

## **Item 5- Grants**

### **To consider a grant application from Bagshot Business Association**

The Committee have received a grant application from Bagshot Business Association requesting £1000 to help fund the annual Bagshot Big Bash Halloween event.

At a Bagshot Committee meeting on the 1<sup>st</sup> August 2023, Members resolved unanimously to defer making a decision on the above grant application until they had more up to date information regarding the group, and requested details of their last meeting and the current committee structure.

In response, the Bagshot Business Association have submitted the following information:

The BBA Committee currently is as follows:

- Chair – Craig Hamilton
- Treasurer – Sara Eaton
- Secretary – Ella Cheeseman
- Membership secretary - Lindsay Betton
- Nick Dorrington (volunteer) – support for trees, flags and stalls for the events

Since COVID the BBA have only had one physical 'in person' meeting and the remaining have been virtual.

The events planning meetings are the main meetings we do these days as no businesses seem to be interest at all in getting involved with any of the events. I had advised Mark Gordon about the lack of support from the businesses. Our membership secretary has also a hard time getting members to pay and get involved since Covid and to be honest lots of businesses have also closed down sadly.

So the BBA is now a committee that is committed to put on events for Bagshot as we have done for many years. We arrange and put-up flags (which we pay for) and Christmas trees each year in the high street with the kind support of John Bauld and Nick Dorrington.

**Members are asked to decide if they wish to award the grant.**



# WINDLESHAM PARISH COUNCIL

## GRANT APPLICATION FORM GRANTS £500- £1000

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☐

Windlesham ☐

Name of Organisation	BAGSHOT BUSINESS ASSOCIATION
Registered Charity Number (if applicable)	NA
Contact Name	
Position within the organisation	SECRETARY
Telephone number	
Address of organisation	
Postcode	
Email address	
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	THE BAGSHOT BIG BASH HALLOWEEN ANNUAL EVENT THIS IS A WELL SUPPORTED COMMUNITY EVENT BY ALL THREE VILLAGES AND WIDER AFIELD. IT ALSO BRINGS FOOTFALL TO THE HIGH STREET BRINGING GREATER AWARENESS OF WHAT BAGSHOT HAS TO OFFER. KEEPING OUR HIGH STREET ALIVE IS EXTREMELY IMPORTANT TO EVERYONE AND WE CAN DO OUR BIT THROUGH EVENTS SUCH AS THESE.
Total cost of purpose/project	£ 3000
Amount of grant requested:	£ 1000

Total number of users of your organisation	30
Number of your users resident in Windlesham Parish who will directly benefit from the grant	All residents potentially
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	

Supporting documentation to be submitted with the grant application:

A copy of the written constitution



I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

**Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:**

[Redacted Signature] .  
[Redacted Name] [Redacted Address]

[Redacted Name] in organisation..... **Secretary** Date..... **28/6/23**

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk).

The completed form should be returned to The Clerk to Windlesham Parish Council,  
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

**For official use**

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

**BAGSHOT BUSINESS ASSOCIATION – Minutes of Meeting**  
**Held on Wednesday 15<sup>th</sup> April at The Village Cafe starting 6:30pm**

**Bagshot Business Association Constitution**

1) The name of the group shall be called “Bagshot Business Association”, hereafter referred to as the Group.

2) The objects of the Group shall be:

To come together to help promote Bagshot as a good village to visit for shopping and business opportunities. To foster community spirit and encourage civic pride

3) In furtherance of the objects, but not otherwise, the Committee may exercise the power to:

Invite and receive contributions and raise funds, where appropriate, to finance the events for the village to encourage more people into the village, and to open a bank account to manage such funds.

Publicise and promote the work of the Group and organise meetings.

Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.

Take any form of action that is lawful, which is necessary to achieve the objects of the Group

4) Membership will be open to all business’ in the area  
Where it is considered membership would be detrimental to the aims and activities of the Group, the Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.

An annual fee will be charge with benefits to the members.

Any member of the association may resign their membership either in writing to the Secretary or by email.

5) The Committee shall be made up from nominated members and will consist of:

The Chairperson  
Vice Chairperson  
Treasurer  
Secretary  
Membership Secretary

Sub groups made up from volunteered or nominated members to run different events.



**BAGSHOT BUSINESS ASSOCIATION – Minutes of Meeting**  
**Held on Wednesday 15<sup>th</sup> April at The Village Cafe starting 6:30pm**

- 6) Committee members to be elected every year at the AGM
- 7) Main meetings to be held approx every 2 months with more regular meeting if necessary by smaller organising groups

Date of next meeting to be arranged at the time of current meeting with reminders going out a week/ a day before and on the day.

There needs to be at least 6 ? members present to hold a meeting

All paid up members can vote by a show of hands

Should any member wish to call an extra meeting this should go through the Chairperson, Vice Chairperson or the Secretary

It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in their absence. All meetings must be minuted and accessible to interested parties.

The AGM shall take place no later than three months after the end of the financial year. At least 14 days notice must be given before the meeting takes place.

All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

- 8) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Group and for no other purpose.

Bank account shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least 2 of the following committee members – Treasurer / Chairperson / vice Chairperson / Secretary.

Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.

- 9) Any changes to this constitution must be agreed by a majority vote at a special general meeting.

Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least 28 days notice.

**BAGSHOT BUSINESS ASSOCIATION – Minutes of Meeting**  
**Held on Wednesday 15<sup>th</sup> April at The Village Cafe starting 6:30pm**

- 10) The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Committee.

This constitution was adopted at the BBA meeting on Wednesday 15<sup>th</sup> April 2015

Signed: Chairperson

Signed: Vice Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member