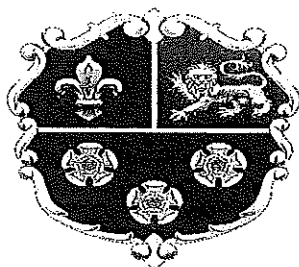


PRESCOT TOWN COUNCIL



Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside. L34 5QX

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 21st Day of July 2022

To the Mayor and Members of Prescot Town Council

YOU ARE HEREBY SUMMONED TO ATTEND
a meeting of
Prescot Town Council
to be held on Thursday 28th July 2022

at

Prescot Town Hall

commencing at 7.30 p.m.

A handwritten signature in black ink, appearing to read 'Alex Spencer', written in a cursive style.

Alex Spencer
TOWN CLERK

AGENDA

1. **TO RECEIVE APOLOGIES** Verbal

2. **PUBLIC OPEN FORUM** Verbal
To provide members of the public with the opportunity to ask questions of the Council.

3. **DECLARATIONS OF INTEREST** Verbal
In accordance with Standing Order 5.k.iii, members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

4. **MINUTES OF THE PREVIOUS COUNCIL MEETING** Pages (4-8)
To **APPROVE AND SIGN** the minutes of Town Council held on Thursday 30th June 2022 as a true and accurate record of the business transacted.

5. **MINUTES OF THE COUNCIL COMMITTEE MEETINGS** Page (9)
To **NOTE** the minutes of the following Committee meetings:
There are no committee meetings to be noted.

6. **ANNOUNCEMENTS FROM THE LEADER** Verbal
To receive announcements from the Leader of the Council.
FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS

7. **ANNOUNCEMENTS FROM THE TOWN CLERK** Pages (10-12)
To receive announcements from the Town Clerk.
FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS

8. **REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES** Verbal

To receive reports and presentations from representatives at conferences or outside bodies.

FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS

9. **MAYORAL ENGAGEMENTS** Pages (13-14)

To receive the schedule of forthcoming Mayoral engagements.

FOR INFORMATION ONLY

10. **PLANNING APPLICATIONS** Pages (15-16)

Members are asked to **CONSIDER** any planning applications received and **AGREE** to make comment on those they feel require a response.

11. **PLANNING DECISIONS** Page (17)

Members are asked to **NOTE** any planning decisions received.

None for noting

12. **FUNDING APPLICATIONS** Pages (18-28)

To **CONSIDER** and **APPROVE, DEFER** or **REJECT** any funding applications from:

- Lady Margaret Bowling Club
- Evolving Mindset CIC

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th JULY 2022

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 30th June 2022

REPORTS PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 30th JUNE 2022** in the **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

Councillors M. Burke, C. Krelle, T. Large, I. Smith, L. Rigby, F. Wynn, T. Smith, J. Burke, P. Cook, T. Murray, and G. Wickens.

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)
L. Johnson (Administration Officer)

23. TO RECEIVE APOLOGIES

There were no apologies received

24. PUBLIC OPEN FORUM

There were no members of the public in attendance.

25. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following: -

- Cllr I. Smith for item 10 Planning Applications

26. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous council meeting held on 26th May 2022 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted

27. MINUTES OF COUNCIL COMMITTEES

It was **UNANIMOUSLY RESOLVED** to **NOTE** the minutes of the following Committee meetings: -

- Events Committee - 18th May 2022 (Agreed)
- Events Committee - 15th June 2022 (Draft)

28. ANNOUNCEMENTS FROM THE LEADER

There were no announcements from the Leader.

29. ANNOUNCEMENTS FROM THE TOWN CLERK

Local Democracy Project

Since the last meeting of Council in May 2022, the Town Clerk working alongside Cllrs J Burke and P Cook have completed three Local Democracy Project workshops with St Mary & St Pauls Primary School, Our Lady's Catholic Primary School, and S Luke's Roman Catholic Primary School.

The overarching aims of the project are to give pupils and understanding of what Prescot Town Council does, in addition to empowering pupils to become more involved in shaping their community

The format for each workshop is:-

- An introductory presentation on the history and operations of Prescot Town Council
- A tour of Prescot Town Hall
- Breakout sessions to give an understanding of the role of Mayor, Councillor and Town Clerk
- Forming a council motion for improving parks
- School quiz based on information presented
- Council meeting for presentation of council motions

At the end of each workshop, pupils are awarded a certificate for successfully completing the Local Democracy Project.

Officers have produced a feedback form, which is handed to each school at the conclusion of each workshop. To date, feedback received has been excellent with staff feeling that pupils engaged throughout and obtained a good understanding of what Prescot Town Council does and how pupils can become involved in shaping their community. Any suggestions given by the school on how the project could be improved have been incorporated into running on the next workshop

In conclusion, the project has proved extremely successful and the overarching aims of the project have been achieved.

Play Area Improvements at Browns Field

As reported to Council in May 2022, works to improve the play area at Browns Field commenced on 6th June 2022

Prior to works starting, working in partnership with Knowsley Council, officers letter dropped neighbouring properties to Browns Field making them aware of works, informing that the play area will be closed and apologising for any inconvenience caused

Four queries were received as a result of this letter drop, all of which were answered by officers at the time

Officers have liaised with Knowsley Council whilst works are ongoing to understand what works have been completed and determine whether the 10 week timeframe for completion will be met. At the time of writing, all works are on schedule

Prescot Carnival 2022

Officers have worked extremely hard in the planning and logistics of the Prescot Carnival

An action plan detailed actions and assigning officers/councillors was presented to and approved by Events Committee on 15th June 2022

30. REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES

The Town Clerk provided a verbal update to Members regarding his attendance at the June meeting of the Prescot Business Club.

Within this meeting, the following was discussed:-

- a. Serious Nonsense Festival - Knowsley Borough Council provided an update on the festival to be held between 19th and 21st August 2022. This would involve live music, live entertainment and food & drink.
- b. Opening of Shakespeare North Playhouse – Shakespeare North Play house confirmed that the opening event was planned for the 15th July 2022 and would be preceded by the “All the Joys” parade, which would commence from the flatiron building and conclude outside the Playhouse at approximately 6:00pm.
- c. Queen’s Baton Relay – Knowsley Borough Council provided an update on the event to be held on Sunday 17th June 2022. The relay – to recognise the forthcoming Commonwealth Games to be held in Birmingham, would conclude outside the Shakespeare North Playhouse at approximately 6:00pm

31. **MAYORAL ENGAGEMENTS**

It was **UNANIMOSULY RESOLVED** to **NOTE** the Mayoral Engagements provided.

32. **PLANNING APPLICATIONS**

Application Ref	Location	Comments
20/00411/FUL	Shakespeare North Playhouse Prospero Place	No Objections

33. **PLANNING DECISIONS**

There were no planning decisions for noting.

34. **FUNDING APPLICATIONS**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £480.00 for the funding application from Prescott Hockey Juniors

35. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN – SECTION TWO**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations under 3.1 being:

Under the requirements of the Accounts and Audit (Amendment) (England) Regulations 2015, members consider the information contained within the Annual Accounting Statement and resolve to:-

- Approve the Annual Accounting Statement 2021/22 and
- Submit the Annual Accounting Statement 2021/22 to the external auditor

The meeting closed at 6.40 p.m.

Dated: 28th July 2022

**Signed:.....
Cllr Joanne Burke (Mayor of Prescott)**

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th JULY 2022

REPORT TITLE:

Minutes of Committees

BACKGROUND TO THE REPORT:

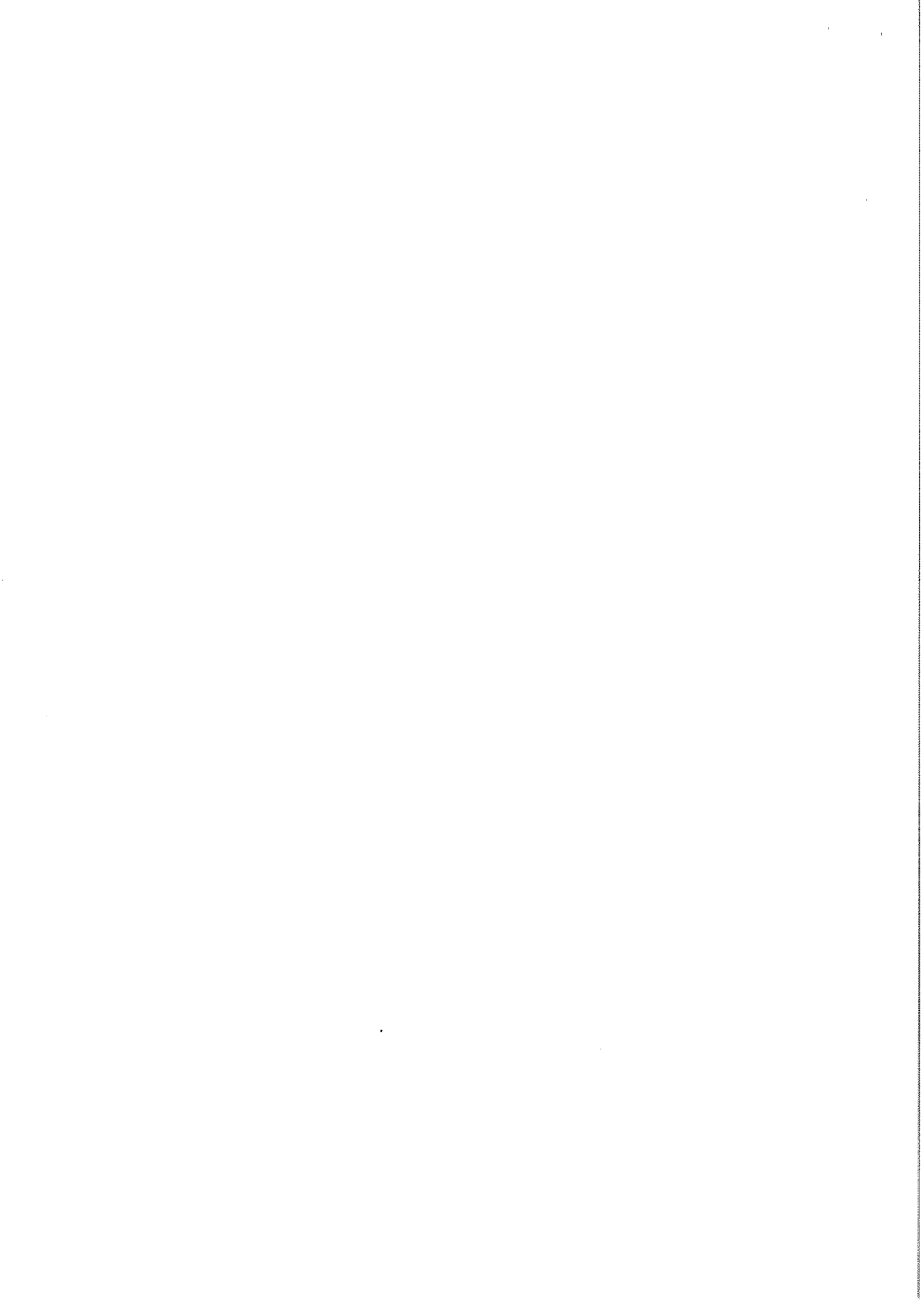
In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

PURPOSE OF REPORT:

To **NOTE** the minutes of the committee meetings provided.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28TH JULY 2022

REPORT TITLE:

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

Members will be aware that at each meeting of Council, the Town Clerk provides an update on the work which officers have progressed since the last meeting of council.

PURPOSE OF THE REPORT

To update Members on the work which officers have progressed since the last meeting of Council.

REPORT PREPARED BY:

Alex Spencer – Town Clerk



1. Local Democracy Project 2022

The Local Democracy Project which the Town Clerk, working alongside Cllrs J Burke, P Cook and T Large has now concluded.

A total of five primary schools have participated in the project:-

- St Mary and St Pauls Primary School
- Our Lady's Catholic Primary School
- St Luke's Roman Catholic Primary School
- Prescott Primary School
- Evelyn Primary School

The overarching aims and format of the project were reported to Members at the last meeting of Council in June 2022.

Officers have continued to assess the success of the project having received feedback from schools. All schools described the project as being excellent, with no further adjustments to its format being required.

Having spoken with headteachers in May this year, there is an intention to re-run the project with the new cohort of year 6 pupils in September. The Town Clerk, working alongside councillors, intends to make contact with schools to determine if they still want to commit to meeting in September.

In conclusion, the Local Democracy Project has proved extremely successful with all those who have participated.

2. Play Area Improvements at Browns Field

The Town Clerk has continued to liaise with both Knowsley Council officers and contractors who are progressing works to improve the play area at Brown's Field.

The Town Clerk met on site with contractors on 18th July 2022 to determine whether timescales are still on track – which they are.

All play equipment as part of phase one has now been installed – however, given that the site is still under construction, this equipment cannot be used by the public.

The majority of ground works for the installation of safety surfacing are about to conclude, with safety surfacing set to be installed before the end of July.

Contractors will then move on to the second phase of play works (currently waiting for play equipment to be delivered).

The project is expected to be completed by mid-August 2022.

3. Meeting to Discuss Football Pitch Improvements and Community Hub at Browns Field

The Town Clerk and Deputy Town Clerk have held initial discussions with Knowsley Council, Berkley Football Club, and the Football Foundation to discuss improvements to football pitches and the installation of a Community Hub at Brown's Field.

These discussions are in their infancy, but directly relate to Knowsley Council's Playing Pitch Strategy & Action Plan of September 2021.

The meeting was a positive one, and it was stressed by officers that before any funding bids were submitted or plans drawn up, the lease regarding Brown's Field would need to be reviewed and approved. This was fully supported by representatives of Berkley FC and the Football Foundation who agreed that the likelihood of funding being awarded was unlikely given the current terms of the lease relating to Brown's Field.

Moving forward, Knowsley Council officers are reviewing what work needs to be put in place to get funding up and running. This will include a full review of the lease relating to Brown's Field.

The Town Clerk and Deputy Town Clerk have stressed the importance of holding regular meetings to prevent inertia, and ensure that issues such as the lease, utilities, consultation with residents/interested groups are discussed at length.

We have also stressed the importance of Town Councillors being involved throughout, with regular presentations to Full Council being required.

4. Local Council Charter

The Town Clerk has discussed with fellow clerks within Knowsley the possibility of producing a Local Council Charter to help strengthen relations with Knowsley Council.

There is a consensus amongst local clerks that the response of Knowsley Council for issues raised by officers and/or town/parish councillors can be improved.

The purpose of the Charter would therefore be to set out expected standards from the local authority and to foster greater partnership working.

These discussions are in their infancy, but there is an intention to propose the production of a Local Council Charter at the next meeting of MALC in August.

Members will of course be involved in the production of such a document.

1. RECOMMENDATIONS

- 1.1 Members are asked to consider and approve the report

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th JULY 2022

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

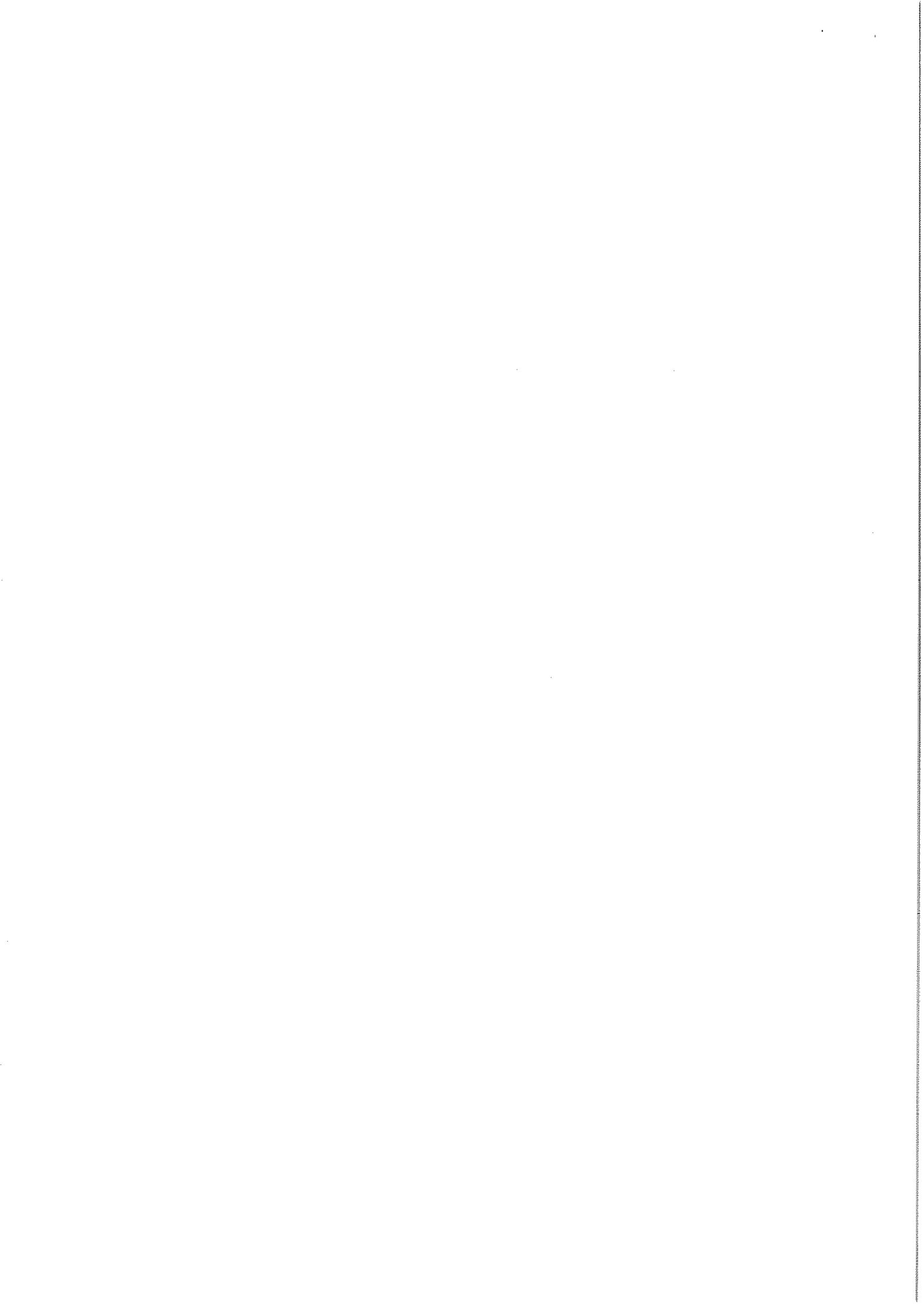
Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY**

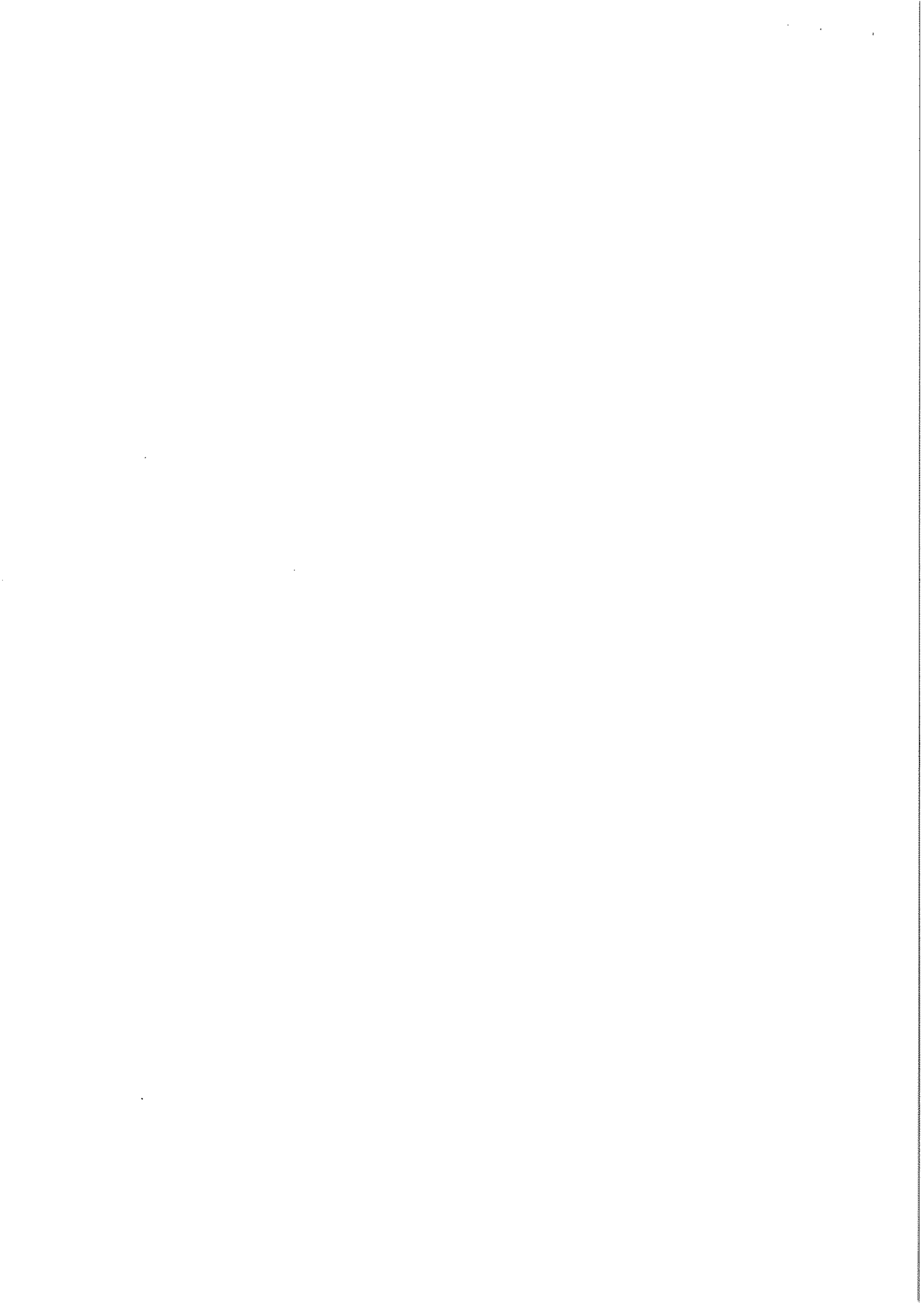
REPORT PREPARED BY

Alex Spencer – Town Clerk



MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
01/07/2022	Tesco	Food Bank Collection
01/07/2022	HC One	Open Day – Afternoon Tea
02/07/2022	Millicans Opticians	Receive donation for Mayors Charity
05/07/2022	Evolve Enterprise CIC	Awards Certificates of Achievement
09/07/2022	Individuality Youth	Attend the show
15/07/2022	Prescot Town Council	Councillor Meet and Greet with residents / visitors
24/07/2022	1st Prescot Brownies	100 th Birthday of 1 st Prescot Brownies



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th JULY 2022

REPORT TITLE:

Planning Applications

BACKGROUND TO THE REPORT:

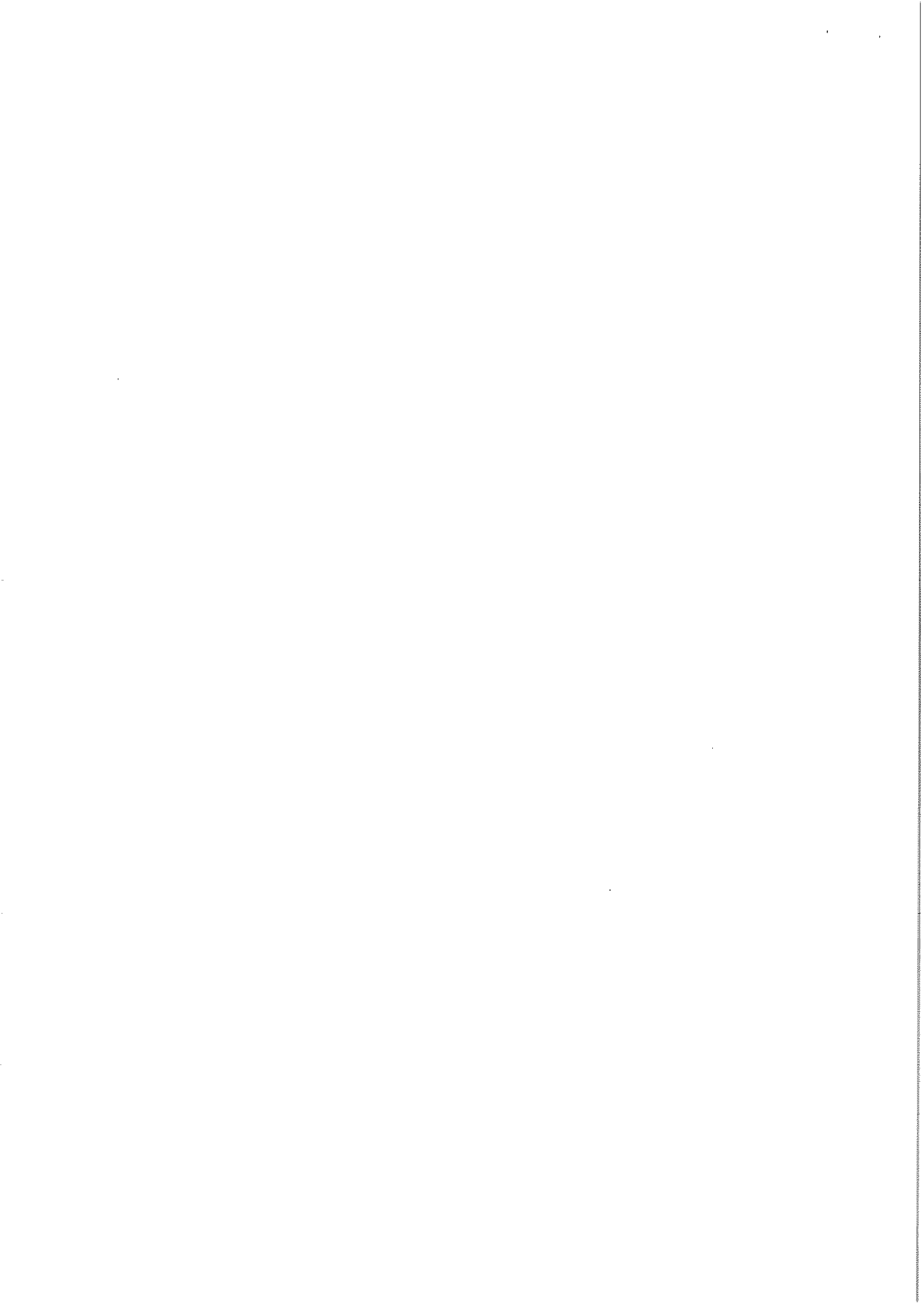
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

PURPOSE OF ITEM:

To provide Members with details of the most recent applications forwarded by KMBC. Members are required to **CONSIDER** each application and **AGREE** to make comment if they feel so inclined. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer



**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING
APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 15.07.22**

PRESCOT

APP.NO: 22/00153/FUL **CASE OFFICER: Maxine Wishart**

APPLICANT: Diocese of Liverpool

APP. TYPE: Full Application

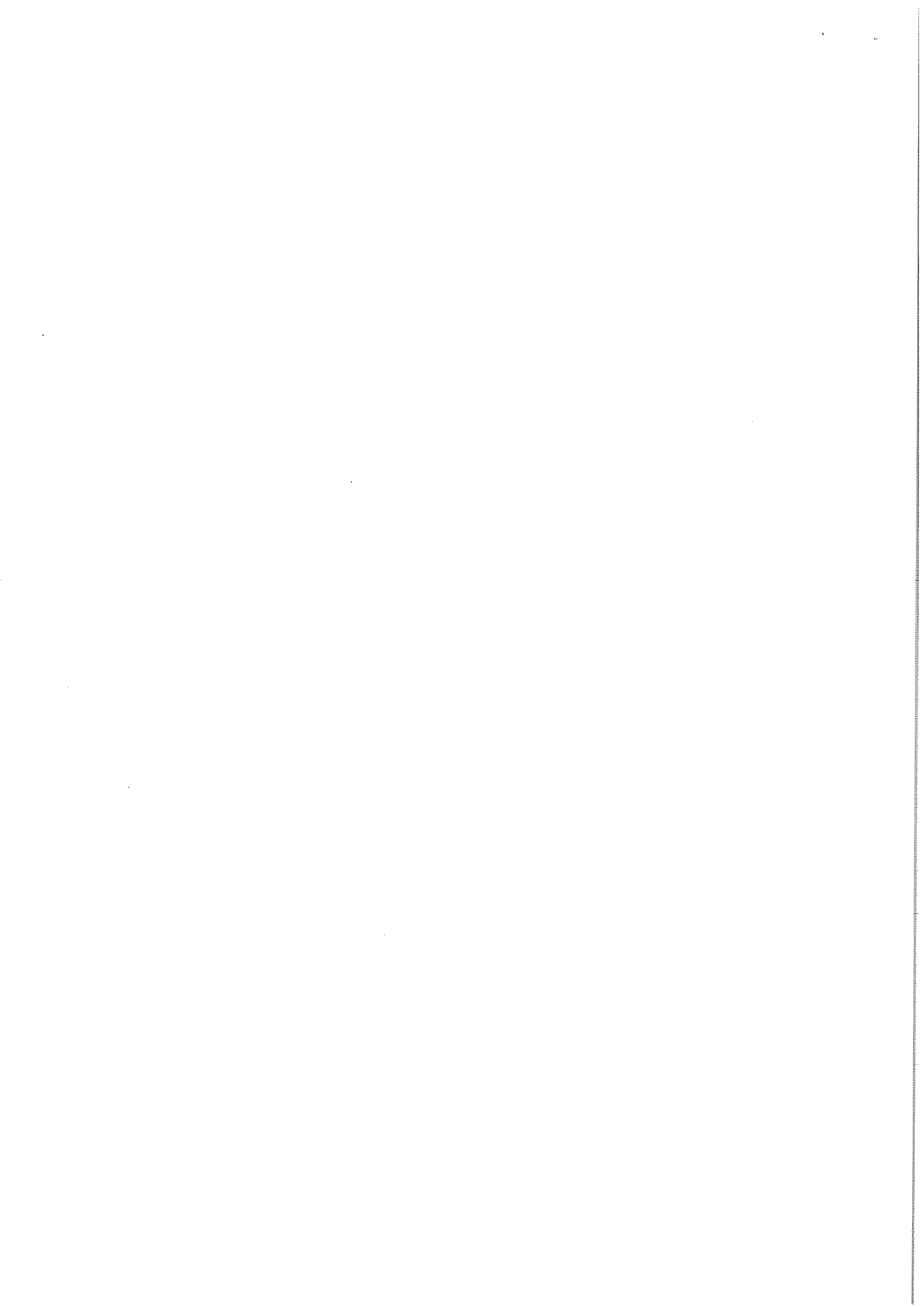
LOCATION: St Marys Vicarage / Church Vicarage Place Prescot

PROPOSAL: ERECTION OF 1.8M HIGH STEEL MESH / POST FENCE AND GATE TO EXISTING
FOOTPATH LEADING FROM WALLED GARDEN TO ST MARYS CHURCH HALL

WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=R8HBA5IX0MX00>



PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****28th JULY 2022****REPORT TITLE:**

Planning Decisions

BACKGROUND TO THE REPORT:

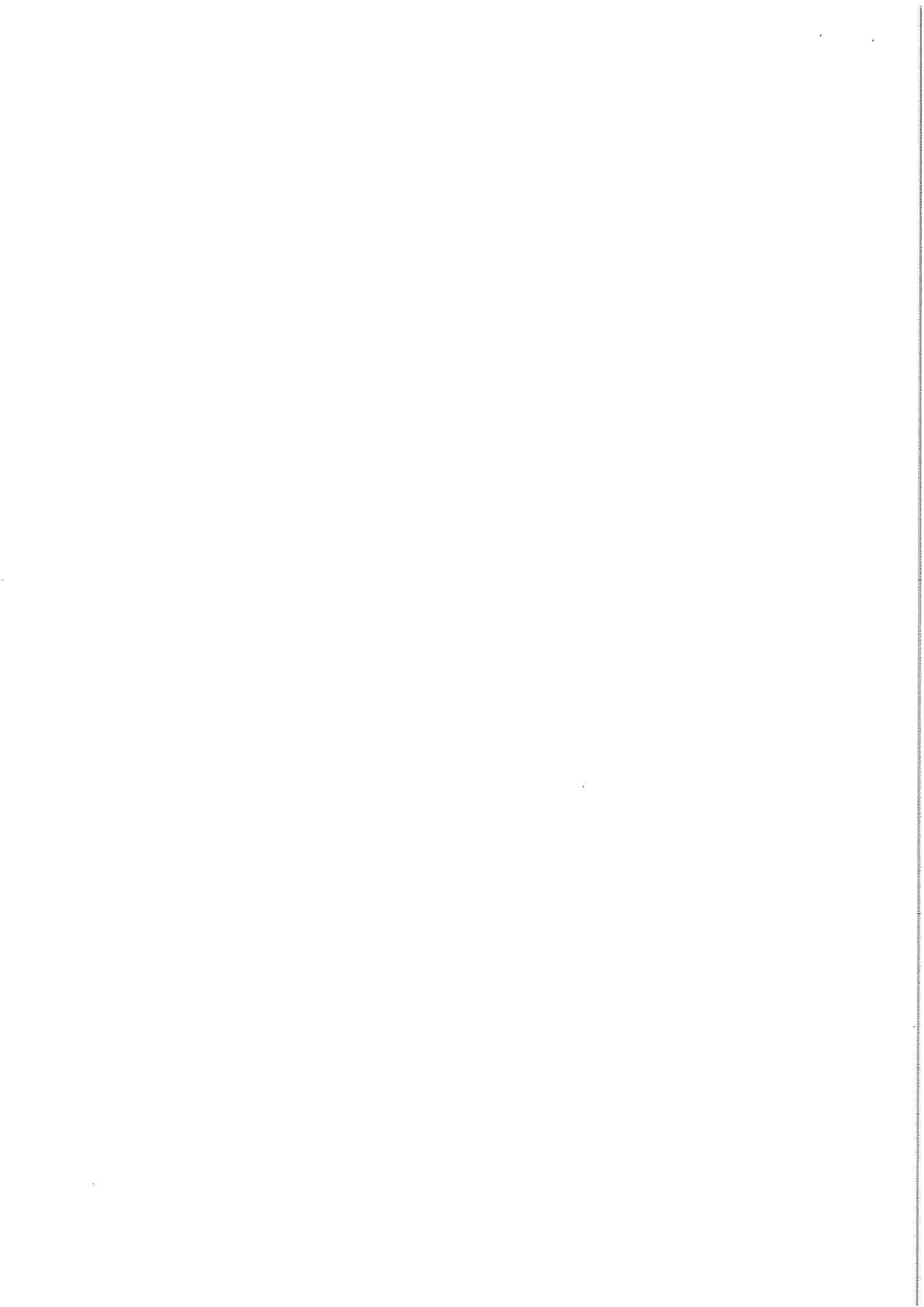
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

PURPOSE OF ITEM:

To provide Members with details of the most recent decisions forwarded by KMBC. These are for **NOTING** only. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th JULY 2022

REPORT TITLE:

Community Fund Bids

BACKGROUND TO THE REPORT:

Funding Applications have been received from:

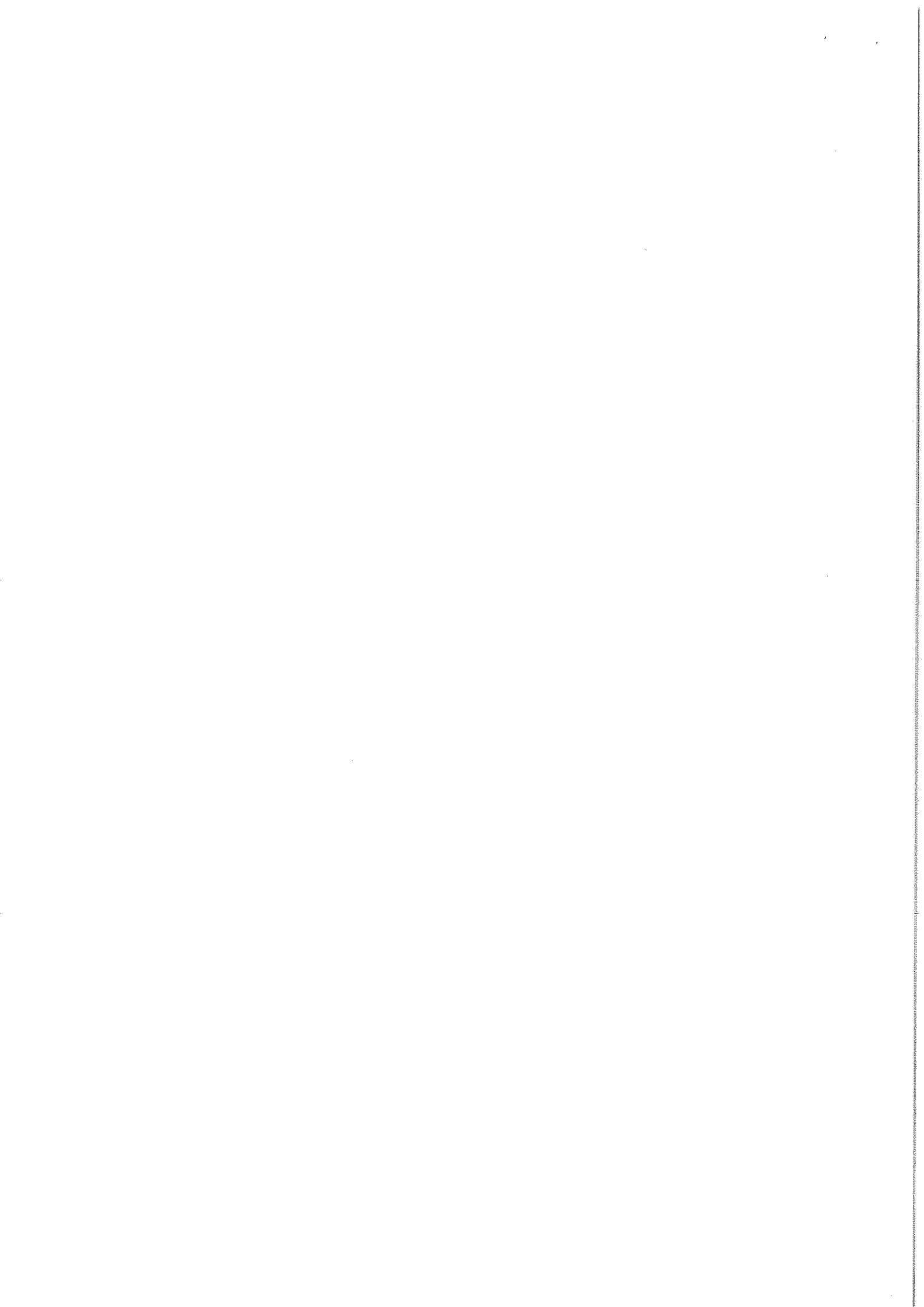
- Lady Margaret Bowling Club
- Evolving Mindset CIC

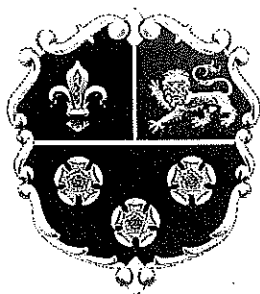
PURPOSE OF REPORT:

To **CONSIDER** and **APPROVE, DEFER** or **REJECT** the funding applications.

REPORT PREPARED BY:

Alex Spencer – Town Clerk





PRESCOT TOWN COUNCIL COMMUNITY FUND GUIDANCE NOTES AND GRANT CRITERIA

Grant Funding of up to £500 for local community projects

What is The Community Fund?

The Community Fund has been set up to enable the Town Council to provide financial assistance to community groups operating in the Township of Prescot or providing a service to a considerable section of Prescot Residents.

The Council operate the community fund through Section 137 of the Local Government Act 1972. The act 'empowers Local Councils to spend up to a prescribed amount in any one year for the benefit of the inhabitants of the area or part of them.'

Who can apply?

The Community Fund is open to any community, voluntary, charitable or non-profit making organisation based in Prescot or predominantly serving the Prescot community. Organisations must be:

- Properly Constituted
- Have a bank account in the organisations name with a requirement for at least two signatories to with draw funds.
- Provide a benefit to residents of Prescot

What can we apply for?

You can apply for funding of up to £500 which can be used for a range of projects (both events and equipment) that will make a positive impact in our community.

Examples of previously successful bids are:

- Contribution towards the costs of line marking equipment
- Contribution towards the costs of the Prescot Festival
- Match funding to support crime reduction activities

How often can we apply?

In order to ensure the fund is available to as many groups as possible the Town Council will only approve one application per group per year.

We will not support:

- The purchase of IT equipment
- Football kits or dance clothing
- Retrospective expenditure
- Projects outside of Prescott
- Expenses for Individuals

How will the application be assessed?

Each bid will be assessed on its merits and the application must evidence:

- A clear rationale and evidence of need
- The number of residents benefiting from your project /activity
- How the proposal adds value to the community
- What sustainable benefits the project will deliver

We will look favourably on bids that can show evidence of securing additional fundraising or in-kind support.

What happens after I submit an application?

We aim to make a decision within 6 weeks (Subject to the Councils meeting calendar available from www.prescot-tc.gov.uk) so please make sure you leave enough time to submit an application before you want your project to start as we won't fund projects retrospectively.

If you are successful we will pay you by BACS, which you should receive within 1 day of the payment being raised. You are required to acknowledge the Council as a funder of your project by displaying our logo on any of your promotional materials.

You may not submit another bid to The Community Fund for the same project within the same financial year. Please contact us if you are unsure whether this applies to you.

If you are unsuccessful we will tell you why we are unable to fund your project. You are welcome to re-submit another bid into the fund.

Who can I contact if I have more questions?

For general queries about The Community Fund please contact the Town Clerk on 0151 426 3933 or email enquiries@prescot-tc.gov.uk



**PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM**

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	Lady Margaret Bowling Club Warrington Rd L34 5QX
Contact / responsible person:	Brian Tilly
Role in the Organisation:	Club Captain and Committee Member
Telephone:	07724449336
Email:	btilly757@gmail.com
What year was your group established?	1893
Do you have a constitution?	Yes No
Are you a registered Charity?	Yes No Charity Number:
What are the main aims and activities of your Group?	Crown Green Bowling current competing in St Helens Bowling League.
Which area of Prescot are you based in?	Town Centre
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project	
Project Name:	Bowling Green Maintenance 2022/23
When will this take place?	September 2022
<p>Please give details and costs of the activities and / or equipment that you are applying for:</p> <p>You will be required to evidence each item of expenditure if successful</p>	<p>We require for the maintenance of our Bowling Green, Spring/Summer lawn Fertiliser £28 per bag x 5 = £140.00</p> <p>Professional Fertiliser spreader £99.99 Vat £57.00 Delivery £48.00 = £204.99</p> <p>Parker 3 in 1 petrol leaf blower vacuum Mulcher + shredder = £109.71</p> <p>Long handled shears £28.95</p> <p>Gruntek Flat icebird shears £14.85</p> <p>Total £498.50</p> <p>We will provide evidence of all expenditure if successful.</p>
How will this project make a difference in your community?	<p>Should this application be successful, your contribution will primarily be used for the maintenance of our bowling green to maintain it to the required standard in order to play in the St Helens Bowling League in 2022/23.</p> <p>The club also has an ambition, in light of increasing membership numbers and the potential closure of another bowling green locally, to play in the Widnes Bowling League in 2022/23.</p> <p>Bowls is a healthy outdoor pursuit encouraging social interaction, is mentally stimulating and helps combat social isolation.</p> <p>The club currently has in excess of 50 members, with a wide ranging age spectrum from 30 to 90 years. 40 of the 50 members are residents of Prescot.</p> <p>We are an ambitious club who are keen to expand our membership. We have a number of open days planned between July and September this year – which will be promoted across the community, to encourage people to “have a go” and hopefully become members for the new season.</p> <p>We also recognise the importance of attracting younger people to the game. Again, our open days will encourage young people to attend. In addition to this,</p>

	<p>the friends and family of existing members will be encourage to attend also.</p> <p>The grant will help improve and maintain our bowling green and any PTC staff or councillors are welcome to have a look at our beautiful green space. It will also help one of the oldest surviving Crown Green Bowling Clubs in Merseyside/Country to secure a future.</p>	
<p>Who will mainly benefit from your project? (please tick the boxes that apply to your project)</p>	<p>Groups</p>	
	<p>Young People</p> <p>Older People</p> <p>General Community</p> <p>Resident Association</p> <p>Sports or Arts</p> <p>Minority groups (e.g. LGBT, Disabled, BME)</p>	
<p>How many people will benefit from your project?</p>	<p>We currently have over 50 members who will benefit plus family, friends, and visiting teams.</p> <p>40 of the 50 members are residents of Prescot.</p>	
<p>How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)</p>	<p>We are asking for £ 498.50 please.</p> <p>Spring Summer lawn Fertiliser £28 per bag x 5 = £140.00</p> <p>Professional Fertiliser spreader £99.99 Vat £57.00 Delivery £48.00 = £204.99</p> <p>Parker 3 in 1 petrol leaf blower vacuum Mulcher + shredder = £109.71</p> <p>Long handled shears £28.95</p> <p>Gruntek Flat icebird shears £14.85</p> <p>Total £498.50</p>	
<p>Have you secured funding from anyone else?</p>	<p>No</p>	
<p>How will your project recognise the support of the Town Council</p>	<p>We will recognise the Town Council's support through our Facebook Page, Signage in the hut and will minute the support at our AGM</p>	
<p>Who will be running the activity?</p>	<p>Unpaid Volunteers</p>	<p>How many Maintenance Team of 4</p>

	Paid Volunteers	How many
	Paid Staff	How many

Declaration:

<p>I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.</p>	Signed: B Tilly
	Position: Club Captain and Committee member
	Date: 13/07/2022

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to so will result in clawback of funding. You agree to this term by submitting the application.

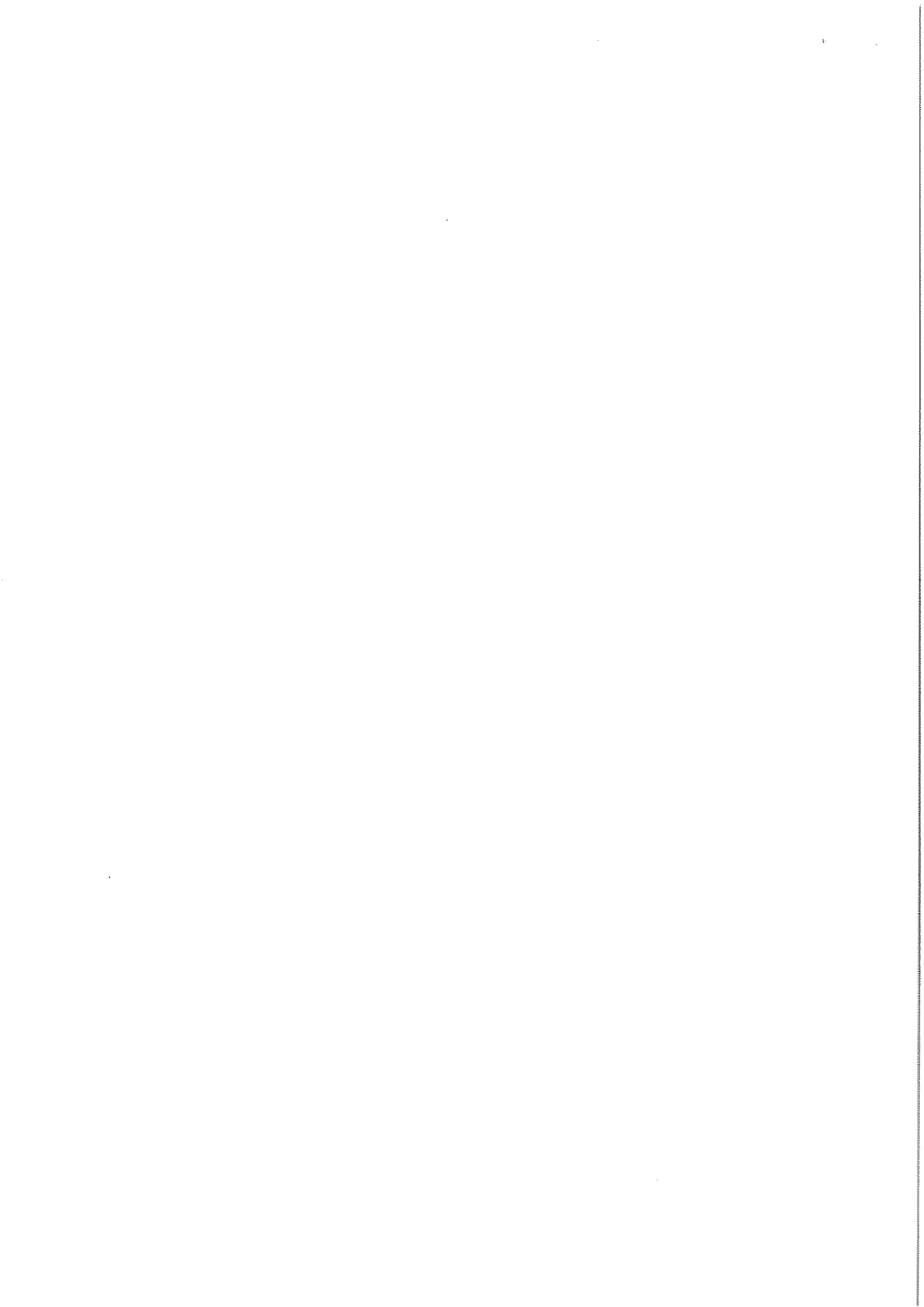
By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

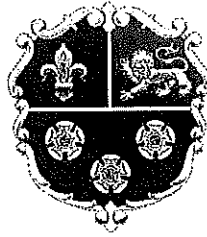
You can return your form:

By Post:	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
By Email:	enquiries@prescot-tc.gov.uk

Don't forget!

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.





**PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM**

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	Evolving Mindset CIC
Contact / responsible person:	Phil Noon
Role in the Organisation:	Director
Telephone:	07891968065
Email:	Evolvingmindset@outlook.com
What year was your group established?	2019
Do you have a constitution?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Company number 12240451 (CIC)
What are the main aims and activities of your Group?	<p><i>Evolving Mindset exists to make high quality mental health resources accessible to all.</i></p> <p><i>Evolving Mindset are a not for-profit mental health organisation that delivers high quality, industry leading services led by experienced and highly qualified Mental Health Nurses and facilitators</i></p> <p><i>Our purpose is to support people and organisations in evolving towards healthier, happier and more productive mindsets.</i></p> <p><i>Evolving Mindset provide free support for adults and young people in our communities with our overall aim to help reduce suicides</i></p>
Which area of Prescot are you based in?	Town Centre (10 Vicarage Place)
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project		
Project Name:	Reaching In	
When will this take place?	September 2022	
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	<p>Level 2 First Aid for Mental Health – Booklets for 10 learners = £7.50 per person = £75</p> <p>Level 2 First Aid for Mental Health for 10 learners @ £7.50 – Certificate costs = £75</p> <p>Administration costs for Course = £75</p> <p>Trainer fees x 2 @ £125 = £250</p> <p>Refreshments & Snacks for 10 learners = £25</p> <p>Room Hire = £100 – In Kind provided by Evolving Mindset CIC</p>	
How will this project make a difference in your community?	<p>The reaching in project will provide Prescott Residents (18+), Charities and Businesses with the opportunity to attend a free First Aid in Mental Health Qualification delivered by Evolving Mindset. This 1-Day qualification is delivered by a Registered Mental Health Nurse with vast experience in the field.</p> <p>This qualification provides learners with the knowledge to identify suspected mental health conditions and the skills to start a conversation and be able to signpost the person towards professional help. This course also expands on the effects of drugs and alcohol, incorporates the First Aid for Mental Health Action Plan and covers ways in which a positive mental health culture can be supported within a workplace.</p>	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People <input type="checkbox"/> Older People <input type="checkbox"/> General Community <input checked="" type="checkbox"/> Resident Association <input type="checkbox"/> Sports or Arts <input type="checkbox"/> Minority groups (e.g. LGBT, Disabled, BME) <input type="checkbox"/>	

How many people will benefit from your project?	10	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	<p>£500</p> <p>Level 2 First Aid for Mental Health – Booklets for 10 learners = £7.50 per person = £75</p> <p>Level 2 First Aid for Mental Health for 10 learners @ £7.50 – Certificate costs = £75</p> <p>Administration costs for Course = £75</p> <p>Trainer fees x 2 @ £125 = £250</p> <p>Refreshments & Snacks for 10 learners = £25</p>	
Have you secured funding from anyone else?	No	
How will your project recognise the support of the Town Council	<p>Evolving Mindset will recognise the support of the Town Council by explaining to learners that the Town Council has provided the funding for their place. The Event will be listed on Eventbrite and a clear explanation of the Town Council funding will be visible. A PowerPoint Slide prior to post training course will be visible on the training date. A picture of trainers & Learners in front of the visible slide will be taken. Evolving Mindset will ensure that a social media post is generated and posted to highlight the support from the Town Council for us to achieve this Project.</p>	
Who will be running the activity?	<input checked="" type="checkbox"/> Unpaid Volunteers	How many 2
	<input type="checkbox"/> Paid Volunteers	How many
	<input checked="" type="checkbox"/> Paid Staff	How many 2

Declaration:

<p>I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.</p>	Signed: Philip B Noon
	Position: Director
	Date: 13/07/22

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do so will result in clawback of funding. You agree to this term by submitting the application.

By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

You can return your form:

By Post:	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
By Email:	enquiries@prescot-tc.gov.uk

Don't forget!

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.