

Town Council Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



6th May 2020

To: **Members of Covid-19 Emergency Committee**

Dear Councillor,

You are summoned to attend a meeting of the Covid-19 Emergency Committee to be held at **6:30pm** on **Tuesday 12th March 2020**. The meeting will be held via Zoom and Councillors have received an email invitation to join the meeting.

The public can join the meeting at:

Join Zoom Meeting

<https://zoom.us/j/93568344749?pwd=YzkzSiswcUM5Uis4bUZUcmJ6QytNUT09>

Meeting ID: 935 6834 4749

Password: 725104

One tap mobile

+442034815237,,93568344749#,,1#,725104# United Kingdom

+442034815240,,93568344749#,,1#,725104# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

Find your local number: <https://zoom.us/u/aqN42vMRk>

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies
Town Clerk

Business to be transacted

1. To note the change in legislation to allow remote meetings and to consider and approve, subject to agreed changes, a draft policy. (See appendix 1)
2. To receive apologies for absence.
3. To note declarations of Members' Interests.
4. Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
5. To receive an update from the Clerk, Group Leaders, Mayor and Deputy Mayor on Council activity during the lockdown period.
6. To receive an update from the Clerk on the Casual Vacancy in the Mow Cop and Newchapel Ward.
7. To receive an update from the Clerk on the end of year and audit arrangements for 2019/20 with a proposed timescale.
8. To consider and agree the Council's meeting schedule in light of the ability to hold remote meetings with consideration to:
 - a. The Annual Meeting and Mayor making.
 - b. Full Council Meetings
 - c. Continued use of the Emergency Committee
 - d. Committee Meetings
 - e. Working Group Meetings
9. To consider and resolve to agree or otherwise the following grant applications:
 - a. Kidsgrove Lads and Dads. (Appendix 2)
 - b. Father Hudson's Group (Appendix 3)
 - c. Covid-19 Group using Talke and Butt Lane LAP as support organisation to hold the money. (Appendix 4)
 - d. Salvation Army Group (Appendix 5)
10. To receive an update and consider the Town Council's support for the community. To receive and agree any further actions.
11. To receive the notes from a Zoom Meeting held on the 7th May regarding the Town Deal and to resolve to approve the collated comments. (To be circulated)
12. To receive an item from the chair, Cllr Robinson, requesting the Council write a letter to object to proposed changes to Community First Responders practice.
13. To consider and agree or otherwise to the offer of sponsorship of the hanging baskets outside the Town Hall. (See appendix 6)
14. To receive any items from the Clerk, Chair and Vice-chair.
15. Date of next meeting

Kidsgrove Town Council

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



Virtual Meeting Policy and Procedure

Introduction and Policy

From 4 April 2020 until May 2021, Parish Councils have been given provision under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations") to hold legal virtual meetings in order that Parish Council business can be maintained.

Kidsgrove Town Council will allow virtual meetings as an option to face to face meetings at the Town Hall whilst the legislation is in place. The Town Council will retain the option during this period of holding face to face meetings should it be deemed safe to do so.

A variety of different platforms including Microsoft Teams, Google Hangouts or Zoom are available.

Kidsgrove Town Council has chosen to use the Zoom platform which enables the meeting to be accessible by the public. The Clerk will host the meeting using the Town Council-paid account and will usually assign the chair and vice chair as co-hosts. Remote meetings may be held for Full Council, Committees, working parties or any other informal meeting required.

Procedure for Full Council and its Committees

Remote meetings of Full Council or its committees will be held using the agenda and summons which the Clerk has published. They will be governed by the usual Standing Orders, Financial Regulations and associated policies.

Appendix 1

A code and link to the virtual meeting will be published on the agenda (which will also go on the noticeboard and on the website) in order that the public are able to attend, just as they would be able to attend a meeting in the Town Hall. Attendees will also have the ability to dial in to the meeting via telephone.

Attendees will collect in the Zoom 'waiting room' prior to the meeting. As the 'Host', the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chairman's request.

All attendees will be set to 'mute' on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants, if they wish to speak will be invited to unmute. The Clerk will have the ability to mute anyone who forgets.

All Councillor attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting.

If a Councillor has declared an interest in an item on the agenda, at the Clerk or Chair's discretion, they may be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

In order to protect participants from malware, the 'chat', file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk will display any documents required using the 'share screen' function.

As with meetings in the Town Hall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times. Members of the public may introduce themselves if they should wish.

Anyone wanting to speak should raise their hand using 'raise hand' in the options within the Participants section or by waving if they're using a camera so that the Chairman can see.

Meeting participants may wish to protect their personal environment by choosing a virtual background in the Zoom Settings 'Virtual Background' or alternatively should consider what can be seen behind them while on camera.

This procedure was considered and approved at a meeting on 12th May 2020 and will be reviewed in one year unless further changes to legislation require that it be reviewed at an earlier date.

12th May 2020

Kidsgrove Town Council

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



Kidsgrove Town Council SMALL GRANT APPLICATION FORM

Small grants are defined as being those where money requested under 500 pounds.
The information contained on this form will help us process your application. Guidelines on the Kidsgrove Town Council Small Grants Scheme are available on the Town Council Website or on request from the Clerk to the Council.
We highly recommend that you read the available guidance documentation.

Contact Details

| | | |
|--------------------------|---|--------------------|
| Name of Organisation: | KIDSGROVE LADS AND DADS. | |
| Address of Organisation: | BIRCHENWOOD FOOTBALL PITCHES, MOUNT ROAD KIDSGROVE, S-O-T, STAFFORDSHIRE. Postcode: ST7 4XH. | |
| Name of Applicant: | MARK PORTER | |
| Position: | CHAIRMAN | |
| Telephone Number: | 07977002799 | |
| Email address: | mark1porter@gmail.com | |
| Facebook: | Kidsgrove lads and dads | Twitter: @msporter |

About your organisation

| | | |
|--|---|---|
| Type of organisation: | <input checked="" type="checkbox"/> Charitable Organisation | <input type="checkbox"/> Unregistered Community Group / Club / Society *delete as appropriate |
| | Other (please state): _____ | |
| | Registered Number: <u>507170</u> | |
| Do you have a constitution or governing document? Yes / No | | |

Appendix 2

| | |
|--|---|
| When was your organisation founded? | 1967 ^{STREETS} _{LADSMOND} KIDSGROVE LADSMOND 1992 |
| Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary? | 300 |
| What does your organisation do? | WE PROVIDE FOOTBALL FOR CHILDREN BETWEEN - 5 & 15 to play football in Kidsgrove. LOOKING AT THE BUILDING AND PITCHES KIDSGROVE LADSMOND HAVE TAKEN ON THE LEASE TO MAKE THIS A COMMUNITY CLUB. |

Who do you work with?

| | | |
|--|---|--|
| Children under 16 <input checked="" type="checkbox"/> | Young people under 25 <input checked="" type="checkbox"/> | Older people over 55 <input checked="" type="checkbox"/> |
| People of minority ethnic origin <input checked="" type="checkbox"/> | Disabled people <input type="checkbox"/> | Women <input checked="" type="checkbox"/> |
| Other (please state) | | |

Details of Grant Requested

Title or Brief Description of your Request for Funding?

HELP WITH RUNNING COSTS WHILST UNABLE TO FUNDRAISE DUE TO COVID-19

Details of the Project, Work or Equipment for which Funding is requested?

WE NEED TO STILL KEEP PAYING RUNNING COSTS OF THE SITE AND STILL MAINTAINING THE PITCHES. PAYING BILLS TO MAKE SURE THE BRANCH AT KIDSGROVE IS READY TO MAKE A START ONCE PANDEMIC IS OVER

Appendix 2

How will your project benefit the local community within the Kidsgrove town boundary?

IT WILL GIVE US THE FOUNDATIONS TO KEEP THE VENUE UP TO DATE AND COMPLIANT. WE USE BIRCHWOOD AS A HUB FOR ALL THE LOCAL TEAMS. WE PROVIDE THE OPPORTUNITY FOR CHILDREN TO LEARN NEW SKILLS AND ALSO TO BECOME HEALTHY AND HAVE A GOOD START TO LEARN SKILLS WHILST BECOMING ACTIVE & HEALTHY

Why is this project needed?

Approximately how many people within the Kidsgrove town boundary will benefit from the project?

WE AT PRESENT SORT OUT FOOTBALL FOR OVER 300 children alongside this we have around 120 volunteers all trained and DBS checked. ALONG THIS IS IN THE KIDSGROVE AREA, ALONGSIDE THIS WE MAINTAIN THE FIELDS AT BIRCHWOOD COUNTY PARK SO THE AREA ALSO BENEFITS FROM OUR WORK

Project Costs and Finances

How much will your overall project cost?

£15,000

How much are you requesting as a grant from Kidsgrove Town Council?

£500

Who else have you approached for funding for this project? If applicable, have the applications been successful?

LOOK AT FUNDING FROM SPORT ENGLAND WE NEED £500 AS WE ARE UNABLE TO FUNDRAISE DURING THIS PANDEMIC.

Kidsgrove Town Council

Kidsgrove Town Council
 Victoria Hall
 Liverpool Road
 Kidsgrove
 Staffordshire
 ST7 4EL

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



Kidsgrove Town Council SMALL GRANT APPLICATION FORM

Small grants are defined as being those where money requested under 500 pounds.
 The information contained on this form will help us process your application. Guidelines on the Kidsgrove Town Council Small Grants Scheme are available on the Town Council Website or on request from the Clerk to the Council.
 We highly recommend that you read the available guidance documentation.

Contact Details

| | | | |
|--------------------------|--|----------|-------------------|
| Name of Organisation: | FATHER HUDSONS CARE (YOUNG AT HEART PROJECT) | | |
| Address of Organisation: | UNIT 8, WELLESLEY HOUSE, WELLESLEY STREET, S-O-T, STAFFS | | Postcode: ST1 4NF |
| Name of Applicant: | MARK PORTER | | |
| Position: | PROJECT MANAGER | | |
| Telephone Number: | 01782 269990 | | |
| Email address: | mark.porter@fatherhudsons.org.uk | | |
| Facebook: | | Twitter: | |

About your organisation

Type of organisation: Charitable Organisation / Unregistered Community Group / Club / Society *delete as appropriate

Other (please state): _____

Registered Number: 512992

Do you have a constitution or governing document? Yes / No

Appendix 3

| | |
|--|--|
| When was your organisation founded? | 1902 |
| Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary? | 100 |
| What does your organisation do? | WE RUN SOCIAL GROUPS & FACE TO FACE BEFRIENDING FOR THE LONELY AND SOCIALLY ISOLATED ELDERLY. WE TACKLE THE GROWING PROBLEM OF ELDERLY PEOPLE WHO SUFFER LONELINESS, WE HAVE SOCIAL GROUPS, LUNCH CLUBS & ALSO WE HAVE A GARDEN PROJECT THAT HELPS THOSE WHO ARE ALSO UNABLE TO DO THEIR OWN GARDEN. |

| | | |
|---|--|--|
| Who do you work with? | | |
| Children under 16 <input type="checkbox"/> | Young people under 25 <input type="checkbox"/> | Older people over 55 <input checked="" type="checkbox"/> |
| People of minority ethnic origin <input type="checkbox"/> | Disabled people <input type="checkbox"/> | Women <input type="checkbox"/> |
| Other (please state) | | |

Details of Grant Requested

| | |
|---|--|
| Title or Brief Description of your Request for Funding? | COVID-19 TELEPHONE BEFRIENDING RESPONSE |
| Details of the Project, Work or Equipment for which Funding is requested? | AS ALL THE SOCIAL GROUPS & LUNCHCLUBS HAVE BEEN SUSPENDED, ALONGSIDE THIS THE FACE TO FACE BEFRIENDING SERVICE. WE HAVE INTRODUCED A TELEPHONE BEFRIENDING SERVICE DURING THE PANDEMIC, WE ARE CURRENTLY SUPPORTING MANY OF OUR KIDSGROVE, MEMBERS WHOM REQUIRE THIS PLUS WE ARE TAKING ON NEW REFERRALS ONLY OF THOSE IN NEED OF BEFRIENDING WE HAVE RECRUITED OVER 35 NEW VOLUNTEERS INCLUDING PEOPLE FROM THIS AREA OF KIDSGROVE. |

Appendix 3

How will your project benefit the local community within the Kidsgrove town boundary?

WE WILL BE SUPPORTING EXISTING MEMBERS OF THE KIDSGROVE, & BUTT LANE GROUPS. WE WILL ALSO BE SUPPORTING THOSE WHO ARE BEHIND OR HAVE THEIR GARDENS DONE FROM THE YOUNG AT HEART PROJECT.

Why is this project needed?

Approximately how many people within the Kidsgrove town boundary will benefit from the project?

IN ALL EXPECTATIONS WE HOPE TO BE ABLE TO SUPPORT AROUND 100 VULNERABLE ENERGY LEVEL PEOPLE IN THE KIDSGROVE, AREAS. ALONGSIDE THIS WE AIM TO INCREASE VOLUNTEER RECRUITMENT AND WE WILL MAKE SURE THAT THIS GIVES SUSTAINABILITY DURING THIS PANDEMIC.

Project Costs and Finances

How much will your overall project cost? AROUND £5000

How much are you requesting as a grant from Kidsgrove Town Council? £500

Who else have you approached for funding for this project? If applicable, have the applications been successful?

S-O-T CITY COUNCIL FOR THEIR AREAS, WE HAVE CURRENTLY RECEIVED £2250.00 TOWARDS THE COST OF RUNNING THIS PROJECT. VOLUNTEER DBS, TELEPHONE ETC.

Appendix 3

Have you previously applied grant funding from Kidsgrove Town Council?

Yes

No

If Yes, when did you apply?

2019

If you were successful, please briefly tell us about the project which was funded

WE USED THE £500 TO GET A GROUP OF SCULLY
12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100
included near on the allotments at Balle we used
the money to buy materials.

Declaration

I am authorised to make this application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in the application changes, I will inform Kidsgrove Town Council as soon as possible.

I give permission for Kidsgrove Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

I have read and agree to the Conditions contained within the Council's Community Grants Policy.

Signed:



Date:

4/5/20

Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

- Quotations or other evidence of cost for any purchases for purchases over 100 pounds.

(Note – Other information may be requested)

Please send your completed application to:-

The Town Clerk
Kidsgrove Town Council
Town Hall
Liverpool Road
Kidsgrove
Stoke-on-Trent
ST7 4EL

Email: townclerk@kidsgrovetowncouncil.gov.uk

Tel: 01782 782754

Kidsgrove Town Council

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



Kidsgrove Town Council SMALL GRANT APPLICATION FORM

Small grants are defined as being those where money requested under 500 pounds. The information contained on this form will help us process your application. Guidelines on the Kidsgrove Town Council Small Grants Scheme are available on the Town Council Website or on request from the Clerk to the Council. We highly recommend that you read the available guidance documentation.

Contact Details

| | | | |
|--|---|----------|-------------------|
| Name of Organisation: | Butt Lane and Talke Locality Action Partnership | | |
| Address of Organisation: Chair Address – 88 Newchapel Road, Kidsgrove, Stoke-on-Trent, Staffordshire | | | |
| | | | Postcode: ST7 4RT |
| Name of Applicant: | Kyle Robinson | | |
| Position: | Chairman | | |
| Telephone Number: | 07837905443 | | |
| Email address: | Kyle.robinson@staffordshire.gov.uk | | |
| Facebook: | n/a | Twitter: | n/a |

About your organisation

| | |
|-----------------------|--|
| Type of organisation: | Unregistered Community Group Other (please state): _____ Registered Number: _____ Do you have a constitution or governing document? Yes |
|-----------------------|--|

Appendix 4

| | |
|---|---------------------------------|
| When was your organisation founded? | May 2016 (Properly Constituted) |
| Approximately how many members does your organisation <u>have</u> within the Kidsgrove Town Council Boundary? | 8 Community Partners |

What does your organisation do?

Butt Lane and Talke LAP brings together different parts of the public sector as well as the private, business, community and voluntary sectors to support each other and work together to improve the quality of life for local people and communities. We focus on tackling crime and asb, we hold health events to keep the community informed and work with other community groups to support community cohesion.

Who do you work with? Staffordshire Police, Fire and Rescue Service, Newcastle Borough Council, Staffordshire County Council, Kidsgrove Town Council, Aspire Housing, Affinity Shopping Centre, Butt Lane Community Centre and many others.

| | | |
|------------------------------------|-------------------------|------------------------|
| Children under 16 x | Young people under 25 x | Older people over 55 x |
| People of minority ethnic origin x | Disabled people x | Women x |
| Other (please state) | | |

Details of Grant Requested

Title or Brief Description of your Request for Funding? Kidsgrove Corona Support Group

Details of the Project, Work or Equipment for which Funding is requested?

The Coronavirus Support Group has continued to support people in the community with hot meals and delivering basic supplies to elderly and vulnerable people. The LAP would like to continue support this community group by requesting further funds from Kidsgrove Town Council so that we can continue to purchase supplies to give out meals and supplies for the next three months. This includes meat, fresh vegetables, tinned food, toilet rolls, non-perishable items etc.

We were using the Town Hall Kitchen, but permission has now been given by the Brewery of the Corner Pin to allow use of the pub kitchen in Butt Lane to prepare the food and the group is following all government guidelines.

Appendix 4

How will your project benefit the local community within the Kidsgrove town boundary?

We will ensure that vulnerable and elderly people receive support within the Kidsgrove area and continue to receive referrals.

Why is this project needed?

Approximately how many people within the Kidsgrove town boundary will benefit from the project?

So far, over 4000 hot meals have been delivered since the project started.

Project Costs and Finances

How much will your overall project cost? £500

How much are you requesting as a grant from Kidsgrove Town Council? £500

Who else have you approached for funding for this project? If applicable, have the applications been successful?

We have approached, Kidsgrove Town Council, Staffordshire County Council and Tesco. The applications from Kidsgrove Town Council and Tesco have been successful and funding is expected from Staffordshire County Council. The group appreciates the support.

Appendix 4

| | | |
|---|------------|-----|
| Have you previously applied grant funding from Kidsgrove Town Council? | | Yes |
| If Yes, when did you apply? | Last Month | |
| If you were successful, please briefly tell us about the project which was funded | | |
| The project has been very successful . Over 4000 meals have been delivered since the project started in March. | | |

Declaration

I am authorised to make this application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in the application changes, I will inform Kidsgrove Town Council as soon as possible.

I give permission for Kidsgrove Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

I have read and agree to the Conditions contained within the Council's Community Grants Policy.

| | |
|---|----------------|
| Signed:  | Date: 11.05.20 |
|---|----------------|

Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

- Quotations or other evidence of cost for any purchases for purchases over 100 pounds.

(Note – Other information may be requested)

Please send your completed application to:-

The Town Clerk
Kidsgrove Town Council
Town Hall
Liverpool Road
Kidsgrove
Stoke-on-Trent
ST7 4EL

Email: townclerk@kidsgrovetowncouncil.gov.uk
Tel: 01782 782254

Please ensure you keep a copy of this application form for your records

Kidsgrove Town Council

Kidsgrove Town Council
 Victoria Hall
 Liverpool Road
 Kidsgrove
 Staffordshire
 ST7 4EL

Tel: 01782 782254
www.kidsgrovetowncouncil.gov.uk



Kidsgrove Town Council SMALL GRANT APPLICATION FORM

Small grants are defined as being those where money requested under 500 pounds.
 The information contained on this form will help us process your application. Guidelines on the Kidsgrove Town Council Small Grants Scheme are available on the Town Council Website or on request from the Clerk to the Council.
 We highly recommend that you read the available guidance documentation.

Contact Details

| | | | |
|--------------------------|--|----------|-------------------|
| Name of Organisation: | KIDSGROVE SALVATION ARMY | | |
| Address of Organisation: | HEATHCOTE STREET, KIDSGROVE, | | Postcode: ST7 4AA |
| | STOKE-ON-TRENT | | |
| Name of Applicant: | AMY STEPHEN | | |
| Position: | VOLUNTEER CO-ORDINATOR | | |
| Telephone Number: | 07790 799629 | | |
| Email address: | Knight-amy29@hotmail.com | | |
| Facebook: | Amy Louise Stephen AND Susan Stubbings | Twitter: | N/A |

About your organisation

| | | | |
|-----------------------|---|--|--|
| Type of organisation: | Charitable Organisation / Unregistered Community Group / Club / Society *delete as appropriate | | |
| | Other (please state): <u>N/A</u> | | |
| | Registered Number: <u>214779</u> | | |
| | Do you have a constitution or governing document? <input checked="" type="radio"/> Yes <input type="radio"/> No | | |

| | | |
|--|--|--|
| When was your organisation founded? | 1865 | |
| Approximately how many members does your organisation have within the Kidsgrove Town Council Boundary? | 25 members in Kidsgrove Salvation Army 38 volunteers in Team Chatterley + | |
| What does your organisation do? | <p>The Salvation Army has always supported the needy. Since the outbreak of Covid-19 this demand for help has grown considerably and people are now requiring help with food parcels, in addition to the high demand for hot meals we already had a few weeks ago. Team Chatterley + are volunteering with the Salvation Army to make up the food parcels and to deliver them and all the hot meals.</p> | |
| Who do you work with? | | |
| Children under 16 <input checked="" type="checkbox"/> | Young people under 25 <input checked="" type="checkbox"/> | Older people over 55 <input checked="" type="checkbox"/> |
| People of minority ethnic origin <input checked="" type="checkbox"/> | Disabled people <input checked="" type="checkbox"/> | Women <input checked="" type="checkbox"/> |
| Other (please state) | Anyone needy. | |

Details of Grant Requested

| | |
|---|---|
| Title or Brief Description of your Request for Funding? | Covid-19 Support in The Community |
| Details of the Project, Work or Equipment for which Funding is requested? | <p>We need funding to ensure that we are able to keep buying food containers to deliver the meals in, PPE to keep our volunteers safe and tins and long-life food products to put in the hampers.</p> |

Appendix 5

How will your project benefit the local community within the Kidsgrove town boundary?

For some of the residents of Kidsgrove, our hot meals and food hampers are the only food deliveries they receive each week due to isolating and having no family or friends nearby. We need to be able to sustain the service we are offering for the duration of the Covid-19 pandemic.

Why is this project needed?

Approximately how many people within the Kidsgrove town boundary will benefit from the project?

This project is needed due to the huge number of residents isolating due to Covid-19 and struggling either physically or mentally. We deliver over 350 hot meals and food parcels every week. We are also delivering 10 large family food hampers, designed to last a week. We need funding to allow us to continue all these deliveries and to add people to the list when they ask for help or are referred.

How much will your overall project cost? £500+ (depending on length of Covid-19 pandemic)

How much are you requesting as a grant from Kidsgrove Town Council? £500

Who else have you approached for funding for this project? If applicable, have the applications been successful?

KTC for £500 - yes successful
Jonathan Gullis for £500 - yes successful.
No other funding received to date.

Appendix 5

| | | |
|--|--------------------------------------|--------------------------|
| Have you previously applied grant funding from Kidsgrove Town Council? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
|--|--------------------------------------|--------------------------|

| | |
|-----------------------------|------------|
| If Yes, when did you apply? | 20/04/2020 |
|-----------------------------|------------|

If you were successful, please briefly tell us about the project which was funded

Same project. We used the money to buy PPE and now have a "PPE Station" in the main hall at the Salvation Army building. We also used some of the money to buy take-away containers to allow us to continue delivering hot meals to vulnerable people in the community.

Declaration

I am authorised to make this application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in the application changes, I will inform Kidsgrove Town Council as soon as possible.

I give permission for Kidsgrove Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

I have read and agree to the Conditions contained within the Council's Community Grants Policy.

| | |
|---|------------------|
| Signed:  | Date: 05/05/2020 |
|---|------------------|

Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

- Quotations or other evidence of cost for any purchases for purchases over 100 pounds.

(Note – Other information may be requested)

Please send your completed application to:-

The Town Clerk
Kidsgrove Town Council
Town Hall
Liverpool Road
Kidsgrove
Stoke-on-Trent
ST7 4EL

Email: townclerk@kidsgrovetowncouncil.gov.uk

Tel: 01782 782254

Please ensure you keep a copy of this application form for your records

Appendix 6

Dear Sue

Would you like to sponsor any Hanging Baskets for outside Kidsgrove Council’s Town Hall? The cost for each basket is £50 each +VAT and they’ll be installed towards the end of May/beginning of June.

- If you would like to an place order, would you complete the attached Confirmation Order Form and **scan/email it back to me as soon as possible OR no later than 12th May 2020 please.**

I look forward to hearing from you.

Kind regards
Donna

Classification: NULBC UNCLA



SPONSORED HANGING BASKET CONFIRMATION ORDER FORM

Company / Organisation: _____

Contact: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

Location of Sponsored Hanging Baskets:

Total Number of Hanging of Baskets:

*Hanging Baskets will be in place from June until end of September 2020

Cost of Hanging Basket: £50.00 each plus VAT.

Total Cost: £

I confirm that the above details are correct and that I am authorised on behalf of the company/organisation named above to place this confirmed order with Newcastle-under-Lyme Borough Council.

As a supporter of the Newcastle in Bloom campaign, we would like to use your details so that we can keep in touch with you. We will treat your data with respect and confidentiality at all times. If you would prefer not to hear from us you can stop receiving messages from us at any time by contacting us and letting us know at newcastleinbloom@newcastle-staffs.gov.uk

I would like to receive information from the Newcastle in Bloom campaign, I can unsubscribe at any time. (Tick Box)

Name: _____ Position: _____

Signed: _____ Date: _____

Please return this completed form to:

Donna Lossby
Britain in Bloom Campaign Co-ordinator
Newcastle-under-Lyme Borough Council
Castle House
Barracks Road
Newcastle-under-Lyme
ST5 1BL

Email: donna.lossby@newcastle-staffs.gov.uk
Tel: 01782 742500

Classification: NULBC UNCLASSIFIED

