

2022/23

①



Appendix 4
(10fs)

HASSOCKS PARISH COUNCIL

GRANT APPLICATION 2021/22

CONTACT DETAILS

Name of Group/Organisation: Arklight Youth Group

Address: St Francis Church, Priory Road, Hassocks

Post Code: BN6 8PS

Email:

Tel No:

Gary

Contact Person

Title: GARY Mr

First Name: GARY

Surname: PICKETT

Position held in Group: Parish Youth Worker

Email:

Telephone No:

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

1135087 (Parish of Clayton with Keymer)

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

Church out reach youth group, the group self finances from
childrens weekly Subs (2015)

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:

Parish of Clayton with Keymer

ABOUT YOUR PROJECT/SERVICE

Project Title.

upgrading/new youth equipment.

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

Over the last year we have been updating our youth equipment and buying new equipment to expand our offerings to the young people.

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

70 young people weekly.

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
New table tennis table	£500.

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

Funding source	Estimated Grant
Go fund me	£270

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

£ 0 on the table tennis as used to upgrade other equipment

How much funding are you seeking from the Parish Council?

£ 500

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.

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: 7/6/22

(Please: Print name) GARY Pickett

Position held: Youth worker

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

~~Parish~~ Clayton with Keymer PCC

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.

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

(4 of 5)

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

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 st 2021
February 2022	January 31 st 2022

Privacy Notice for Grant Applicants

(S of S)

Hassocks Parish is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.hassocks-pc.gov.uk

If you agree to Hassocks Parish Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

Name: ☒

Address: ☐

Email: ☒

Phone: ☒

DATE:

7/6/22

20

Blank Page

2

Appendix 4
(10fs)



HASSOCKS PARISH COUNCIL

GRANT APPLICATION 2022/23

CONTACT DETAILS

Name of Group/Organisation: 4Sight Vision Support

Address: 36 Victoria Drive
Bognor Regis
West Sussex

Post Code: PO21 2TE

Email: enquiries@4sight.org.uk

Tel No: 01243 828 555

Contact Person

Title: Mrs

First Name: Julie

Surname: Branson

Position held in Group: Fundraising Manager

Email: Julie.branson@4sight.org.uk

Telephone No: 01243 838 001

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

.....1075447.....

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

(2015)

We support anyone in West Sussex who is living with sight loss and needs our help. Our aim is to enable people to live life without limits, helping them to make the best use of their remaining sight and to continue living independently.

We have an active fundraising team that applies regularly to Trusts and Foundations, as well as to Town and Parish Councils across the county. The team also organises community events during the year, and we receive money in the form of individual donations.

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:

N/A

ABOUT YOUR PROJECT/SERVICE

Project Title.

Specialist support

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

Our specialist team provides tailored support to people living with sight loss; enabling access to support, advice, advocacy and training, so that they can retain their independence and don't become socially isolated after a sight loss diagnosis.

Please see attached letter for more details about the services that we provide.

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

There are currently 28 members living in your parish who would benefit directly from any funding that we receive.

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).

£400 received October 2020
£400 received October 2021

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
---------------	----------------

(30fs)

Any funding that we receive will be used towards providing our specialist services to anyone in the parish of Hassocks who is living with sight loss and needs our help. We do not charge our members subscription or for our services, as we do not want there to be a financial barrier to anyone receiving the help and support that they need.	It costs £50 to support the needs of one person for a period of 12 months. £500 would fund the cost of supporting 10 members for a year.
--	--

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

Funding source	Estimated Grant
We have an active fundraising team that applies regularly to Trusts and Foundations, as well as Town and Parish Councils throughout the county, to help provide funding for their residents.	We have not requested any other funding for our members living in your specific geographical area.

How much of the organisation's own money will be used towards funding this project?
£__The shortfall from any grant that we receive__

How much funding are you seeking from the Parish Council?
£__500__

Does your total project expenditure include or exclude VAT?

N/A

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.

Please find attached a copy of our latest signed accounts.

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.

(4065)

Signature

Date: 11/07/22

(Please: Print name) Mrs Julie Branson

Position held: Fundraising Manager

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

4Sight Vision Support

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.

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

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

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 st 2021
February 2022	January 31 st 2022

(5 of 5)

Privacy Notice for Grant Applicants

Hassocks Parish is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.hassocks-pc.gov.uk

If you agree to Hassocks Parish Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

Name: ☐

Address: ☐

Email: ☐

Phone: ☐

DATE: _____

Blank Page



Appendix 4

(1043)

Victim Support
Unit 11 Riverside Business Centre
Brighton Road
Shoreham By Sea
West Sussex
BN43 6RE

Mr Ian Cumberworth
Parish Clerk, Hassocks Parish Council
Parish Centre
Adastra Park
HASOCKS
BN6 8QH

7 August 2022

Dear Mr Cumberworth

Supporting people in Sussex affected by crime

I am once again writing to ask, if Hassocks Parish Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime. Previous donations have gone towards training new volunteers, some of whom will be allocated to work in your Parish and giving others enhanced training in Hate Crime, Domestic Violence, Fraud etc so they can support a larger number of referrals. In your postcode area during the last 12 months there has been 69 referrals, 28 of which were Domestic Abuse related. Any of these could have received support if they wanted it.

The impact of crime

The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically. Fraud crime by phone, email and dating sites is rising and causing vulnerable people to lose large sums of money and we are frequently supporting them.

Victim Support - What we do

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.
- We have a team specialising in Fraud, as this is an increasing crime

The Benefits for Local Communities

- Our diverse volunteer workforce, live and work locally.
- The high quality of our volunteers' training and the skills with which we equip them develops your communities and has a positive local impact beyond the criminal justice system.

- With their help victims of crime in Sussex are better able to recover and move on with their lives.
- Young witnesses can be more confident about giving evidence, helping to create a more effective justice system and a safer community and sense of well-being.
- We can help reduce the harm that crime does to people in Sussex.

(2013)

What victims say about us

Here is just a small selection of the feedback we receive:

- "Victim Support genuinely care about you - this makes a huge difference because you feel your issues are important and will be dealt with."
- "Victim Support helped me from the moment I reported the crime to the police until I said I didn't need them anymore. They were there for me emotionally, answering all my questions, explaining every step of the way to me."
- "This is the biggest fight I've had to face, but we will get through it. I didn't have support like this when it happened to me when I was younger - I had no one to believe me. But Victim Support sticks by you - I thank them from the bottom of my heart."
- "Thank you to your Young Witness Service team for looking after me, without which a very stressful time would have been unbearable."
- "I had not received information before going to court and went in 'blind'. On the day, the Young Witness Service did an excellent job of making me feel prepared and more at ease about giving evidence. Thank you."

How your donation could be spent

Every contribution to the work that we do can make a big difference. For example:

- £50 could pay for us to give 5 burglary victims information about securing their home in the future.
- £250 could help us to support 10 young victims of bullying and harassment.
- £500 could help meet the cost of 10 volunteer's expenses while they support a victim of domestic violence.
- £200 could assist us in giving support to a young witness before, during and after the trial.
- £500 could help us give ongoing support to a family recently bereaved due to a violent crime.
- £250 could pay for 15 volunteers to receive one day training on serious crime.

No matter how big or small your donation, it will make a real difference to us in our work with victims and young witnesses. Payments can be made by BACS to Lloyds Bank 30-00-02: Account No. 4115819 Quoting ref of your Parish Council (which will allocate the payment to Sussex) or by cheque to Victim Support.

If you would like to read more about Victim Support you can find details on our website: www.victimsupport.org.uk

Yours sincerely,

Sue Bartlett
Volunteer Administrator/Fundraiser - Sussex
Email: sue.bartlett@victimsupport.org.uk

IF YOU REQUIRE ANY MORE INFORMATION CAN YOU PLEASE EMAIL ME AS I AM WORKING FROM HOME.

Parish Council Donations April 21-March 22

(30+3)

Aldwick	£200.00
Angmering	£250.00
Bersted	£100.00
Billingshurst	£ 75.00
Bosham	£500.00
Brightling	£ 55.00
Donnington	£ 50.00
East Preston	£200.00
Ewehurst	£150.00
Fairlight	£ 50.00
Felpham	£150.00
Forest Row	£300.00
Funtington	£300.00
Hassocks	£250.00
Heathfield & Waldron	£200.00
Herstmonceux	£350.00
Hurstpierpoint & Sayers Common	£300.00
Lancing	£500.00
Lindfield	£100.00
Maresfield	£600.00
North Horsham	£500.00
Peasmarsh	
Pevensey	
Petworth	£200.00
Pulborough	£100.00
Ringmer	£200.00
Rustington	£200.00
Shere (Surrey)	£100.00
Sompting	£250.00
Westfield	£ 50.00
Willington & Jevington	£350.00
TOTAL	£6630.00

Blank Page

(4)



Appendix 4

(10+12)

HASSOCKS PARISH COUNCIL

GRANT APPLICATION 2021/22

CONTACT DETAILS

Name of Group/Organisation: Hassocks Community Association/Adastra Hall

Address: Keymer Road, Hassocks, West Sussex

Post Code: BN6 8QH

Email: Finance@adastrahall.com

Tel No:

Contact Person

Title: Mrs

First Name: Debbie

Surname: Harris

Position held in Group: Treasurer

Email: Finance@adastrahall.com

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 277206

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

(2012)

Village Hall, self-financing from hire fees and some COVID grants recently

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:

n/a

ABOUT YOUR PROJECT/SERVICE

Project Title.

Lighting Upgrade for Adastra Hall

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

We will be replacing all light fittings throughout the hall and it's exterior to upgrade to LED and to create uniformity where there is none. The purpose of this is to reduce our energy outgoings, to be more eco friendly and to improve the aesthetics of the building. The exterior lighting will also enhance security and provide assistance to users of the park and social club in addition to those using the hall.

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

It will be of benefit to those participating in activities in the hall. In addition, those who use Adastra park in the evenings will benefit from the improved lighting to the footpath at the side of the hall.

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).

n/a

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
To fully upgrade all lighting in the hall and the exterior. This will create uniformity, improve aesthetics, be cost effective and reduce some maintenance issues.	£4,400

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

(30/12)

Funding source	Estimated Grant
n/a	

How much of the organisation's own money will be used towards funding this project?
£ 3,800

How much funding are you seeking from the Parish Council?
£ 600 or whatever is available to supplement our project

Does your total project expenditure include or exclude VAT?

Includes 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.

We are constantly upgrading and maintaining the Hall to ensure it remains in good condition for the benefit of hirers and community users. Whilst we currently have funds we are advised that the Charity Commission require us to keep a reserve that would carry us through in the event of forced closure of the premises. In addition we want to ensure that we have funds available to continue our upgrading and so where there is an offer of grant assistance it is only right that we apply for this. This financial year we have used almost £10,000 of our funds to maintain the wooden floor of the hall and have work on the roof to ensure we retain a high standard. The Treasurer report from the AGM is attached, please note our current balance is now in the region of £39 k.

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: August 2022

(Please: Print name) Debbie Harris

Position held: Treasurer, Adastra Hall Management Committee

(4012)

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

Adastra Hall

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.

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

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

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 st 2021
February 2022	January 31 st 2022

Privacy Notice for Grant Applicants

(50f12)

Hassocks Parish is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.hassocks-pc.gov.uk

If you agree to Hassocks Parish Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

Name: ☐ ☒

Address: ☐ ☒

Email: ☐ ☒

Phone: ☐ ☒

DATE: 31 Aug. 22

(6 of 12)

ADASTRA HALL MANAGEMENT COMMITTEE AGM
Tuesday 19th July 2022

FINANCIAL REPORT from the Treasurer

Barclays Bank Balance – £51,788.09

Hampshire Trust Bank, Reserve a/c £27,216.05

It has been a varied year for the hall again with some Covid restrictions in place at times but a general feeling of increased business.

The total grants from the Government via MSDC, this financial year was £18,667 and the most recent was paid in January 2022.

We have kept hire charges at their pre lockdown rate but will be making an increase from September 2022. Our outgoings are rising like most businesses and although we are still within contract for energy suppliers, we expect to see a huge hike in the New Year.

As expected, we had a lower invoice from The Music Licence company this year but will be back to normal level next year as we have had good levels of income.

We continue to collect the hire charge for the screen on behalf of Hassocks Community Organisation but this will show in next year's figures as the payment of £390 was made in April.

We are still waiting for a response from HMRC re the exemption from setting up an employer's account.

Richard Wolff has kindly examined our accounting again this year and it is ready to be signed off so that it can be presented to the Charities Commission.

As we continue to plan for future maintenance, we will be adding to the Reserve account an amount to be decided at our next AHMC meeting, it will include any money raised from the Table Tennis and Short Mat Bowls sessions

Debbie Harris
Treasurer, AHMC
July 19, 2022

(7 of 12)

CONSTITUTION

HASSOCKS COMMUNITY ASSOCIATION

1. NAME

The name of the Association shall be The Hassocks Community Association (hereinafter called "the Association")

2. OBJECTS

The objects of the Association shall be:

- (a) To promote the benefit of the inhabitants of Hassocks and neighbourhood (hereinafter called "the area of benefit") without distinction of sex or of political religious or other opinions by associating the local authorities voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) To establish or to secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

3. MEMBERSHIP

Membership of the Association shall be of two kinds:-

- (a) Individual members
- (b) Group members, who shall be the Constituent Bodies and Sections

4. INDIVIDUAL MEMBERSHIP

Individual Membership shall be open, irrespective of political party, nationality, religious opinion, race or colour to all persons of the age of eighteen years and over living in the area of benefit. Individual Membership shall be:

Ordinary Individual members. Those paying a yearly subscription. Each individual member shall have the right to vote at any annual or special general meeting.

5. GROUP MEMBERSHIP

- (a) Constituent Bodies shall be the Local Statutory Authorities and such voluntary organisations as operate in the area of benefit and satisfy the Council that they are an independent organisation or branches of independent national or other organisations.
- (b) Sections shall be such groups as may with the permission of the Council be formed within the Association from amongst the individual members for the

furtherance of a common activity. Each Constituent Body and Section shall have the right to appoint two representatives to the Council and may nominate a deputy for any meeting in the absence of any one representative; such deputy will have the rights and powers of vote as that representative. Any Constituent Body or Section may at any time by giving notice in writing to the Secretary of the Association revoke the appointment of such representative and appoint another in place. Such representative shall have the right to attend and vote at general meetings of the Association.

6. TERMINATION OF MEMBERSHIP

The Council shall have the right for good and sufficient reason to terminate the membership of an individual member or a Constituent Body or Section provided that the individual member or person representing the Body or Section shall have the right to be heard by the Council before a decision is made.

7. SUBSCRIPTIONS

All members and Constituent Bodies shall pay subscriptions as the Council may from time to time determine.

8. THE COUNCIL

Subject to the limitations set out in Clause 11 hereof, the policy and general management of the affairs of the Association shall be directed by a Council (hereinafter referred to as "the Council") which shall meet not less than three times a year. The Council shall consist of:

- (a) The representatives appointed by the Constituent Bodies and Sections in accordance with Clause 5.
- (b) Such number of representatives of individual members to be elected by those at the annual general meeting as represents the proportion of one representative for every twenty individual members provided that the number of such representatives shall not exceed the number of Council members appointed under Clause 8 (a)
- (c) The Honorary Officers elected in accordance with Clause 10 hereof shall be the Officers of the Council.
- (d) Two representatives appointed by the Trustees if Trustees shall not been appointed in accordance with Clause 18.

IN ADDITION the Council may co-opt for a specific purpose any number of further members who shall be members of the Association provided that the number of the co-opted members shall not exceed one-quarter of the total number of members of the Council as defined above. All members of the Council shall retire annually but shall be eligible to be re-appointed. The Council shall have power to appoint such committees as it may from time to time decide and may determine their powers and terms of reference.

9. PRESIDENT AND VICE-PRESIDENTS

The Annual General Meeting shall elect a President and Vice Presidents. The Annual General Meeting shall from time to time determine the number of Vice-Presidents. The President or in his absence one of the Vice-Presidents shall preside at the Annual General Meeting and all special general meetings. The President has the right to attend Council meetings and Executive Committee meetings.

10.

OFFICERS

The annual general meeting shall elect a Chairman of the Council, Honorary Secretary and Honorary Treasurer of the Association, who shall act in these respective capacities on the Council and on the Executive Committee. The Honorary Officers shall be ex-officio members of the Executive Committee and other committees.

11.

ANNUAL GENERAL MEETING

Once in each year, in the month of July, the Council shall convene an Annual General Meeting of the Association which all individual members and representatives of the Constituent Bodies and Sections shall be entitled to attend for the purpose of receiving the Annual Report of the Council and the annual audited statement of accounts; of appointing Honorary Officers of the Association; of accepting resignations of members of the Council; of electing representatives of individual members to serve on the Council; of appointing an auditor or auditors; of making recommendations to the Council and, whenever necessary of voting on proposals to amend this Constitution in accordance with Clause 20 hereof.

12.

SPECIAL GENERAL MEETINGS

The Chairman of the Council or the Secretary may at any time at their discretion, and shall within twenty one days of receiving a written request so to do signed by not less than twenty members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 20 hereof or of considering any matter which may be referred to them by the Council or for any other purpose.

13.

EXECUTIVE COMMITTEE

At its first meeting following the annual general meeting in each year the Council shall appoint the Executive Committee to which it may delegate all or any of its powers as it may from time to time determine.

The Executive Committee shall consist of the Honorary Officers and five members elected by and from the members of the Council. Of the five members at least one shall be elected from the individual members' representatives. The Executive Committee shall have power to co-opt additional members for specific purposes who shall be members of the

Association but need not be members of the Council provided that the number of co-opted members does not exceed five members. All members of the Executive Committee shall retire annually but shall be eligible to be appointed or co-opted again.

The Executive Committee shall have power to appoint such sub-committees as it may from time to time decide and may determine their powers and term of reference.

14. PAID EMPLOYEES

The Executive Committee shall have powers to employ and dismiss such employees of the Association as it may from time to time determine. The Council may determine which (if any) persons employed by or seconded to the Association shall be members ex-officio of the Association, the Council, the Executive and other Committees.

15. RULES OF PROCEDURE AT MEETINGS

(a) Voting: Subject to the provisions of Clause 20 all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereof. No member shall exercise more than one vote notwithstanding that he may have been appointed to represent two or more interests but in the case of an equality of votes the Chairman of the meeting shall have a casting vote.

(b) Quorum: One-third of the members shall form a Quorum at meetings of the Council and all committees. Twenty five members shall form a quorum at a general meeting of the Association.

(c) Minutes: Minute Books shall be kept of all meetings of the Association and its committees and the appropriate Secretary shall enter therein records of all proceedings and resolutions.

16. STANDING ORDERS AND RULES FOR THE USE OF THE ASSOCIATION

The Executive Committee shall have power to adopt and issue Standing Orders and/or Rules for the use of the Centre. Such Standing Orders and Rules shall come into operation immediately; provided always that they shall not be inconsistent with the provisions of the Constitution.

17. FINANCE

(a) All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purposes.

(b) The Honorary Treasurer shall keep proper accounts of the finances of the Association.

(c) The accounts shall be audited at least once a year by a qualified auditor or auditors who shall be appointed at the Annual General Meeting.

(d) An audited statement of account for the last financial year shall be submitted by the Council to the Annual General Meeting.

- (e) The Council may raise loans on behalf of the Association in accordance with sub paragraph 17(a) subject to the ruling and consent of the Charity Commissioners and Trustees of the Association.

18. TRUST PROPERTY

The title of all and any real property which may be acquired by or for the purposes of the Association shall be vested in Trustees who shall be appointed by the Council and who shall enter into a Deed of Trust setting for the purposes and conditions under which they hold the said property in trust for the Association. The number of Trustees shall not be less than three or more than five.

19. DISSOLUTION

If the Council by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than twenty one days notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the Secretary of the National Federation of Community Associations. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Council shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area of benefit as the Council may decide and as may be approved by the Charity Commissioners for the England and Wales.

20. ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Association not less than twenty eight days before the date of the meeting at which it is to be first considered.

An alteration will require the approval of both:

- (a) a simple majority of members of the Council present and voting at a Council meeting;
- (b) a two-thirds majority of individual members and representatives of the Constituent Bodies and Sections of the Association present and voting at a General meeting.

Notice of each such meeting must have been given in accordance with normal procedure but not less than fourteen days prior to the meeting in question and giving the wording of the proposed alteration.

(12 of 12)

No alteration to Clause 2 shall be made without the consent of the Charity Commissioners for England and Wales.

If Trustees have been appointed in accordance with Clause 18 hereof, an alteration shall not be made without the knowledge and consent of the Trustees, but such consent shall not be unreasonably withheld by them.

This Constitution was adopted at the Constitution of the Hassocks Community Association at a special meeting duly convened at the Adastral Hall, Hassocks on 12th July 1976.

(Signed)	R.C. HALL	Chairman
(Signed)	J.M.BERRY	Secretary

(5)



Appendix 4
(10 of 7)

HASSOCKS PARISH COUNCIL

GRANT APPLICATION 2022/23

CONTACT DETAILS

Name of Group/Organisation: KEYMER & HASSOCKS FC

Address: HQ THE HASSOCKS HOTEL STATION APPROACH EAST
HASSOCKS

Post Code: BN6 8HN

Email:

Tel No

Contact Person

Title: MR

First Name: CHRIS

Surname LAMBE

Position held in Group: CHAIRMAN

Email:

Telephone No:

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?
SEE ATTACHMENT

(2 of 7)

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 PRIVATE SPORTS CLUB WITH COMMITTEE COMPRISING CHAIRMAN-
SECRETARY AND TREASURER

ABOUT YOUR PROJECT/SERVICE

Project Title.

CLUBS WINTER TRAINING

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

SEE ATTACHMENT-WE ARE CONCIOUS OF FINANCIAL RESTRAINTS ON EVERYONE OVER THE COMING MONTHS AND SEEK ASSISTANCE TO SEE US THROUGH THIS DIFFICULT PERIOD

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

APPROXIMATELY 18 OUT OF A CLUB MEMBERSHIP OF 27 BUT SOME OTHERS HAVE FAMILY LIVING IN THE VILLAGE

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 a 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
WINTER TRAINING COSTS	£1400

(3017)

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

Funding source	Estimated Grant
PLAYERS DONATIONS OTHER SPONSORSHIP	

How much of the organisation's own money will be used towards funding this project?
£ £500

How much funding are you seeking from the Parish Council?
£ £500

Does your total project expenditure include or exclude VAT?

VAT EXEMPT

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.

SEE ATTACHMENT

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) CHRIS LAMBE

Position held: CHAIRMAN

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

KEYMER & HASSOCKS FC

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.

(4 of 7)

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

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

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 st 2021
February 2022	January 31 st 2022

Privacy Notice for Grant Applicants

(5017)

Hassocks Parish is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.hassocks-pc.gov.uk

If you agree to Hassocks Parish Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

Name: ☒
Address: ☒
Email: ☒
Phone: ☒

DATE: _____

Keymer & Hassocks FC

Formed 2003 entire club membership was drawn from Hassocks residents or pupils from Downlands School

Purpose-to give players who played junior football the opportunity to progress into adult football but without the training commitments required to play County Football. A significant number of junior players were being lost to the game at the age of 17/18 and the Club was able to keep them involved with some of our original players still participating in their forties

We wish to continue the Club's activities into the future and attract some more young players going forward

Winter training is an important shop window for the Club. We offer one session every Monday night at Donwlands School but the cost has grown significantly over the years. We do charge our players match fees during the season which helps towards the cost of approximately £1400 and we also get a contribution from the Hassocks Hotel

We therefore wish to apply for a grant to keep the training going as well as providing some new equipment -bibs, balls etc for the coming season

ANNUAL ACCOUNTS

(7 of 7)

KEYMER & HASSOCKS FC

RECEIPTS

PAYMENTS

BALANCE FROM PREVIOUS YEAR £901

AFFILIATION FEES £210

SUBSCRIPTIONS £2819

TRAINING £1237

SPONSORS

C LAMBE £700

REFEREES £224

J RAFTERY £210

PITCH HIRE £720

TROPHIES £42

MID SUSSEX FL CREDIT £14

PRE SEASON FRIENDLIES £203

EQUIPMENT £138

KIT WASH £200 -

TOTAL £3743mmp ...

REGISTRATIONS £114

FINES £247

TOTAL £3335

BALANCE CARRIED FORWARD TO NEXT SEASON —£1309

Signed: Chairperson Chris Lambe

Signed: Treasurer John Raftery

Date

24/6/22

Blank Page

6

(1 of 5)



HASOCKS PARISH COUNCIL

GRANT APPLICATION 2022/23

CONTACT DETAILS

Name of Group/Organisation: Age Concern Hassocks & District

Address:

Pauline Thaw Centre, Dale Avenue, Hassocks

Post Code: BN6 8LW

Email:

enquiries@achassocks.co.uk

Tel No: 01273 844461

Contact Person

Title: Mr

First Name: John

Surname: Rose

Position held in Group: Chairman

Email:

Telephone No: 01273 844461

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

.....1114153.....

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

To provide a social day centre for the older people of Hassocks and the surrounding villages.

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.

Community Garden

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

The garden at the back of our premises is very much under-used. A local group have volunteered to develop it and use it to plant bulbs, flowers and vegetables that we can use at the day centre or sell to raise funds. Our landlords, MSDC, have agreed in principle to the plan but are yet to finalise a change to our lease that they say is necessary. An initial draft has been prepared but needs amendment and sign off.

In the meantime the group need to make use of the mild weather in autumn to prepare the site for replanting. No funds have been allocated to the project and we need to purchase the following:

#sleepers to prepare beds for wheelchair users;

#materials for a compost heap

compost to help create planting beds

#poly tunnels to protect plants

seeds, bulbs and plants

#a shelter and benches for wet weather working

#storage for tools.

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

The volunteer group are about 20 members but all the 200 members of the day centre will benefit from the produce and flowers.

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
Plants, seeds and bulbs	£100
Sleepers	£250
Storage Bin	£150
Shelter	£800
Water Butts	£100

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

Funding source	Estimated Grant
None	

How much of the organisation's own money will be used towards funding this project?
£750 _____

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

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.

Since reopening after the pandemic attendances at the day centre are slow to return to normal. In addition we have had no fundraising events for the last two years, although we do have some planned for the rest of 2022.

We are using our reserves to keep the charity going at the moment. These reserves are required, under our lease from MSDC, to maintain the Centre and eventually replace it.

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)	
Position held:	

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

Age Concern Hassocks & District Ltd

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.

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

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

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 st 2021
February 2022	January 31 st 2022

Privacy Notice for Grant Applicants

Hassocks Parish is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.hassocks-pc.gov.uk

If you agree to Hassocks Parish Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

Name: ☐
Address: ☐
Email: ☐
Phone: ☐

DATE: _____

Blank Page .