
	2023	2022
	£	£
<b>Finance charges</b>		
Bank charges	<u>2,647</u>	<u>2,170</u>

# Sudbrook Cricket Club

## Notes to the Accounts (continued)

### Year ended 30 September 2023

#### 3 Tangible assets

	Land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 October 2022	190,374	120,759	311,133
Additions	-	1,980	1,980
At 30 September 2023	190,374	122,739	313,113
<b>Depreciation</b>			
At 1 October 2022	190,374	111,766	302,140
Charge	-	2,743	2,743
At 30 September 2023	190,374	114,509	304,883
<b>Net book value</b>			
At 30 September 2023	-	8,230	8,230
At 30 September 2022	-	8,993	8,993

#### 4 Stocks

	2023 £	2022 £
Raw materials and consumables	4,275	5,799

#### 5 Debtors

	2023 £	2022 £
Prepayments and accrued income	1,468	1,600

# Sudbrook Cricket Club

## Notes to the Accounts (continued)

### Year ended 30 September 2023

#### 6 Current liabilities

	2023	2022
	£	£
VAT liability	3,031	2,726
PAYE and social security	441	251
Tote prize provision	1,890	1,890
Accruals and deferred income	1,953	6,742
	<u>7,315</u>	<u>11,609</u>

#### 7 Capital account

	2023	2022
	£	£
At 1 October 2022	77,831	83,441
Net profit/(loss) for the year	817	(5,610)
At 30 September 2023	<u>78,648</u>	<u>77,831</u>

Mr Robert Lewis  
Sudbrook Cricket Club  
Mill Lane  
Caldicot  
NP26 5DD

18<sup>th</sup> March 2024

Dear Rob,

## Sudbrook Cricket Club

Many thanks for the phone calls and the opportunity to quote for the refurbishment and resurface of the three-bay practice area installed by ClubTurf in March 2014. At 10 seasons old the facility will be starting to show its age with carpet life expectancy of only 10-12 years.

## Practice Area

In March 2014 we installed a three bay ClubTurf practice area at the Club with three 25.00m long pitches. After 10 years the pile of the artificial grass will have been greatly reduced by the effects of ultra violet light from the sun. Such a pitch will offer very little assistance to spin or seam bowlers with no movement and low bounce.

We have devised a scheme that will assist you in refurbishing the facility thereby returning the pitch to the highest standard of performance. We will break down the quotation into four headings site preparation, pitches, infill surrounds and Netcage and we will explain under each heading what options are available.

## Site preparation

We will have drop the existing Netcage metalware to properly access and work on the bases. We will then have to lift the carpets cut them up and move them to the spoil laydown area. They will be past useful as carpets so we recommend removal from site via skips. We will need one skip per bay.

Drop Netcage and lift carpets and move to spoil laydown **£480.00 + VAT.**

Skip hire x 2 **£800.00 + VAT.**

---

Total site preparation **£1,280.00 + VAT.**

---

## Pitches

The facility comprises three 25.00m long ClubTurf 'International' pitches. We will price for the refurbishment of these pitch bases and carpets. We will price for the ClubTurf surface and the InterPad performance pad we will break these down to one, two and three bays for reference.

Pitches	One bay	Two bays	Three bays
Base refurbishment	<b>£760.00 + VAT.</b>	<b>£1,120.00 + VAT.</b>	<b>£1,480.00 + VAT.</b>
Performance pad (InterPad)	<b>£1,760.00 + VAT.</b>	<b>£3,000.00 + VAT.</b>	<b>£4,200.00 + VAT.</b>
Pitch surface (ClubTurf)	<b>£4,520.00 + VAT.</b>	<b>£8,320.00 + VAT.</b>	<b>£12,000.00 + VAT.</b>

### **Infill Surrounds and extended run up area**

We installed ClubMat infill surrounds to two areas firstly the fenced area 31.70m long 9.92m wide and also the outside facility 27.00m long by 4.70m wide. These carpets are also 10 years old and will have lost pile and if we install new ClubTurf carpets they will stand out more as old carpets.

These infill carpets are also fitted to the pitch carpets which means that they are unique and will not line up perfectly with the new pitch carpets as they are also unique. The joins will be uneven and the salvage edge of the carpet will be visible along some areas of the carpet.

Infill surrounds	Fenced area	External area
Infill base refurbishment	<b>£800.00 + VAT.</b>	<b>£280.00 + VAT.</b>
Infill surround surface (ClubMat)	<b>£6,200.00 + VAT.</b>	<b>£1,520.00 + VAT.</b>

### **Netcage**

You have a two bay Netcage inside the fence and you use mobile cages outside the fence. The metalware has a life expectancy of 25+ years so will not need replaced. However, the netting is the most consumable product in our range with a life expectancy of 3-5 years. Again, when we install new components elsewhere the old components will stand out as old.

We will price for replacement netting in our two thicknesses firstly 2.3mm and secondly our heavy duty 3mm netting. We will also price for cabling along the bottom of the netting and also batting curtains and vermin deterrent skirting as extra options. These prices include installation we do offer competitive supply only prices as well.

Netting	2.3mm netting	3mm netting
Replacement netting for two bay Netcage	<b>£1,800.00 + VAT.</b>	<b>£2,720.00 + VAT.</b>
Cabling in netting to the ground		<b>£440.00 + VAT.</b>
Batting curtains for two bay Netcage (UU shaped)		<b>£680.00 + VAT.</b>
Vermin deterrent skirting for two bay Netcage (all ground netting)		<b>£640.00 + VAT.</b>

---

Facility prices	Two bays in fence	Outside bay
Refurbish and resurface pitches (base, pad and surface)	<b>£12,440.00 + VAT.</b>	<b>£5,240.00 + VAT.</b>
R&R pitches and Infill surrounds	<b>£19,440.00 + VAT.</b>	<b>£7,040.00 + VAT.</b>
R&R pitches and Infill surrounds and new netting	<b>£21,240.00 + VAT.</b>	<b>£7,040.00 + VAT.</b>

---

If you would like to order sets of ClubTurf Flexi Stumps to use in your new facility, we are offering them at a special discount price of £55 + VAT per set. Other options you may like to consider are batting curtains, sightcreens, security gates or security fencing these are all explained on our website at [www.clubturf.com](http://www.clubturf.com). Prices for all these extra options are available on request.

We are the only company in the industry to publish a price list which makes us the benchmark for pricing but also a target for undercutting. We have recently introduced a new policy of being prepared to **price match** any like for like quotation from any other ECB approved supplier.

I would like to take this opportunity to outline what is unique about ClubTurf. All these points and many more are outlined in our brochure.

- We are the oldest brand in the industry with pitches dating back to the mid 1970s.
- We don't use sub-contractors our installation teams are fully employed by ClubTurf.

- ClubTurf is a wilton woven carpet of proven life expectancy and performance.
- ClubTurf own the thread that our carpet is manufactured from in the UK.
- We can insure our pitches against vandalism and theft.
- Our Installation Manager who will install your facilities is the most experienced installer in the industry with over 5,000 pitches installed worldwide.

We take great pride in the quality of our components and installation and were chosen to install the practice area at the Kensington Oval prior to the World Cup Final being played at that venue. We also installed three pitches on the Nursery Ground at Lords, the home of cricket.

We have highly developed health and safety and environmental policies and codes of practice and use only our own fully employed design and installation staff, unlike most of our competitors, who subcontract this type of work. We have recently been granted membership of the Construction Health and Safety Scheme (CHAS) Constructionline, SAPCA and we are members of the IOG.

I hope you will find the above and the enclosed information of interest and assistance and look forward to hearing from you and to providing you with any further details or documentation that you may require.

Yours sincerely



Kevin Underwood

Bin

## DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	MONMOUTHSHIRE VETERANS' SUPPORT HUB
Date Application Received	23/04/24
Constitution / Financial Statements / Audited Accounts Included	—
Date considered by Town Council	
Amount requested	£500.00
Amount of donation received	0
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



## CALDICOT TOWN COUNCIL GRANTS SCHEME

### 1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales

A resilient Wales

A healthier Wales

A more equal Wales

A Wales of cohesive communities

A Wales of vibrant culture

A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.



#### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

#### A. APPLICANT DETAILS

**Name of organisation:** Monmouthshire Veterans' Support Hub  
**Contact Name:** Joe Skidmore  
**Address (of organisation):** St John Ambulance Hall, Fairfield Car Park, Abergavenny, NP7 5SG  
**Tel No.:** [REDACTED]  
**E-mail Address:** [REDACTED]

##### What are the aims and purposes of your organisation?

The Monmouthshire Veteran Support Hub launched in March 2022 to provide high-quality, timely, person-centred support to the Armed Forces Community. One of the functions is to create the structures to empower those transitioning from military to civilian life to help themselves and to integrate effectively into local communities drawing on the experiences and peer support of those who will be best placed to assist.

##### The Hub aims are to:

- Develop a greater awareness of the support and services available to the Armed Forces Community in their local community.
- Provide individuals with the confidence, knowledge, and skills to be able to access timely and relevant support that meets their needs.
- Reinforce people's self-reliance, confidence, esteem, and empowerment with the view of improving health outcomes and longer-term well-being.
- Create a safe space for the Armed Forces Community to create friendship networks and support structures.
- Offer opportunities to engage with the local community and undertake collaborative activities.

The weekly sessions are held in Abergavenny, Monmouthshire which is easily accessible by car, train, and bus routes.

##### Objectives for the Hub are to:

- Enable access to relevant, timely support and guidance in respect of housing and benefits for the Veterans and their families.
- Reduce Social Isolation and combat Loneliness.



Is the organisation a registered charity? No

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council	£500
What will be the total cost of the project?	£2500
How will the project be funded in total?	The project can be scaled depending upon how much funding is received.
Have you ever received a grant from Caldicot Town Council?	No
Please provide details:	n/a

#### C. DETAILS OF PROJECT

Title of project: Monmouthshire Veterans' Support Hub

Description of project: The Monmouthshire Veterans' Support Hub is a Veteran run group for the benefit of Veterans and their families. It is supported by a multi-agency approach with Monmouthshire County Council, ABUHB, Veterans NHS Wales, SSAFA, RBL, DWP, and more.

The Veterans' Hub provides individuals from the Armed Forces Community with the space and the mechanism to access relevant and timely support as and when needed. It provides peer support structures to encourage self-reliance, esteem building, and self-empowerment. The need for appropriate and timely advice and guidance is something we see across the county, although the nature of support this cohort may require is not something currently on offer in this way.

The Armed Forces Community is often a hidden one and specific numbers requiring intervention are unknown, though data from the 2021 Census puts Monmouthshire at an estimated Veteran population of 5.4%. According to the evidence-based findings of the veteran population in Monmouthshire, there is an estimated 1540 working-age veterans, 890 that claim a military pension and as a county, we are within the hotspot perimeter of the financial hardship within Monmouthshire. Monmouth is also home to the Royal Monmouthshire Royal Engineers (Militia) and several Armed Forces associations.

We have heard anecdotal evidence of the support provided by this hub literally saving lives. It is so important that Veterans and their families get not only support but the right support and at the right time. Through the experience of our committee, we are in an ideal position to involve appropriate subject matter experts attend the hub and offer real, tangible support.

The intention for this grant would be to facilitate outreach activities by purchasing a marquee, pop-up banners, and other promotional materials to allow Veterans from the Hub to visit towns and villages across Monmouthshire to raise awareness of the Hub's existence and the support on offer.

Large parts of Monmouthshire are digitally excluded and reliance upon social media alone isn't enough. Given



the county's elderly and rural population, and the fact that single pensioner households are the least likely to have internet access (at 51%), it is likely that digital exclusion currently affects many residents in Monmouthshire.

**Who will benefit from the project?** Based on the 2021 Census, there are approx. 5,000 Veterans within Monmouthshire. It is anticipated that we will engage with roughly 10% of those with outreach activities.

Approx. 500 from the Armed Forces Community (those who Serve, have Served, and their spouses/children)

**Approximately how many of those who will benefit are residents of Caldicot?** Caldicot has already identified a good number of individuals within the Armed Forces Community by the offshoot Veterans' Hub recently established. We'd expect to see approx. 100 individuals from the Caldicot area engage.

#### **D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS**

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

#### **E. DECLARATION**

I declare that the above information is correct.

Signature

Date

23/04/2024

Name and position within organisation

Joe Skidmore – Committee Member

**Please return form to:**

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA



### IMPORTANT INFORMATION

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you

In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail

✓

I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data will not be shared with any third parties.

Signed

Date 23/04/2024

(D)

## DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	THE BRIGHTWELL (WEST OF ENGLAND MS THERAPY CENTRE)
Date Application Received	18/06/24
Constitution / Financial Statements / Audited Accounts Included	✓
Date considered by Town Council	
Amount requested	£400.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



## CALDICOT TOWN COUNCIL GRANTS SCHEME

### 1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales

A resilient Wales

A healthier Wales

A more equal Wales

A Wales of cohesive communities

A Wales of vibrant culture

A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.



#### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

#### A. APPLICANT DETAILS

Name of organisation	The Brightwell (West of England MS Therapy Centre)
Contact Name	Victoria Hocquard, Fundraising Manager
Address (of organisation)	Bradbury House, Wheatfield Drive, Bradley Stoke, Bristol. BS32 9DB Post Code BS32 9DB
Tel No.	[REDACTED]
E-mail Address	[REDACTED]
What are the aims and purposes of your organisation?	To aid and improve for the public benefit in the Area of Benefit or other parts of the United Kingdom the condition of those with multiple sclerosis and other chronic symptoms or conditions by any lawful means including any of the following means:- (a) by bringing together persons with multiple sclerosis and persons interested in multiple sclerosis; (b) by providing advice guidance and moral and practical support for persons with multiple sclerosis; (c) by providing any treatment approved by the members and administered by appropriately qualified practitioners
Is the organisation a registered charity? If YES, what is the registration number?	YES 801155



## B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council £ 400.00

What will be the total cost of the project? £29,141.00

How will the project be funded in total?

We have already received grant funding from:

Ludlow Funding £3,500

Boots Charitable Trust £3,500

Anonymous Trust £5,000

We have a full schedule of in-house events, small such as bingo/quizzes. Medium such as fetes and markets and large - corporate abseil and a Mass participation colour Run. We run regular raffles and prize draws, actively seek runners and participants for sponsored challenges. We have a great corporate supporter programme (Brightwell 100) We actively seek charity of the Year opportunities. We also work closely with Community Groups. We are also in the process of contacting Town and Parish Councils where our members reside.

Have you ever received a grant from Caldicot Town Council?

YES

Please provide details:

2021 - £100.00

2020 - £400.00

2018 - £ 75.00

2016 - £ 50.00



### C. DETAILS OF PROJECT

Title of project	Expanding Services, Empowering Independence Project.
Description of project	We are looking for full cost recovery to extend our opening hours for two evenings and on a Saturday morning in order to cope with demand for our services.
Who will benefit from the project?	We support people who suffer from conditions such as Multiple Sclerosis (MS), Parkinson's, Fibromyalgia, stroke recovery and other neurological conditions. These conditions cause difficulty with day-to-day life. Many conditions are degenerative and disabling which is devastating for individuals and their families. Without the therapy offered at the centre they would have nowhere to turn. Our user numbers have grown to over 400 people and we currently have a waiting list. We subsidise each user of the centre on average £1,700 each year.
Approximately how many of those who will benefit are residents of Caldicot?	We currently have four members attending the centre who live within Caldicot Town Council area.

### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

### E. DECLARATION

I declare that the above information is correct.

Signature

Date

Name and position within organisation

18<sup>th</sup> June, 2024

Mrs Doro Pasantes, CEO



**Please return form to:**

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

### **IMPORTANT INFORMATION**

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Caldicot Town Council requires your consent to contact you

In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail



I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data will **not** be shared with any third parties.

Signed

Date 18<sup>th</sup> June, 2024

The West of England M S Therapy Centre Ltd (Limited by Guarantee)  
Company Registration Number: 02312916  
Charity Number: 801155

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The West of England M S Therapy Centre Ltd  
UNAUDITED FINANCIAL STATEMENTS  
Year-End 31 December 2023

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## Officers and Professional Advisers

**Year ended 31 December 2023**

### Trustees

Mr Geoffrey Mayell– Chairman  
Mr Steve Cocks  
Mrs Caroline Blake-Symes  
Mr Mark Whitehouse  
Mr Roger Forbes  
Mr Charles Edis  
Mr David Grant

### Company Secretary/Registered office

Mr Charles Edis  
Bradbury House Clinic  
Wheatfield Drive  
Bradley Stoke  
Bristol  
South Gloucestershire  
BS32 9DB  
United Kingdom

### Accountant

David Seabright Co Ltd  
Adam Kelly B.A. (Hons) F.C.C.A  
Barley Wood Stables  
Long Lane  
Wrington  
Bristol  
BS40 5SA  
United Kingdom

## Trustees Report

### Report from the Chair of Trustees

2023 has been a year of challenges, yet much has been achieved as we continue to seek to futureproof the Centre for the years to come. In many respects, it has been a very significant year for us, and I am extremely excited and very optimistic about 2024.

2023 proved to be a year of opportunity, staff stretch meant that we could not be as ambitious as we would have chosen to be, but it has given us a window to review many aspects of the Centre's operation and critically analyse how we prepare for the future.

During this time of stretch, our existing services have continued unabated. Our hyperbaric oxygen therapy team, our physiotherapy team and our reception and facilities members have all stepped up to the challenge. The Centre has been able to sustain and grow our services. We continue to introduce and offer a wide range of complementary therapies. A much-reduced fundraising team has achieved some remarkable success and in terms of facilities, several key initiatives have reduced our costs and sought to leverage some excellent incremental income through room hire.

We have put continued focus on our social media reach by improving our website and our IT capability. Many of our staff, volunteers and Trustees have continued to build and strengthen relationships with our many supporters both financially and socially.

The last quarter of 2023 was an extremely busy time for the Centre, as we sought to implement many of the changes that were needed to improve the overall offer. This ranged from support for fundraising, admin stretch, cost optimisation and quantifying exactly what our members wanted from our café and how best to operate the facility for the benefit of everyone.

The immediate years ahead will continue to pose challenges for charities, given the pressure upon funding across the sector. This combined with increasing costs in all areas will exacerbate the situation. It is therefore vital that we recognise this ever-changing environment and place ourselves in the best possible position to meet these challenges and take the necessary steps for us to both grow and maintain sustainability.

The most important asset the Centre has is its people, both staff and volunteers. Several new staff members have recently joined the Brightwell team. Every appointment represents our need to meet those challenges, we have taken the opportunity to strengthen our admin team with the appointment of a Centre Administrator, we have two additional team members supporting our fantastic fundraising team and we have appointed a Café Coordinator.

As the year progresses we will continue to look at how we can make improvements, whether that be to review all of our supplier contracts, ensuring we deliver the very best value for money for our members, developing the café offering to its maximum potential, taking every opportunity to develop additional therapy offerings, looking at ways to maximise the operation of our hyperbaric oxygen therapy and physiotherapy departments so that we meet the ongoing needs of all of our service users.

Finally, and significantly, I would like to acknowledge the huge contribution that all our volunteers make to this wonderful charity, we simply could not operate without them.

## Report from the Trustees

As stated in the Chairman's report the Charity continues to grow despite the many challenges that it faces.

The overall results show a small loss of £1,939.

The Charity has endeavoured to fully optimise the use of its financial resources to achieve its charitable aims by assisting and supporting local people with debilitating neurological conditions.

There have been a number of challenges in operating and maintaining the premises, as the building is now over 10 years old. Some equipment therefore requires refurbishment or replacement. A simple example would be the gas boiler for hot water and underfloor heating at a cost of £8K in April 2023. The new boiler is however more efficient and less expensive to operate.

The Cost-of-Living crisis coupled with higher inflation has meant that many costs are on the increase, over which we have very little control.

The Trustees, in tandem with the management team are working very hard to ensure that every effort is made to ensure the overall environment that we operate in is as sustainable as possible.

The Trustees are pleased to report that a further investment has been made to achieve a green energy target. With considerable financial assistance from Solarsense, a leading local installer of Solar PV panels and batteries, the Charity had added a further 16kw of generation capacity to the roof of the building, making a total peak capacity of 46kw.

This, coupled with the installation of 3 Tesla batteries, means that the Charity will almost be self-sufficient in electricity production during the months of March to October. The installation also allows for cheaper night-time energy from the grid in the winter months, so that the batteries are fully charged for the start of the next day. This will help reduce the use of more expensive day-time energy.

The Charity has been protected from the hikes in general energy prices until 2025, but fully expects significant increases in energy costs in that year. The Solar investment will help to mitigate the anticipated increase in rates and help to futureproof the Charity.

The Charity has also fully equipped its Cafe with the required electrical appliances, with support from several donors.

The Cafe is now fully operational and we anticipate that our service users and local community will be able to take full advantage of this welcoming environment.

The fundraising team continues to work tirelessly to ensure that the Charity meets its overall aims.

Charitable reserves therefore remain stable.

Year End 31 December 2023

The Trustees present their report and the unaudited financial statements of the company for the year ended 31 December 2023.

### Trustees


The Trustees who served the company during the year were as follows:


Mr Geoffrey Mayell (Chairman)  
Mr Mark Whitehouse  
Mr Roger Forbes  
Mr Charles Edis  
Mr Steve Cocks  
Mrs Caroline Blake-Symes  
Mr David Grant

### Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

This report was approved by the board of directors on 28<sup>th</sup> March 2024 and signed on behalf of the board by:

  
-----  
Mr G Mayell  
Director


  
-----  
Mr S Cocks  
Director

## Report to the Board of Trustees

Report to the Board of Trustees on the preparation of the unaudited statutory financial statements of The West of England M S Therapy Centre Ltd (Limited by Guarantee) Charity Number 801155.

Year ended 31 December 2023

As described on the statement of financial position, the Board of Trustees of The West of England Multiple Sclerosis Therapy Centre Ltd (Limited by Guarantee) Charity Number 801155 are responsible for the preparation of the financial statements for the year ended 31 December 2023, which comprise the income statement, statement of financial position and related notes. You consider that the company is exempt from an audit under the Companies Act 2006. In accordance with your instruction, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and from information and explanations supplied to us.



Adam Kelly  
B.A. (Hons) F.C.C.A.

Barley Wood Stables  
Long Lane  
Wroughton  
Bristol BS40 5SA  
United Kingdom

Date: 27.3.2024

## Income statement Year End 31 December 2023

	2023	2022
	£	£
Income and Donations Received	513,913	447,705
Cost of Providing Therapies	(392,241)	(362,787)
Gross Surplus	121,672	84,918
Cost of Generating Income	(139,663)	(110,092)
Governance Costs	(2,014)	(2,927)
Operating Surplus	(21,005)	(28,101)
Other interest receivable /Bank switch income	8,320	5,420
Investments Movement Gain	(2,873)	(6,464)
Other Income- Therapy/BNSC/Car Sale	29,047	47,704
Surplus/(Loss) before tax	13,489	18,559
Less tax/depreciation surplus/(loss)	(15,428)	(15,428)
Surplus/(Loss) for the financial year	(1,939)	3,131

The company has no other recognised items of income or expense other than the results for the year as set out above.

## Statement of Financial Position 31 December 2023

Fixed Assests	Note	2023 £	2022 £
Tangible assets	5	151,287	166,715
<b>Current Assets</b>			
Debtors	6	5,466	6,319
Cash at bank and in hand		82,928	106,193
M&G Charity Investments (Operating Reserves)		119,406	122,278
		<u>207,800</u>	<u>234,790</u>
Creditors: Amounts falling due within one year	7	(11,228)	(17,853)
Restricted Fund		(33,325)	(67,179)
		<u>163,247</u>	<u>149,758</u>
<b>Net Current Assets</b>			
		<u>314,534</u>	<u>316,473</u>
<b>Total Assets less Current Liabilities</b>			
<b>Capital and Reserves</b>			
Surplus and loss account B/ Fwd		316,473	313,342
Remaining Surplus and Loss for the Year		(1,939)	3,131
		<u>314,534</u>	<u>316,473</u>
<b>Capital and Reserves C/ Fwd</b>		<u>314,534</u>	<u>316,473</u>

For the year ending 31 December 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Trustees Responsibilities

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland. These financial statements were approved by the board of trustees and authorised for issue on 28<sup>th</sup> March 2024 and are signed on behalf of the board by:



Mrs S Cocks  
Director (Trustee)

Company registration Number: 02312916

## Notes to the Financial Statements Year

Ended 31 December 2023

### 1 General Information

The company is a private company limited by Guarantee and is also a Charity No 801155 registered in England and Wales. The address of the registered office is Bradbury House Clinic, Wheatfield Drive, Bradley Stoke, Bristol, South Gloucestershire, BS32 9DB, United Kingdom.

### 2 Statement of Compliance

These financial statements have been prepared in compliance with FRS 102 Section 1A, 'The Financial Reporting Standard applicable to the UK and Republic of Ireland'.

### 3 Accounting Policies

#### *Basis of Preparation*

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain assets.

The financial statements are prepared in sterling, which is the functional currency of the company.

#### *Income from Contributions and Donations*

The Charity relies on its business continuity by the receipt of income by way of donations, member and community contributions as well as the support of many Charitable Trusts. The Trading Arm of the Charity uses the resources of the parent Charity to treat and provide therapies for non-neurological conditions and in return donates all fees received to the parent Charity.

#### *Tangible Assets*

Tangible assets are initially measured at cost and are subsequently measured at cost less any accumulated depreciation and accumulated impairment losses or at a revalued amount.

Any tangible assets carried at a revalued amount are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation is recognised in other comprehensive income and accumulated in capital and reserves. However, the increase is recognised in profit or loss to the extent that it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in capital and reserves. If a revaluation decrease exceeds the accumulated revaluation gains accumulated in capital and reserves in respect of that asset, the excess is recognised in profit or loss.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Land and buildings	Straight line over 50 years
Fixtures, fittings, and equipment	12 years at reducing costs.

### ***Impairment***

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

### ***Financial Instruments***

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price and are subsequently measured as follows: Debt instruments are subsequently measured at amortised cost and commitments to receive a loan and to make a loan to another entity are subsequently measured at amortised cost. Where investments in non-convertible preference shares and non-puttable ordinary shares or preference shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in profit or loss. All other such investments are subsequently measured at cost less impairment.

All other financial instruments, including derivatives, are initially recognised at fair value, which is normally the transaction price and are subsequently measured at fair value, with any changes recognised in profit or loss.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

All equity instruments regardless of significance, and other financial assets that are individually significant, are assessed individually for impairment. Other financial assets or either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

#### **Defined Contribution Pension Plan**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### **4 Persons Employed**

The average number of persons employed by the company during the year was 18 (2022: 15).

#### **5 Tangible Assets**

	Land and buildings £	Plant and machinery/ IT etc. £	Total £
Cost			
At 1 January 2023	150,000	257,540	407,540
Additions			
At 31 December 2023	150,000	257,540	407,540
Depreciation			
At 1 January 2023	33,000	207,825	240,825
Charge	3,000	12,428	15,428
At 31 December 2023	36,000	223,253	256,253
Carrying amount			
At 31 December 2023	114,000	34,287	148,287
At 31 December 2022	117,000	49,715	166,715

#### **6 Debtors**

	2023 £	2022 £
Debtors	3,632	4,176
Prepayments	1,834	2,143
	5,466	6,319

#### **7 Creditors: Amounts falling due within one year**

	2023 £	2022 £
Taxation and Social Security	7,792	7,627
Pre-payments		
Accruals		718
Other Creditors	3,436	9,508
	11,228	17,853

## Detailed Income Statement

8 Incoming Resources	2023	2022
	£	£
Member Contributions	169,337	140,708
Community Fundraising	65,669	53,309
Legacies	28,683	4,101
Trusts/Corporate	165,185	185,362
Trading Company	67,405	53,681
Subscriptions	9,458	8,258
Job Retention Scheme Claims		
Gift Aid	7,108	2,286
Interest Received	8,320	5,420
Investments Valuation Gain / (Loss)	(2,873)	(6,464)
Therapy Supported Income	28,546	22,004
BNSC Donation to Oxygen Generation		19,000
Sale of Assets	500	6,700
Brightwell Cafe	1,069	
<b>Total Incoming Resources</b>	<b>548,407</b>	<b>494,365</b>
 <b>Less Cost of Providing Therapies</b>		
Therapy Salaries and Costs	161,334	141,342
Supporting Therapies	67,016	58,875
Therapy Employers NI	14,048	11,017
Therapy Employers Pension Contributions	4,407	3,562
Rates	11,774	9,974
Heat and Light	12,318	9,521
Printing, Postage, Stationery	1,931	1,418
Therapy Telephones	2,636	1,542
Therapy IT Support Costs	6,331	3,776
Insurance	7,256	4,406
Premises Cleaning	14,142	10,322
PPE	294	819
Bank Charges	1,441	1,152
Café /Oxygen Construction Costs	1,041	96,829
Café Expenditure	979	
Equipment Repairs & Maintenance	86,293	8,232
<b>Total cost of Providing Therapies</b>	<b>393,241</b>	<b>362,787</b>
 <b>Net resources available for charitable expenditure</b>	<b>155,166</b>	<b>131,578</b>

The West of England M S Therapy Centre Ltd (Limited by Guarantee)  
Company Registration Number: 02312916  
Charity Number: 801155

	2023	2022
	£	£
<b>Costs of Generating Income</b>		
Fundraising Salaries and Costs	73,572	63,165
Salaries - Admin	51,100	36,612
Employers NI	7,221	5,186
Employers Pension Contributions	2,321	1,762
Printing, Postage, Stationery	966	708
Telephones	1318	771
IT Support Costs	3,165	1,888
<b>Total costs of Generating Income</b>	<b>139,663</b>	<b>110,092</b>
<b>Net incoming/outgoing resources for the year</b>	<b>15,503</b>	<b>21,486</b>
<b>Governance costs</b>		
Volunteer Support	808	612
DBS Fees	421	470
Training	30	630
Legal and Professional Fees	204	542
Subscriptions to MSNTC and HBOTT	551	673
<b>Total Governance costs</b>	<b>2,014</b>	<b>2,927</b>
<b>Net incoming/outgoing resources for the year</b>	<b>13,489</b>	<b>18,559</b>
<b>Less: Tax and Depreciation for the year</b>	<b>(15,428)</b>	<b>(15,428)</b>
<b>Net incoming/outgoing resources for the year</b>	<b>(1,939)</b>	<b>3,131</b>

## **COMPANY NOT HAVING A SHARE CAPITAL**

### **Articles of Association for a Charitable Company**

(Based on the Charity Commission model form meeting the requirements of the Companies Act 2006)

#### **Articles of Association of**

The West of England MS Therapy Centre Ltd.

**1. The company's name is**

The West of England MS Therapy Centre Ltd.

(and in this document it is called the 'Charity').

#### **Interpretation**

**2. In the articles:**

'address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the Charity;

'the articles' means the Charity's articles of association;

'Area of Benefit' means England and Wales or such other part or parts of the United Kingdom as the Charity may from time to time determine by ordinary resolution passed at a general meeting of the Charity;

'clear days' in relation to the period of a notice means a period excluding:

- the day when the notice is given or deemed to be given; and
- the day for which it is given or on which it is to take effect;

'the Commission' means the Charity Commission for England and Wales;

'Companies Acts' means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the Charity;

'the directors' means the directors of the Charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011;

'document' includes, unless otherwise specified, any document sent or supplied in electronic form;

'electronic form' has the meaning given in section 1168 of the Companies Act 2006;

'the memorandum' means the Charity's memorandum of association;

'officers' includes the directors and the secretary (if any);

'the seal' means the common seal of the Charity if it has one;

'secretary' means any person appointed to perform the duties of the secretary of the Charity;

'the United Kingdom' means Great Britain and Northern Ireland; and

words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the Charity.

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

### **Liability of members**

3. The liability of the members is limited to a sum not exceeding £1, being the amount that each member undertakes to contribute to the assets of the Charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:
  - (1) payment of the Charity's debts and liabilities incurred before he, she or it ceases to be a member;
  - (2) payment of the costs, charges and expenses of winding up; and
  - (3) adjustment of the rights of the contributors among themselves.

### **Objects**

4. The Charity's objects ('Objects') are specifically restricted to the following:
  - (1) To aid and improve for the public benefit in the Area of Benefit or other parts of the United Kingdom the condition of those with multiple sclerosis and other chronic symptoms or conditions by any lawful means including any of the following means:-
    - (a) by bringing together persons with multiple sclerosis and persons interested in multiple sclerosis;
    - (b) by providing advice guidance and moral and practical support for persons with multiple sclerosis;
    - (c) by providing any treatment approved by the members and administered by appropriately qualified practitioners
  - (2) In furtherance of the foregoing objects (hereinafter called "the Principal objects") but not further or otherwise the Charity shall have the following powers:-

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- (a) To provide equip and administer centres for the administration of therapy in accordance with clause 4(1)(c) above
- (b) To purchase take on lease agree to lease or otherwise acquire any movable or immovable property as may be expedient in promotion of the Principal Objects
- (c) To sell let mortgage dispose of or turn to account all or any of the movable or immovable property or other assets of the Charity as may be expedient in the promotion of the Principal Objects provided that no property shall be disposed of without such consents as are by law made requisite
- (d) To construct lay out establish alter enlarge pull down remove and replace either alone or in conjunction with any other person body or association any premises building erection or equipment necessary or convenient for the work of the Charity
- (e) To collect and organise the collection of funds for furthering the Principal Objects of the Charity by advertisements lectures exhibitions entertainments sporting events promotions lotteries appeals and all other lawful means whatsoever and to receive donations legacies grants and subscriptions (including donations legacies grants and subscriptions subject to any specific trusts within the Principal Objects of the Charity) provided that the Charity shall not undertake any permanent trading activities in raising funds for its objects
- (f) To collect print publish and disseminate by any means whether public or private information data and knowledge relating to the Principal Objects of the Charity
- (g) To conduct or hold surveys investigations or enquiries in or in the vicinity of the Area of Benefit of and into any aspect of multiple sclerosis
- (h) To hold support or attend conferences and public meetings calculated to advance directly or indirectly the Principal Objects of the Charity
- (i) To give or arrange lectures public or otherwise upon the subject of multiple sclerosis
- (j) To take over and administer (if requested so to do and if considered desirable) all or any of the funds and assets which may lawfully be taken over by the Charity and undertake all or any of the liabilities of any charity having or including objects similar to or the same as the objects of the Charity
- (k) To enter into association with other charity or charities having objects the same as or similar to the Charity, To make payments to such other

charity or charities or association or associations provided that they are charitable bodies under the law of England and Wales for any of the following purposes:

- (a) towards defraying the general administrative costs of such an association or charity;
- (b) towards funding any current or projected research or current or projected therapy to be performed by such an association or charity or any other work to be done in furtherance of their charitable objects;
- (c) towards reimbursing any costs incurred by such an association or charity in providing any specific technical or administrative services requested by the Charity
- (l) To undertake and execute any charitable trusts which may lawfully be undertaken by the Charity and are within the objects of the Charity
- (m) To borrow or raise money for the purposes of the Charity on such terms and subject to such consents as may be required by law on such security as the Charity may think fit
- (n) To invest and deal with moneys of the Charity not immediately required for its purpose in and upon such investments securities and property as may be thought fit
- (o) To amalgamate with any charity having objects in any way connected with or affinitive to the Principal Objects of the Charity
- (p) To do all such other lawful things as shall further the attainment of the Principal Objects or any of them

## **Powers**

5. The Charity has power to do anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the Charity has power:
  - (1) to raise funds. In doing so, the Charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
  - (2) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
  - (3) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011.
  - (4) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The Charity must

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comply as appropriate with sections 124 - 126 of the Charities Act 2011 if it wishes to mortgage land;

- (5) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (6) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- (7) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- (8) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- (9) to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;
- (10) to:
  - (a) deposit or invest funds;
  - (b) employ a professional fund-manager; and
  - (c) arrange for the investments or other property of the Charity to be held in the name of a nominee;in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- (11) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
- (12) to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a charity.

**Application of income and property**

- 6. (1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- (2) (a) A director is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- (b) A director may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (c) A director may receive an indemnity from the Charity in the circumstances specified in article 57.

- (d) A director may not receive any other benefit or payment unless it is authorised by article 7.
- (3) Subject to article 7, none of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent a member who is not also a director receiving:
  - (a) a benefit from the Charity in the capacity of a beneficiary of the Charity;
  - (b) reasonable and proper remuneration for any goods or services supplied to the Charity.

### **Benefits and payments to charity directors and connected persons**

#### **7. (1) General provisions**

No director or connected person may:

- (a) buy any goods or services from the Charity on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the Charity;
- (c) be employed by, or receive any remuneration from, the Charity;
- (d) receive any other financial benefit from the Charity;

unless the payment is permitted by sub-clause (2) of this article, or authorised by the court or the Charity Commission.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

#### **Scope and powers permitting directors' or connected persons' benefits**

- (2) (a) A director or connected person may receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that a majority of the directors do not benefit in this way.
- (b) A director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this article a director or connected person may provide the Charity with goods that are not supplied in connection with services provided to the Charity by the director or connected person.
- (d) A director or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

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- (e) A director or connected person may receive rent for premises let by the director or connected person to the Charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A director or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

**Payment for supply of goods only – controls**

- (3) The Charity and its directors may only rely upon the authority provided by sub-clause (2)(c) of this article if each of the following conditions is satisfied:
  - (a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the Charity or its directors (as the case may be) and the director or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the Charity.
  - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
  - (c) The other directors are satisfied that it is in the best interests of the Charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
  - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Charity.
  - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
  - (f) The reason for their decision is recorded by the directors in the minute book.
  - (g) A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7.
- (4) In sub-clauses (2) and (3) of this article:
  - (a) 'charity' includes any company in which the charity:
    - (i) holds more than 50% of the shares; or

- (ii) controls more than 50% of the voting rights attached to the shares; or
  - (iii) has the right to appoint one or more directors to the board of the company.
- (b) 'connected person' includes any person within the definition in article 61 'Interpretation'.

#### **Declaration of directors' interests**

8. A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared. A director must absent himself or herself from any discussions of the Charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

#### **Conflicts of interests and conflicts of loyalties**

9. (1) If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:
- (a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
  - (b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and
  - (c) the unconflicted directors consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.
- (2) In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

#### **Members**

10. (1) The subscribers to the memorandum are the first members of the Charity.
- (2) Membership is open to other individuals or organisations who:
- (a) apply to the Charity in the form required by the directors; and
  - (b) are approved by the directors.

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- (3) (a) The directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
- (b) The directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- (c) The directors must consider any written representations the applicant may make about the decision. The directors' decision following any written representations must be notified to the applicant in writing but shall be final.
- (4) Membership is not transferable.
- (5) The directors must keep a register of names and addresses of the members.

**Classes of membership**

- 11. (1) The directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- (2) The directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- (3) The rights attached to a class of membership may only be varied if:
  - (a) three-quarters of the members of that class consent in writing to the variation; or
  - (b) a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- (4) The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

**Termination of membership**

- 12. Membership is terminated if:
  - (1) the member dies or, if it is an organisation, ceases to exist;
  - (2) the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
  - (3) any sum due from the member to the Charity is not paid in full within six months of it falling due;
  - (4) the member is removed from membership by a resolution of the directors that it is in the best interests of the Charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if:

- (a) the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;
- (a) the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

### **General meetings**

- 13. (1) The Charity must hold its first annual general meeting within eighteen months after the date of its incorporation.
  - (2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
14. The directors may call a general meeting at any time.

### **Notice of general meetings**

- 15. (1) The minimum periods of notice required to hold a general meeting of the Charity are:
    - (a) twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
    - (b) fourteen clear days for all other general meetings.
  - (2) A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.
  - (3) The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 22.
  - (4) The notice must be given to all the members and to the directors and auditors.
16. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

### **Proceedings at general meetings**

- 17. (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is:

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- (a) three members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
    - (b) one tenth of the total membership at the timewhichever is the greater.
  - (3) The authorised representative of a member organisation shall be counted in the quorum.
18. (1) If:
- (a) a quorum is not present within half an hour from the time appointed for the meeting; or
  - (b) during a meeting a quorum ceases to be present;
- the meeting shall be adjourned to such time and place as the directors shall determine.
- (2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
  - (3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.
19. (1) General meetings shall be chaired by the person who has been appointed to chair meetings of the directors.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting.
  - (3) If there is only one director present and willing to act, he or she shall chair the meeting.
  - (4) If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.
20. (1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
  - (3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.
21. (1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
- (a) by the person chairing the meeting; or
  - (b) by at least two members present in person or by proxy and having the right to vote at the meeting; or
  - (c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- (2) (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- (b) The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
- (3) (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- (b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- (4) (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
- (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (5) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- (b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- (c) The poll must be taken within thirty days after it has been demanded.
- (d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- (e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

### **Content of proxy notices**

22. (1) Proxies may only validly be appointed by a notice in writing (a 'proxy notice') which -
- (a) states the name and address of the member appointing the proxy;
  - (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - (d) is delivered to the Charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- (2) The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (4) Unless a proxy notice indicates otherwise, it must be treated as -
- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - (a) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

### **Delivery of proxy notices**

- 22A (1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that person.
- (2) An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

### **Written resolutions**

23. (1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
- (a) a copy of the proposed resolution has been sent to every eligible member;
  - (b) a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
  - (c) it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- (2) A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- (3) In the case of a member that is an organisation, its authorised representative may signify its agreement.

### **Votes of members**

24. Subject to article 11, every member, whether an individual or an organisation, shall have one vote.
25. Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
26. (1) Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- (2) The organisation must give written notice to the Charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The representative may continue to represent the organisation until written notice to the contrary is received by the Charity.
- (3) Any notice given to the Charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the representative has been properly appointed by the organisation.

## **Directors**

27. (1) A director must be a natural person aged 16 years or older.  
(2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 39.
28. The minimum number of directors shall be three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
29. The first directors shall be those persons notified to Companies House as the first directors of the Charity.
30. A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors.

## **Powers of directors**

31. (1) The directors shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.  
(2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.  
(3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

## **Retirement of directors**

32. At each annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one director he or she must retire.
33. (1) The directors to retire by rotation shall be those who have been longest in office since their last appointment. If any directors became or were appointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.  
(2) If a director is required to retire at an annual general meeting by a provision of the articles the retirement shall take effect upon the conclusion of the meeting.  
(3) A director who retires is eligible for re-appointment unless they have been in office for six years, in which case that director is not eligible for re-appointment for a period of one year after their retirement.

## **Appointment of directors**

34. The Charity may by ordinary resolution:
  - (1) appoint a person who is willing to act to be a director; and
  - (2) determine the rotation in which any additional directors are to retire.

35. No person other than a director retiring by rotation may be appointed a director at any general meeting unless:
- (1) he or she is recommended for re-election by the directors; or
  - (2) not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Charity is given a notice that:
    - (a) is signed by a member entitled to vote at the meeting;
    - (b) states the member's intention to propose the appointment of a person as a director;
    - (c) contains the details that, if the person were to be appointed, the Charity would have to file at Companies House; and
    - (d) is signed by the person who is to be proposed to show his or her willingness to be appointed.
36. All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.
37. (1) The directors may appoint a person who is willing to act to be a director.
- (2) A director appointed by a resolution of the other directors must retire at the next annual general meeting and must not be taken into account in determining the directors who are to retire by rotation.
38. The appointment of a director, whether by the Charity in general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

#### **Disqualification and removal of directors**

39. A director shall cease to hold office if he or she:
- (1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
  - (2) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
  - (3) ceases to be a member of the Charity;
  - (4) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
  - (5) resigns as a director by notice to the Charity (but only if at least two directors will remain in office when the notice of resignation is to take effect);
- or

- (6) is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated.

#### **Remuneration of directors**

- 40. The directors must not be paid any remuneration unless it is authorised by article 7.

#### **Proceedings of directors**

- 41. (1) The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
  - (2) Any director may call a meeting of the directors.
  - (3) The secretary (if any) must call a meeting of the directors if requested to do so by a director.
  - (4) Questions arising at a meeting shall be decided by a majority of votes.
  - (5) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
  - (6) A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.
- 42. (1) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
  - (2) The quorum shall be two or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.
  - (3) A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.
- 43. If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.
- 44. (1) The directors shall appoint a director to chair their meetings and may at any time revoke such appointment.
  - (2) If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the directors present may appoint one of their number to chair that meeting.

- (3) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.
- 45. (1) A resolution in writing or in electronic form agreed by all of the directors entitled to receive notice of a meeting of the directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.
- (2) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.

#### **Delegation**

- 46. (1) The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.
- (2) The directors may impose conditions when delegating, including the conditions that:
  - (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
  - (b) no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the directors.
- (3) The directors may revoke or alter a delegation.
- (4) All acts and proceedings of any committees must be fully and promptly reported to the directors.

#### **Validity of directors' decisions**

- 47. (1) Subject to article 47(2), all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
  - (a) who was disqualified from holding office;
  - (b) who had previously retired or who had been obliged by the constitution to vacate office;
  - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;if without:
  - (d) the vote of that director; and
  - (e) that director being counted in the quorum;the decision has been made by a majority of the directors at a quorate meeting.

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- (2) Article 47(1) does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 47(1), the resolution would have been void, or if the director has not complied with article 8.

**Seal**

48. If the Charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary (if any) or by a second director.

**Minutes**

49. The directors must keep minutes of all:
- (1) appointments of officers made by the directors;
  - (2) proceedings at meetings of the Charity;
  - (3) meetings of the directors and committees of directors including:
    - (a) the names of the directors present at the meeting;
    - (b) the decisions made at the meetings; and
    - (c) where appropriate the reasons for the decisions.

**Accounts**

50. (1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- (2) The directors must keep accounting records as required by the Companies Act.

**Annual Report and Return and Register of Charities**

51. (1) The directors must comply with the requirements of the Charities Act 2011 with regard to the:
- (a) transmission of a copy of the statements of account to the Commission;
  - (b) preparation of an Annual Report and the transmission of a copy of it to the Commission;
  - (c) preparation of an Annual Return and its transmission to the Commission.

- (2) The directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

**Means of communication to be used**

- 52. (1) Subject to the articles, anything sent or supplied by or to the Charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Charity.
- (2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 53. Any notice to be given to or by any person pursuant to the articles:
  - (1) must be in writing; or
  - (2) must be given in electronic form.
- 54. (1) The Charity may give any notice to a member either:
  - (a) personally; or
  - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
  - (c) by leaving it at the address of the member; or
  - (d) by giving it in electronic form to the member's address.
  - (e) by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a Charity meeting and must specify the place date and time of the meeting.
- (2) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 55. A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 56. (1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (2) Proof that an electronic form of notice was given shall be conclusive where the Charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.

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- (3) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
  - (a) 48 hours after the envelope containing it was posted; or
  - (b) in the case of an electronic form of communication, 48 hours after it was sent.

**Indemnity**

- 57. (1) The Charity shall indemnify a relevant director against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006
- (2) In this article a 'relevant director' means any director or former director of the Charity.
- (3) The indemnity in section 57. (1) will be limited to the extent of the Charity's insurance for such liabilities.

**Rules**

- 58. (1) The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.
- (2) The bye laws may regulate the following matters but are not restricted to them:
  - (a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
  - (b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
  - (c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
  - (d) the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;
  - (e) generally, all such matters as are commonly the subject matter of company rules.
- (3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- (4) The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the Charity.

- (5) The rules or bye laws shall be binding on all members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

### **Disputes**

59. If a dispute arises between members of the Charity about the validity or propriety of anything done by the members of the Charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

### **Dissolution**

60. (1) The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:
- (a) directly for the Objects; or
  - (b) by transfer to any charity or charities for purposes similar to the Objects; or
  - (c) to any charity or charities for use for particular purposes that fall within the Objects.
- (2) Subject to any such resolution of the members of the Charity, the directors of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the Charity be applied or transferred:
- (a) directly for the Objects; or
  - (b) by transfer to any charity or charities for purposes similar to the Objects; or
  - (c) to any charity or charities for use for particular purposes that fall within the Objects.
- (3) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity) and if no resolution in accordance with article 60(1) is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission.

### **Interpretation**

61. In article 7, sub-clause (2) of article 9 and sub-clause (2) of article 47 'connected person' means:
- (1) a child, parent, grandchild, grandparent, brother or sister of the director;

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- (2) the spouse or civil partner of the director or of any person falling within sub-clause (1) above;
- (3) a person carrying on business in partnership with the director or with any person falling within sub-clause (1) or (2) above;
- (4) an institution which is controlled –
  - (a) by the director or any connected person falling within sub-clause (1), (2), or (3) above; or
  - (b) by two or more persons falling within sub-clause 4(a), when taken together
- (5) a body corporate in which –
  - (a) the director or any connected person falling within sub-clauses (1) to (3) has a substantial interest; or
  - (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
  - (c) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.

## Expanding Services, Empowering Independence Project BUDGET 2024

Oxygen Costs	£ 2,988.00
Oxygen Staff Costs	£ 6,353.00
Support Staff Costs	£ 4,391.00
Volunteer Training Costs	£ 624.20
Volunteer Admin Costs	£ 1,835.00
Utilities	£ 7,750.00
Support Admin IT,Phone, etc	£ 2,715.00
Insurances/Legal	£ 400.00
Premises	£ 1,350.00
Marketing Promotion	£ 584.80
Governance	£ 150.00
	£29,141.00



## About Us

At The Brightwell, we are dedicated to enhancing the lives of individuals living with chronic neurological conditions.

With **40 years of unwavering commitment**, we strive to empower our members by providing access to a warm and friendly, non-clinical environment that fosters independence, symptom management, and overall well-being. Our centre, located in Bradley Stoke, offers a communal space for members to feel at home and socialise as part of a community.



Our members are at the heart of everything we do. 2023



## The Need For Support

A diagnosis of a life-long neurological condition is often a shock and difficult to come to terms with.

In the UK, **14.7 million people are affected by Neurological Diseases**, with over 600,000 people diagnosed every year.

Upon diagnosis a neurologist will explain the condition & offer a list of charities and organisations that can be reached for support. An appointment with a consultant should be provided once a year, but these are often postponed or cancelled due to lack of provision.

## Our Mission

To build a dedicated and compassionate community, committed to the care and wellbeing of individuals living with neurological conditions, their families and carers.



We strive to provide a strong and effective community, devoted to the care and support of people with neurological conditions, their families and carers. We achieve this by offering therapies, services and support, all designed to improve our members' quality of life, in a purpose-built, modern therapy centre. The therapies we offer are designed to address the many different symptoms of a neurological condition and our aim is to help people live a full, meaningful and independent life.

## Our Therapies

At The Brightwell we offer a number of therapies that support the management of symptoms that neurological conditions can pose.

### OXYGEN THERAPY

Members sit in a baro-chamber where they breath high concentrations of oxygen. The pressurisation encourages a person's red blood cells to absorb more oxygen. Many members find this helps to keep their symptoms under control.

### NEURO-

**PHYSIOTHERAPY** We have a team of specialist physiotherapists who provide 1:1 and exercise therapy on an ongoing basis for as long as needed for any member. We also have adapted exercise equipment suitable for all abilities.



The Brightwell also provides access to a variety of specialist clinics, both medical and advice-based. Each therapist is fully qualified in their field and registered with the relevant professional bodies.

**MASSAGE** 1-2-1 COUNSELLING  
**SPECIALIST CLINICS**  
**BLADDER & BOWEL ACUPUNCTURE**  
**COUNSELLING**  
**REFLEXOLOGY**  
**FOOT CARE**  
**NUTRITION**

## Member Testimonials

*'Before I joined the Centre, I felt very alone with my MS. Activities at the Centre mean I not only get the physical help from oxygen therapy and physio, but lots of other therapies are available on a daily basis'.*

*'I use the Centre for physiotherapy, I find the positive attitude of people very uplifting and motivating as well as useful exercise. It provides a happy social atmosphere and helps me with any MS problems I encounter. I could not do without the Centre'.*

## How You Can Help



## Get Involved!

There are so many ways you can help us keep therapy accessible to those who really need it! Whether you choose to manage a collection pot in your local shop, run a marathon, volunteer your time with us for a day, host a quiz night or organise a grand gala, we'll be right behind you to provide all the advice and support.

(E)

## DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT PRIDE (FRIENDS OF TOGETHERWORKS)
Date Application Received	17/06/24
Constitution / Financial Statements / Audited Accounts Included	_____
Date considered by Town Council	
Amount requested	£490.00
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	



## CALDICOT TOWN COUNCIL GRANTS SCHEME

### 1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales

A resilient Wales

A healthier Wales

A more equal Wales

A Wales of cohesive communities

A Wales of vibrant culture

A globally responsible Wales

### 2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### 3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.



#### 4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

#### A. APPLICANT DETAILS

Name of organisation *Caldicot Pride (Friends of TogetherWORKS)*

Contact Name *Zoe Perry (Treasurer)*

Address (of organisation) *c/o TogetherWORKS, Woodstock Way, Caldicot* Post Code *NP26 5DB*

Tel No. [REDACTED]

NO (please delete)

E-mail Address [REDACTED]

What are the aims and purposes of your organisation? *To support and celebrate the LGBTQ+ community in Caldicot and improve community cohesion*

Is the organisation a registered charity? *No – Friends of TogetherWORKS is a constituted community group*

If YES, what is the registration number?

#### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council *£490*

What will be the total cost of the project? *£5952*

How will the project be funded in total? *A mix of grants and our group fundraising*

Have you ever received a grant from Caldicot Town Council? *YES*

Please provide details:

*We have already received a generous grant of £900, but we find additional and higher-than-expected costs to provide safety, comfort and security for the public and wish to take our responsibility for these seriously. The sum of £490 will provide First Aid provision on the day.*

#### C. DETAILS OF PROJECT



Title of project: *Caldicot Pride*

Description of project *A full day of celebration and activity, linking with the 50<sup>th</sup> celebrations for the town, on 10<sup>th</sup> August 2024 – in and around TogetherWORKS.*

*Who will benefit from the project? The event is open to all, and we hope that residents of Caldicot will have the opportunity to build bridges and gain a better understanding of the LGBTQ+ community, and that those members of the LGBTQ+ community who currently feel isolated will feel less so. We plan for the event to be very well organised, safe and as engaging as we can afford, showcasing the true spirit of community. We feel that aligns with the Welsh Government's aim of becoming 'the most LGBTQ+ friendly nation in Europe' (LGBTQ+ Action Plan for Wales, Feb 2023).*

*Approximately how many of those who will benefit are residents of Caldicot? We anticipate around 500+ attendees, most of whom will be Caldicot residents.*

#### **D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS**

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

#### **E. DECLARATION**

I declare that the above information is correct.

Signature

Date 14 June 2024

Name and position within organisation *Zoe Perry,*  
*Treasurer of Friends of TogetherWORKS*

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA



### **IMPORTANT INFORMATION**

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**


Caldicot Town Council requires your consent to contact you

In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail X

I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data will not be shared with any third parties.

Signed:  Date .....14 June 2024.....