



**HASSOCKS PARISH COUNCIL**

**GRANT APPLICATION 2022/23**

**CONTACT DETAILS**

Name of Group/Organisation: THE HURST RETHINK

Large empty rectangular box for contact details.

Email:  
Lucy@hurstrethink.org

**Contact Person**

Title: MS	First Name: LUCY
Surname: BENNETT	Position held in Group: CO-FOUNDER/CHAIR
Email: lucy@hurstrethink.org	

**ABOUT YOUR ORGANISATION**

What type of organisation are you? Please tick all the boxes that apply:

- Community group/club/society        Company Limited by Guarantee/CIC
- Registered Charity        Other

If other, please describe:

Charity Registration Number

.....  
Purpose of your community group/organisation and how are you financed?

We are a local sustainability group working in Hurstpierpoint and surrounding villages to increase awareness within our 5 key initiatives; Biodiversity, Green Transport, Green Energy, Green Consumer and Community. Underpinning all of this is our work with local councils and action groups as well as publicity and education in our communities.

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

**ABOUT YOUR PROJECT/SERVICE**

**Project Title.**

Carmer Keymer

**Briefly describe your project to enable the Parish Council to understand how its grant will be used:**

As the founding member of the Hurst Rethink and a resident of Beaconhurst I am keen to see safer roads connecting all our villages enabling safer transport between them and a cleaner, greener environment for all.

Working with Green Rooms Landscapes and Gardens based in Brighton, we will design and landscape around the Welcome to West Sussex signpost on the B2116 to create a beautiful year round plant and flower display. This will serve to both improve the aesthetic when entering the village and act as a signal for vehicles to slow down.

The B2116 entering Hassocks from the East is notorious for speeding motorists and there has been much talk on how to tackle this problem. One idea was to install a village sign and plant around it. In the absence of a village sign, we would like to use the grant to plant around the Welcome To West Sussex sign instead.

**How many people from the parish of Hassocks will directly benefit from your project?**

Everyone who uses the B2116 to enter Hassocks from the East.

**Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).**

No

Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

Item/Activity	Estimated Cost
Preparation	£148
Plants	£452

Please provide a summary of funding sought from other sources if applicable.

Funding source	Estimated Grant

How much of the organisation's own money will be used towards funding this project?

We will be offering payment in kind by helping to prepare the area ready for planting, helping to plant the plants and by maintaining the site.

How much funding are you seeking from the Parish Council?

£ 600.00

Does your total project expenditure include or exclude VAT?

Include

**FINANCIAL DETAILS**

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

All funds in our reserves have been applied for and donated by funding bodies for specific activities within Hurstpierpoint.

**DECLARATION**

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

Signature	Date:
(Please: Print name) <b>✓ LUCY BENNETT</b>	
Position held: <b>CHAIR / FOUNDER</b>	

If a grant is awarded, please state who the cheque should be made payable to:

The Hurst Rethink
-------------------

**CHECKLIST**

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p><b>I have:</b></p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> answered every question</p> <p><input checked="" type="checkbox"/> enclosed a copy of our latest accounts and/or treasurer's statement</p> <p><input checked="" type="checkbox"/> Signed the Declaration</p>
--	---

**GRANT REQUESTS**

**ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING**

**Completed Application Forms should be returned to:**

The Parish Clerk, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH  
Tel: 01273 842714 email: [info@hassocks-pc.gov.uk](mailto:info@hassocks-pc.gov.uk)

Hassocks Parish Council will consider funding applications in 2020/21 at the following Full Council meetings. All applications must be submitted at least two weeks prior to the relevant meeting. No grant funding will be given retrospectively:

Date of meeting	Application receipt deadline
<b>September 2021</b>	<b>August 31<sup>st</sup> 2021</b>
<b>February 2022</b>	<b>January 31<sup>st</sup> 2022</b>

Gabriel Pol  
Green Rooms  
18 Hampstead Road  
Brighton  
BN1 5NG

Hurst ReThink  
3 Beaconshurst  
Keymer BN6 8RE

23<sup>rd</sup> January 2023

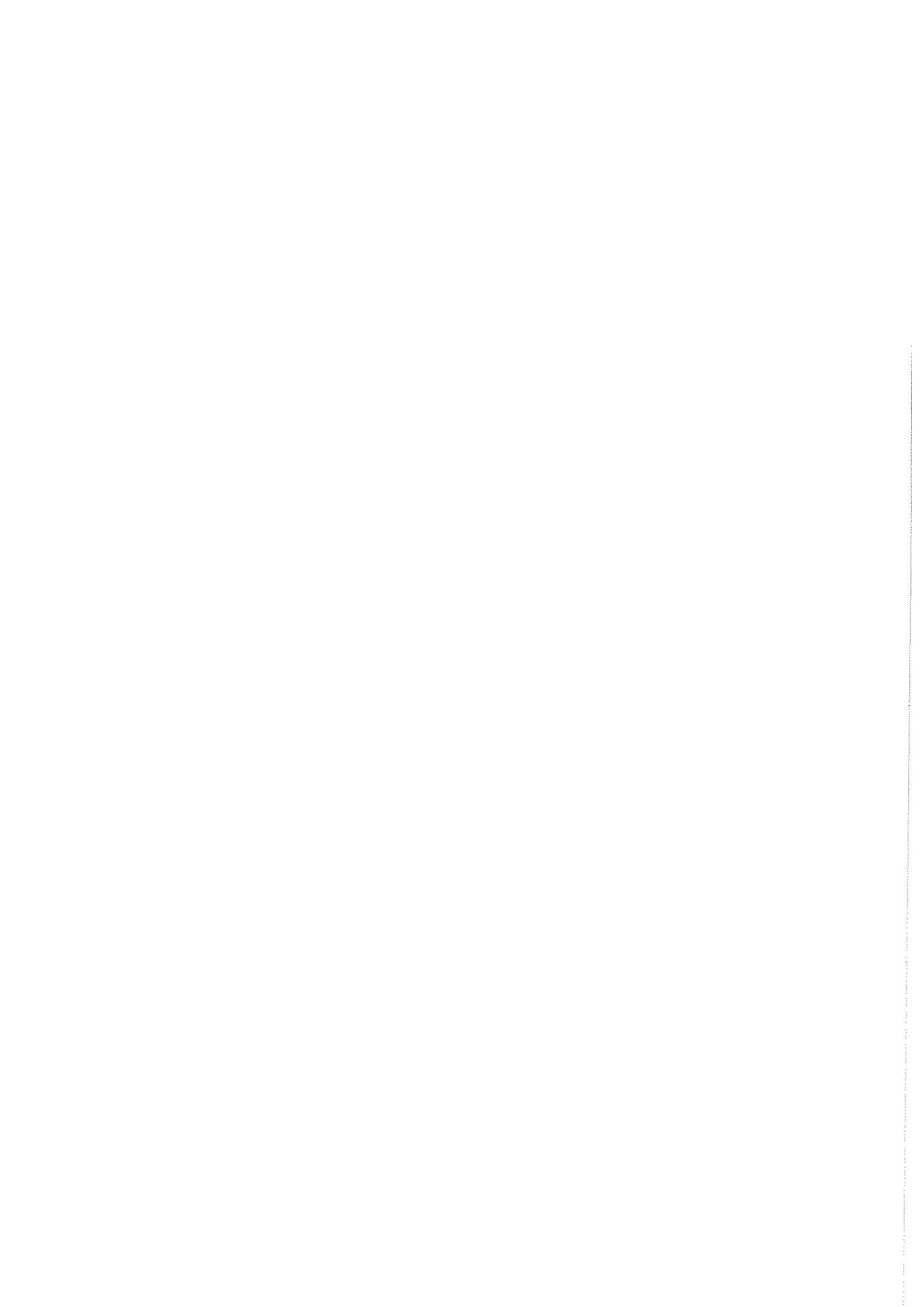
## Hurst ReThink – County Sign Planting Project

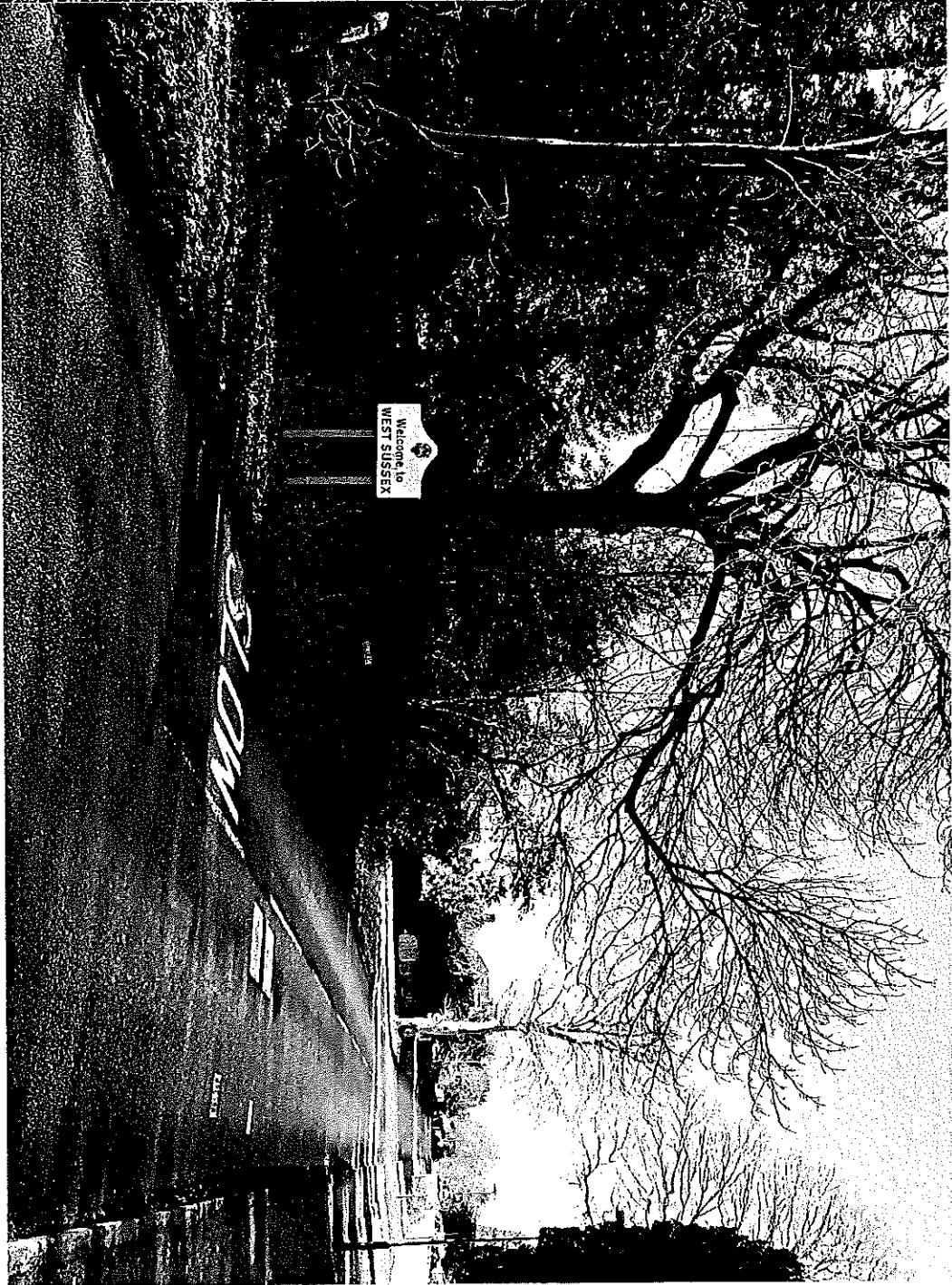
<b>Preparation -</b>	£148
Remove existing vegetation layer around sign and apply horticultural grit and compost.	
<b>Plants -</b>	£452
Careful selection, collection and placing of plants. Mixture of evergreens, perennials and bulbs suitable for shady woodland conditions with all year interest. Ultimate plant height lower than sign. Suitable for clay/sandy loam with medium pH.	
<b>Waste -</b>	£0
Composted or recycled.	

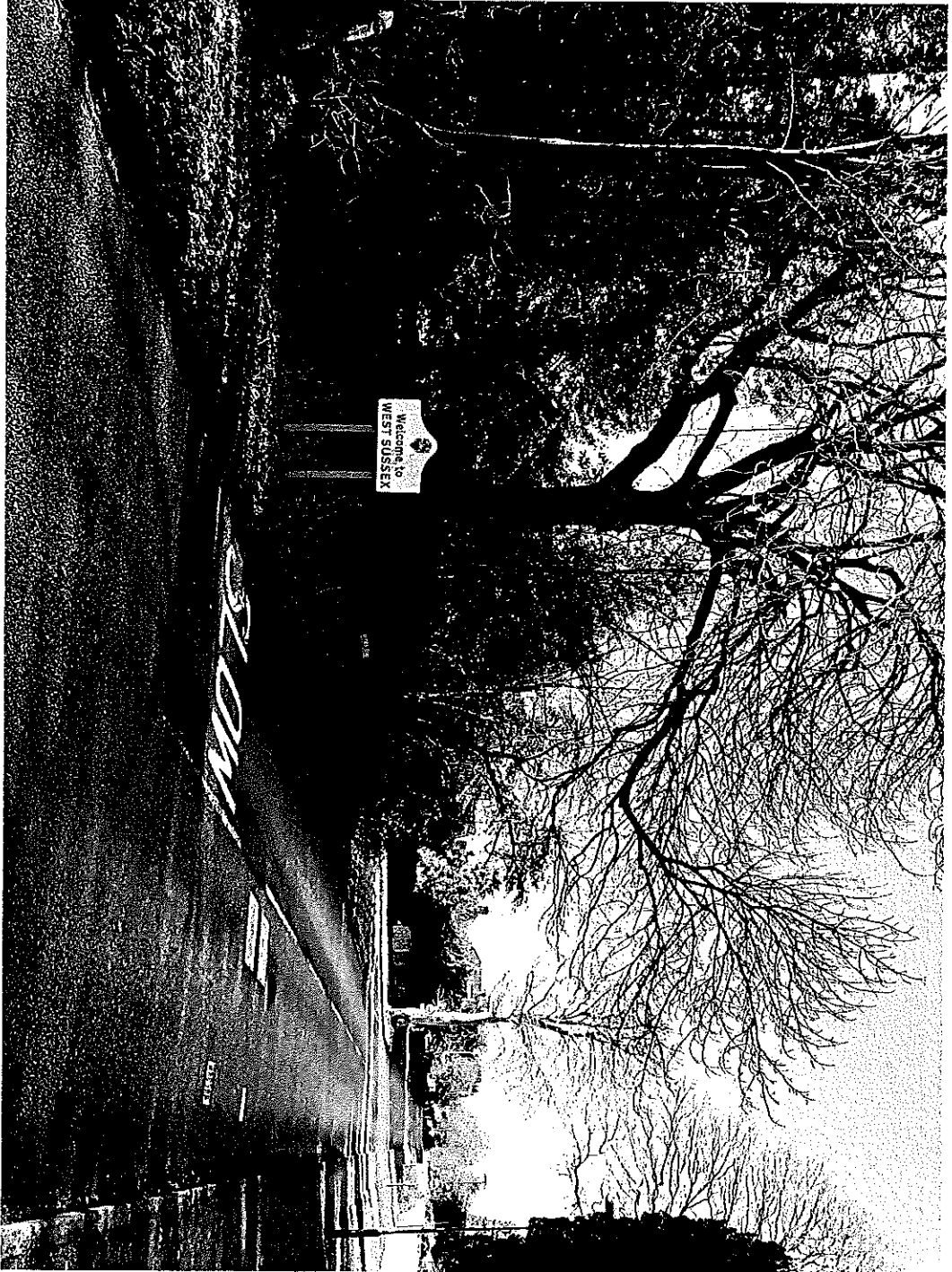
*All the above works will be carried out in collaboration with volunteers from Hurst ReThink. Maintenance will be carried out by members of Hurst ReThink.*

**Total** **£600**

*Prices include VAT.*









2

**Hurst Rethink**  
EXPENSES SHEET

HR Starling Acct Details  
5574 3510 3683 7674  
60-83-71  
45675535  
01/24

(8 of 14)

Date	Item	Company / Person	Who Paid	Amount	Re-imbursed
2020					
16/12/2020	Hurst rethink Logo		KJ	£30.00	£
	Hurst Garden Rethink logo		KJ	£10.00	£
	Website		CW	£99.00	£
	Email set up		CW		
	Bank account		KJ		
	Garden logo		KJ	£10.00	£
	Printing No Mo May		KJ	£89.00	£
	Boxes posters terracycle		CW	£30.00	£
				£268.00	
2021					
11/11/2021	72 x Glass Jars for Xmas craft stall	Amazon	CW	£36.99	£
	48 x rolls eco tape for Xmas stall	eBay	CW	£54.99	£
	110 sheets wrapping paper and tags for Xmas stall	Re-wrapped website	CW	£87.38	Paid with Starling acct
22/11/21	6 x months hosting	TSO Host	CW	£98.00	£
22/11/21	hurstrethink.org domain name x 1year	123 Reg	CW	£19.19	£
22/11/21	Bowls Club Hire for Nov meeting	Hurstpierpoint Bowls Club	CW	£20.00	Paid with Starling acct
22/11/21	Stall and table Hire for Santa's Fun Sunday	Hurstpierpoint Traders Association	CW	£25.00	Paid with Starling acct
05/12/21	Hurst Rethink feather flag and stand	Sussex Banners	LB	£121.00	Paid with cash from stall
05/12/21	Oils, tags and sundries for stall craft activity	Infinity Foods	LB	£31.00	Paid with cash from stall
				£493.55	
2022					
10/02/2022	Posters for Jumble Trail	<del>Printed</del> - paid to Canva	CW	£30.00	Paid with Starling acct
14/02/2022	Sumup card machine	Sumup	CW	£22.80	Paid with Starling acct
10/03/2022	Public Liability and Trustee insurance	Zurich Insurance	CW	£157.00	Paid with Starling acct
21/03/2022	Payment for Hurst Players hire for Rewilding Talk	<del>Printed</del>	CW	£20.00	Paid with Starling acct
29/03/2022	Payment to Flint Owl Limited for Market	Flint Owl	CW	£79.00	Paid with Starling acct
29/03/2022	Facebook advertising for Hurst Village Market	Facebook - Meta	CW	£14.00	Paid with Starling acct
29/03/2022	Room hire - Power For People screening	St Lawrence School	CW	£50.00	Paid with Starling acct
05/05/2022	Facebook advertising for Hurst Village Market	Facebook - Meta	CW	£7.00	Paid with Starling acct
05/05/2022	Payment to Flint Owl Limited for Market	Flint Owl	CW	£69.90	Paid with Starling acct
14/06/2022	Hurst Village Market banners and posters	Carfax Print Ltd	CW	£257.16	Paid with Metro acct
14/06/2022	Facebook advertising for Hurst Village Market	Facebook - Meta	CW	£14.00	Paid with Starling acct
16/08/22	Community logo alteration	<del>Printed</del>	CW	£15.00	Paid with Metro acct
01/10/22	Big Jumble Trail posters x30	<del>Printed</del>	CW	£36.40	Paid with Metro acct
01/10/22	Hurst Village Market lamp post signs	Carfax Print Ltd	CW	£103.20	Paid with Metro acct

12/10/2022	Laminating pouches for posters											
18/10/22	Laminating for Queens Green Canopy posters	QD Stationery - [REDACTED]	CW							£20.72		Paid with Starling acct
19/10/22	Golf sale style board for Hurst Village Market	Carfax Print Ltd	CW							£16.00		Paid with Starling acct
19/10/2022	Hurst Village Market A4 laminated posters for November	QD Stationery	CW							£54.00		Paid with Metro acct
19/10/2022	Cable ties for Golf sale style board	Screwfix	CW							£23.50		Paid with Starling acct
12/11/2022	hursthink.org domain name x 1year	123reg	CW							£3.04		Paid with CW personal acct
15/11/2022	Website hosting for 1 year - retrospective	TSO Host - [REDACTED]	CW							£20.39		Paid with Starling acct
										£195.84		Paid to CW with Metro acct
										£1,208.95		
2023												
16/11/2023	Hurst Village Market December laminated posters x 10	QD Stationery	CW							£23.50		Paid with Metro acct
11/01/2023	Website hosting for December & January	TSO Host	CW							£41.22		Paid with Metro acct
16/01/2023	Hurst Rethink Community Team meeting	Tamp the Grind	CW							£10.40		Paid with Metro acct
13/01/2023	Bike Swarm A5 leaflets x 100	Canva	CW							£95.00		Paid with Metro acct
17/01/2023	Bike Swarm A4 laminated posters x 10	QD Stationery	CW							£17.60		Paid with Metro acct
19/01/2023	Hurst Village Market February laminated posters x 8	QD Stationery	CW							£16.00		Paid with Mastercard CW
										£143.72		
												£
												479.17

GRANTS AND INWARD PAYMENTS

DATE	ORGANISATION	GRANT APPLIED FOR	WHO APPLIED	AMOUNT	WHERE
23/05/2022	HURST COMMUNITY CHARITY SHOP		CW	£506.00	METROBANK ACCOUNT
19/10/2022	HURST COMMUNITY CHARITY SHOP		CW	£413.00	METROBANK ACCOUNT
NOT PAID YET	HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL		CW	£250.00	METROBANK ACCOUNT

£1,169.00



# Hurst Rethink

## Constitution of Hurst Rethink

### **1. Name of the Constituted Group**

The name of the Group shall be Hurst Rethink, henceforth known as The Group in this constitution.

### **2. Aims**

The aims of the Group shall be to bring together the community of Hurstpierpoint and surrounding villages to improve the sustainability of our village. We have five action sub-groups:

1. Biodiversity and the natural world
2. Green Consumer
3. Green Transport
4. Energy and the home
5. Community

Each group carries out activities and campaigns to promote sustainable living and help residents of Hurstpierpoint live more sustainably.

### **3. Carrying out the Aims**

In order to achieve its aims, the Group may:

- Raise funds, receive grants and donations
- Open bank accounts in the name of the Group
- Apply funds to carry out the work of the Group
- Take out insurance
- Employ staff
- Take on volunteers
- Organise courses and events
- Work with similar Charities and Groups and exchange information and advice with them
- Do anything that is lawful which will help it to fulfil its aim



#### **4. Membership of the Group:**

4.1. Membership of the Group shall be open to any individual over eighteen years of age, without regards to disability, political or religious affiliation, ethnicity, gender, gender identity, sexual orientation, social class, marital status or employment status who is:

- interested in helping the Group to achieve its aim
- willing to abide by the rules of the Group

4.2. The membership of any member may be terminated by the Trustees if they believe it is in the best interests of the Group. The member concerned shall have the right to be heard by the Trustees before the decision is made and can be accompanied by a friend.

#### **5. Management of the Group**

5.1. The Group shall be managed by a Committee of Trustees of not less than three and not more than six individuals elected at the Annual General Meeting (AGM) of the Group.

5.2. The Trustees shall meet at least three times a year

5.3. The Trustees shall elect a Chair, a Treasurer and a Secretary

5.4. Trustees may act by a majority decision. If there is a tied vote then the Chair shall have a second vote.

5.5. At least three Trustees must be present for a Trustee meeting to take place. Minutes shall be kept for every meeting.

5.6. If Trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or debated.

5.7. The Trustees may appoint any other member of the Charity as a Trustee to fill a vacancy, provided that the maximum prescribed is not exceeded.

5.8. The Trustees may co-opt onto the Committee up to six individuals, in an advisory and non-voting capacity who they feel will help to fulfil the aim of the Charity

5.9. The Trustees shall have the power to remove any Trustee for good and proper reason.

5.10. The Trustees may make reasonable additional rules to help run the Charity. These rules must not conflict with this constitution or the Law.



## Hurst Rethink

### **6. The Duties of the Chair, Treasurer and Secretary**

6.1. The duties of the Chair shall be to:

- chair meetings of the Trustee Committee and the Group
- represent the Group at functions/meetings that the Charity has been invited to
- act as the spokesperson of the Group when necessary

6.2. The duties of the Treasurer shall be to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies received and paid out by the Group

6.3. The duties of the Secretary shall be to:

- keep a membership list
- prepare in consultation with the Chairperson the agenda for meetings of the Trustee Committee and the Charity
- take and keep minutes of all meetings
- collect and circulate any relevant information within the Charity

### **7. Financial matters**

7.1. All monies received by or on behalf of the Group shall be applied to further the aim of the Charity and for no other purpose.

7.2. The Group shall open a bank account in the name of the Group. Money received for the purposes of the Group must be held in the Group's bank account. All cheques must be signed by the Treasurer and one other nominated Trustee.

7.3. Trustees must keep proper accounts on income and expenditure and must ensure that the accounts are audited or independently examined every year. The most recent accounts can be seen by anyone on request.

7.4. The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs to Trustees.



## 8. Annual General Meeting (AGM)

8.1. The Group shall hold an AGM every year.

8.2. All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. Minutes must be kept of the AGM.

8.3. Every member shall have one vote.

8.4. Any member may stand for election as a Trustee.

8.5. The business of the AGM shall include:

- A report from the Chair on the Group's activities over the year
- A report from the Treasurer on the finances of the Group over the year
- Electing new Trustees. Members shall elect at least two Trustees to serve for the next year. Existing Trustees may stand down at the AGM and stand for re-election.
- Consideration of any other matter as may be decided.

8.6. At least 50% of members must be present for the AGM and any other General Meeting to take place.

## 9. General Meetings

If the Trustees consider it necessary to change the constitution or to wind up the Group, they must call a General Meeting so that members can make a decision. Trustees must also call a General Meeting if they have received a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two-third majority and minutes must be kept.

- Winding up – any money or property remaining after payment of debts must be given to a charity with similar purposes to this one
- Changes to the constitution can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- General Meetings can be asked on written request from a majority of members. Trustees may also call a general meeting to consult the membership.

## 10. Adoption of the Constitution



# Hurst ReThink

This constitution was adopted on March 2022 by the people whose signatures appear below. They are the first members of the Group and will be the Trustees until the first AGM which must be held within one year of this date.

Signed

Print name and address

Signed

Print name and address







**HASSOCKS PARISH COUNCIL**

**GRANT APPLICATION 2022/23**

**CONTACT DETAILS**

Name of Group/Organisation: Cycling Without Age Hurst and Hassocks

Address: C/o Proper Cycling & Coffee, 26 Keymer Road, Hassocks  
Post Code: BN6 8AN  
Email: bridget@cyclingswithoutage.org.uk  
Tel No:

**Contact Person**

Title: Ms First Name: Bridget  
Surname: Hamilton Position held in Group: Trustee  
Email:

**ABOUT YOUR ORGANISATION**

What type of organisation are you? Please tick all the boxes that apply:

- Community group/club/society  Company Limited by Guarantee/CIC
- Registered Charity  Other

If other, please describe:

Charity Registration Number

.....  
Purpose of your community group/organisation and how are you financed?

2

(2017)

We help tackle loneliness by taking older residents out in the fresh air for free trishaw rides. We travel slowly to see what's going on in the local community, share stories and create new memories. We are funded 100% by donations and grants.

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

We are a local chapter of a global volunteer-led movement that began in Copenhagen in 2012,

### **ABOUT YOUR PROJECT/SERVICE**

#### **Project Title.**

Trishaw insurance

**Briefly describe your project to enable the Parish Council to understand how its grant will be used:**

Trishaws are the technology which enable outings and new friendships. Insurance for these adapted power-assist cargo bikes is our main annual expense. Without funds to cover the insurance for the bike we can't operate. We were fortunate to receive funding from the Co-operative Community Fund in 2021, which covered these costs, a new battery and parts, but we are now entering a new fundraising phase to ensure future insurance costs are met and hope the Parish Council can help us with this.

**How many people from the parish of Hassocks will directly benefit from your project?**

Directly around 100 people who we will take out for rides from Age Concern, Villa Adastra, with the Social Prescribers at Hassocks Health Centre, with Oaks & Acorns group and as part of village events like Oldland Windmill Open days, Stalls for Ukraine, Light Up Hassocks etc.

**Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).**

No, we did receive a grant to help launch the project in 2018.

**Please provide a summary breakdown of what the money will be used for.** We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

Item/Activity	Estimated Cost
Annual insurance for two trishaws	£860 (currently £844)
Provision for part	£800

Please provide a summary of funding sought from other sources if applicable.

Funding source	Estimated Grant
Burgess Hill District Lions	£700
Local Round Table	£550

How much of the organisation's own money will be used towards funding this project?  
£ \_\_\_\_\_

How much funding are you seeking from the Parish Council?  
£\_300

Does your total project expenditure include or exclude VAT?

**FINANCIAL DETAILS**

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

**DECLARATION**

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

Signature	Date: 25/01/2023
(Please: Print name) Bridget Hamilton	
Position held: Trustee and Chapter captain	

If a grant is awarded, please state who the cheque should be made payable to:

Cycling Without Age Hurst and Hassocks

**CHECKLIST**

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p><b>I have:</b></p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> answered every question</p> <p><input checked="" type="checkbox"/> enclosed a copy of our latest accounts and/or treasurer's statement</p> <p><input checked="" type="checkbox"/> Signed the Declaration</p>
--	---

**GRANT REQUESTS**

**ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING**

**Completed Application Forms should be returned to:**

The Parish Clerk, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH  
Tel: 01273 842714 email: [info@hassocks-pc.gov.uk](mailto:info@hassocks-pc.gov.uk)

Hassocks Parish Council will consider funding applications in 2020/21 at the following Full Council meetings. All applications must be submitted at least two weeks prior to the relevant meeting. No grant funding will be given retrospectively:

<b>Date of meeting</b>	<b>Application receipt deadline</b>
<b>September 2021</b>	<b>August 31<sup>st</sup> 2021</b>
<b>February 2022</b>	<b>January 31<sup>st</sup> 2022</b>

## **Constitution – Unincorporated association**

### **1. Name**

Cycling Without Age Hurst & Hassocks

### **2. The Purposes of the association are:**

To:

Tackle social isolation by taking older people out for free rides on a trishaw, so they feel the wind in their hair, are seen and feel part of the community.

Encourage storytelling while out on the bike, so the stories of older people are not forgotten.

Encourage inter-generational relationships between pilots (volunteers) and passenger, business trust and happiness.

Let older people age in a positive way – fully aware of the opportunities that lie ahead when interacting in their local community.

### **3. Trustees**

Cycling Without Age Hurst & Hassocks shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the association.

### **4. Carrying out the purpose**

In order to carry out the association's purposes, the trustees have the power to:

1. Raise funds, receive grants and donations
2. Apply funds to carry out the work of the association
3. Co-operate with and support other groups with similar purposes
4. Do anything which is lawful and necessary to achieve the purposes

### **5. Membership**

The association shall have a membership. People who support the work of the association and are aged 18 or over, can apply to the trustees to become members. Once accepted by the trustees, membership lasts 3 years and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interest of the unincorporated association. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

### **6. Annual General Meeting – AGM**

1. The AGM must be held every year, with 14 day's notice given to all members telling them what is on the agenda. Minutes to be kept of the AGM.
2. There must be at least 5 members present at the AGM
3. Every member has one vote.

- 4 Trustees shall present the annual report and accounts
- 5 Any member may stand for election as a trustee
- 6 Members shall elect between 3 and 6 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election

#### **7. Trustee Meetings**

- 1 Trustees must hold at least 3 meeting each year. At their first meeting after the AGM they will elect a chair, a treasurer and secretary. Trustees may act by majority decision.
- 2 At least 3 trustees must be present at meetings to make decisions. Minutes shall be kept for every meeting.
- 3 If trustees have a conflict of interest they must declare it and leave the meeting while the matter is being discussed and decided.
- 4 During the year the trustees may appoint up to two additional trustees. They will stand down at the next AGM.
- 5 The trustees may make reasonable additional rules to help run the unincorporated association. These rules must not conflict with this constitution or the law.

#### **8. Money and property**

1. Money and property must only be used for the association's purposes.
2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request
3. Trustees cannot receive any money or property from the association except to refund reasonable out of pocket expenses.
4. Money must be held in the association's bank account. All payments must be authorised by two trustees.

#### **9. General Meetings**

If the trustees consider it is necessary to change the constitution, or wind up the association, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decision require a two thirds majority. Minutes must be kept.

1. Winding up – any money or property remaining after the debts must be given to an association with similar purposes to this one.
2. Changed to the constitution – can be made at the AGMs or General Meetings.
3. General Meetings – called on written request from the majority of members.
4. Trustees may also call a General Meeting to consult the membership

**10. Setting up the Association**

This constitution was adopted on .....04/05/. 2018..... by the people whose signatures appear below. They are the first members of the association and will be the trustees until the next AGM, which will be held within one year of this date.

Signed

Printed name & address

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....





**HASSOCKS PARISH COUNCIL**

**GRANT APPLICATION 2022/23**

**CONTACT DETAILS**

Name of Group/Organisation: Befriended

Address:

Email: office@befriended.org

**Contact Person**

Title: Mrs	First Name: Gail
Surname: Millar	Position held in Group: Chief Executive
Email: gail@befriended.org	Telephone:

**ABOUT YOUR ORGANISATION**

What type of organisation are you? Please tick all the boxes that apply:

- Community group/club/society  Company Limited by Guarantee/CIC
- Registered Charity  Other

If other, please describe:

Charity Registration Number  
1175623

.....  
Purpose of your community group/organisation and how are you financed?

Befriended is a small charity with a big vision to end loneliness and isolation amongst older people living in Mid Sussex. The services we currently provide are face to face befriending, telephone befriending, social events, monthly tea parties, weekly falls prevention exercise classes, bereavement support, acts of kindness projects and our chaplaincy/funeral service.

We are financed through grants, donations and individual gifts

[Empty box]

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

[Empty box]

**ABOUT YOUR PROJECT/SERVICE**

**Project Title.**

Befriended Blankets winter Project

**Briefly describe your project to enable the Parish Council to understand how its grant will be used:**

Befriended's response to the cost of living crisis is to provide a thermal blanket to older people living in our community with a top tips energy saving leaflet.  
Our blankets are warm and snuggly and large enough to either be wrapped up in, used as a bed blanket or over the knees

Our vision is to give over 250 blankets across Burgess Hill, Hassocks, Hurstpierpoint, Poynings and outlying villages throughout the winter

**How many people from the parish of Hassocks will directly benefit from your project?**

Befriended has over 75 clients in and around Hassocks that attend our current services. We also receive referrals on a weekly basis from local social prescribers for our services so it could be 200+

**Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually).**

no

Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

Item/Activity	Estimated Cost
The cost of each blanket is £25.00 therefore 100 blankets would cost 600 = 24 blankets	£2500

Please provide a summary of funding sought from other sources if applicable.

Funding source	Estimated Grant
Worth School	£1000

How much of the organisation's own money will be used towards funding this project?  
£ 1000

How much funding are you seeking from the Parish Council?  
£ 600

Does your total project expenditure include or exclude VAT?

No vat

**FINANCIAL DETAILS**

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

Befriended funds all of its services and all of them are funded from our general funds which is received through individual gifts, donations and grants

**DECLARATION**

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

Signature Gail Millar Date: 22 12.2022  
(Please: Print name)  
Position held: Chief Executive

If a grant is awarded, please state who the cheque should be made payable to:

Befriended

**CHECKLIST**

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p><b>I have:</b></p> <p>(Please tick)</p>	<p><input checked="" type="checkbox"/> answered every question</p> <p><input checked="" type="checkbox"/> enclosed a copy of our latest accounts and/or treasurer's statement</p> <p><input checked="" type="checkbox"/> Signed the Declaration</p>
--	---

**GRANT REQUESTS**

**ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING**

**Completed Application Forms should be returned to:**

The Parish Clerk, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH  
Tel: 01273 842714 email: [info@hassocks-pc.gov.uk](mailto:info@hassocks-pc.gov.uk)

Hassocks Parish Council will consider funding applications in 2020/21 at the following Full Council meetings. All applications must be submitted at least two weeks prior to the relevant meeting. No grant funding will be given retrospectively:

Date of meeting	Application receipt deadline
September 2021	August 31 <sup>st</sup> 2021
February 2022	January 31 <sup>st</sup> 2022

3

EXTRACT FROM  
ACCOUNTS

5 of 14

## **BEFRIENDED**

### **Independent Examiner's Report to the trustees of Befriended**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 September 2021 which are set out on pages 12 to 20.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of Befriended you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Befriended's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Befriended as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiners Ltd  
2 Broadbridge Business Centre  
Deiling Lane  
Bosham  
Chichester  
West Sussex  
PO18 8NF

26 January 2022

**BEFRIENDED**

**Statement of Financial Activities  
for the Year Ended 30 September 2021**

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	9,079	22,000	31,079	18,052
<b>Expenditure on:</b>					
Charitable activities	3	<u>6,378</u>	<u>17,315</u>	<u>23,693</u>	<u>10,396</u>
Total expenditure		<u>6,378</u>	<u>17,315</u>	<u>23,693</u>	<u>10,396</u>
Net Income		<u>2,701</u>	<u>4,685</u>	<u>7,386</u>	<u>7,656</u>
Net movement in funds		2,701	4,685	7,386	7,656
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>20,693</u>	<u>5,315</u>	<u>26,008</u>	<u>18,352</u>
Total funds carried forward	10	<u><u>23,394</u></u>	<u><u>10,000</u></u>	<u><u>33,394</u></u>	<u><u>26,008</u></u>

The notes on pages 14 to 20 form an integral part of these financial statements.  
Page 12

**BEFRIENDED**

**Balance Sheet  
as at 30 September 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	6	982	1,965
<b>Current assets</b>			
Debtors	7	1,101	523
Cash at bank and In hand		<u>33,704</u>	<u>23,880</u>
		34,805	24,403
<b>Creditors: Amounts falling due within one year</b>	8	<u>(2,393)</u>	<u>(360)</u>
<b>Net current assets</b>		<u>32,412</u>	<u>24,043</u>
<b>Net assets</b>		<u>33,394</u>	<u>26,008</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		10,000	5,315
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>23,394</u>	<u>20,693</u>
<b>Total funds</b>	10	<u>33,394</u>	<u>26,008</u>

The financial statements on pages 12 to 20 were approved by the trustees, and authorised for issue on 26 January 2022 and signed on their behalf by:

.....  
Stuart Millar  
Trustee

**BEFRIENDED**

**Notes to the Financial Statements  
for the Year Ended 30 September 2021**

**1 Accounting policies**

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

Befriended meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

**Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

**Gift aid**

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.



**BEFRIENDED**

**Notes to the Financial Statements  
for the Year Ended 30 September 2021**

**Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Tangible fixed assets**

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Computer equipment	33% on cost

**Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

**BEFRIENDED**

**Notes to the Financial Statements  
for the Year Ended 30 September 2021**

**2 Income from donations and legacies**

	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Donations and legacies;				
Donations	7,978	-	7,978	7,529
Gift aid reclaimed	1,101	-	1,101	523
Grants, including capital grants;				
Grants	-	22,000	22,000	10,000
	<u>9,079</u>	<u>22,000</u>	<u>31,079</u>	<u>18,052</u>

**3 Expenditure on charitable activities**

	Note	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Events		784	2,000	2,784	659
Postage, printing & stationery		1,349	229	1,578	1,092
Equipment and computer		18	432	450	771
Telephone		393	-	393	216
Insurance		328	-	328	322
Subscriptions		790	-	790	445
Professional fees		820	-	820	-
Travel		176	-	176	-
Sundry expenses		201	-	201	430
Bank charges		86	-	86	60
Independent examination		450	-	450	360
Depreciation, amortisation and other similar costs		983	-	983	983
Staff costs	5	-	14,654	14,654	5,058
		<u>6,378</u>	<u>17,315</u>	<u>23,693</u>	<u>10,396</u>

**BEFRIENDED**

**Notes to the Financial Statements  
for the Year Ended 30 September 2021**

**4 Trustees remuneration and expenses**

Gall Millar, a trustee, received remuneration of £11,700 as CEO of the charity (2020: £NIL) and benefits in kind in the form of pension payments of £351 (2020: £NIL).

The accountancy practice owned by a trustee, Mr N Baldwin, provided professional services during the year amounting to £70. In the year to 2020 Mr Baldwin was not a trustee.

The only other payments made to the trustees, or any person connected with them, consisted of reimbursements of expenditure incurred on behalf of the charity in furthering the charity's objects.

**5 Staff costs**

The aggregate payroll costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	14,303	5,058
Pension costs	<u>351</u>	<u>-</u>
	<u>14,654</u>	<u>5,058</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	<b>2021</b>	<b>2020</b>
	<b>No.</b>	<b>No.</b>
Staff	<u>3</u>	<u>2</u>

3

12 of 14

**BEFRIENDED****Notes to the Financial Statements  
for the Year Ended 30 September 2021****6 Tangible fixed assets**

	Computer equipment £	Total £
<b>Cost</b>		
At 1 October 2020	2,948	2,948
At 30 September 2021	2,948	2,948
<b>Depreciation</b>		
At 1 October 2020	983	983
Charge for the year	983	983
At 30 September 2021	1,966	1,966
<b>Net book value</b>		
At 30 September 2021	982	982
At 30 September 2020	1,965	1,965

**7 Debtors**

	2021 £	2020 £
Accrued Income	1,101	523

**8 Creditors: amounts falling due within one year**

	2021 £	2020 £
Other taxation and social security	1,943	-
Accruals	450	360
	2,393	360

**9 Pension and other schemes****Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £351 (2020 - £Nil).

Page 18

3

13 of 14

### BEFRIENDED

#### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 10 Funds

	Balance at 1 October 2020 £	Incoming resources £	Resources expended £	Balance at 30 September 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	20,693	9,079	(6,378)	23,394
<b>Restricted funds</b>				
Sussex Community Foundation	1,381	5,000	(6,381)	-
Allen Lane Foundation	2,620	-	(2,620)	-
Sussex Partnership fund (Covid)	1,314	-	(1,314)	-
Events fund	-	2,000	(2,000)	-
Staff fund	-	15,000	(5,000)	10,000
	<u>5,315</u>	<u>22,000</u>	<u>(17,315)</u>	<u>10,000</u>
<b>Total funds</b>	<u>26,008</u>	<u>31,079</u>	<u>(23,693)</u>	<u>33,394</u>
	<b>Balance at 1 October 2019 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance at 30 September 2020 £</b>
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	9,150	13,052	(1,509)	20,693
<b>Restricted funds</b>				
Sussex Community Foundation	4,202	-	(2,821)	1,381
Allen Lane Foundation	5,000	-	(2,380)	2,620
Sussex Partnership fund (Covid)	-	5,000	(3,686)	1,314
	<u>9,202</u>	<u>5,000</u>	<u>(8,887)</u>	<u>5,315</u>
<b>Total funds</b>	<u>18,352</u>	<u>18,052</u>	<u>(10,396)</u>	<u>26,008</u>

**BEFRIENDED****Notes to the Financial Statements  
for the Year Ended 30 September 2021****11 Analysis of net assets between funds**

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 30 September 2021 £</b>
Tangible fixed assets	982	-	982
Current assets	24,805	10,000	34,805
Current liabilities	<u>(2,393)</u>	<u>-</u>	<u>(2,393)</u>
Total net assets	<u>23,394</u>	<u>10,000</u>	<u>33,394</u>
	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 30 September 2020 £</b>
Tangible fixed assets	1,965	-	1,965
Current assets	21,053	5,315	26,368
Current liabilities	<u>(360)</u>	<u>-</u>	<u>(360)</u>
Total net assets	<u>22,658</u>	<u>5,315</u>	<u>27,973</u>