



Lowestoft Town Council Grant Awarding Policy

Grant Application Form

Please complete this form and send it with:

- Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE* or e-mail admin@lowestofttowncouncil.gov.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	PAKEFIELD BOWLS CLUB
Name of account to which payment to be made (explain if not your organisation's name)	PAKEFIELD BOWLS CLUB
What does your organisation do? (100 words max)	WE WERE FORMED APPROX. 27 YEARS AGO TO MEET SOCIALLY TWICE A WEEK TO PLAY SHORT MAT BOWLS IN PAKEFIELD CHURCH HALL. POST-COVID, OUR MEMBERSHIP HAS HALVED AND AS A RESULT CURRENTLY WE ONLY MEET ONCE A WEEK ON A FRIDAY AFTERNOON. IT IS OUR AIM TO INCREASE OUR MEMBERSHIP IN THE FUTURE. OUR ETHOS IS STILL TO RETAIN A FRIENDLY /SUPPORTIVE ENVIRONMENT FOR PLAYERS OF ALL LEVELS OF ABILITY.
What relevant local area does your organisation cover?	ALMOST EXCLUSIVELY PAKEFIELD AND SOUTH LOWESTOFT BUT WE DO NOT RESTRICT MEMBERS TO THESE AREAS
Who are the main beneficiaries of your work?	BECAUSE WE MEET ON A WEEKDAY AFTERNOON OUR CURRENT MEMBERSHIP COMPRISES MAINLY OF RETIREES WITH VARIOUS LEVELS OF ABILITY AND SOME DISABILITIES.
Are you a charity? If yes, describe the type of charity	NO
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	THE CLUB IS NON-PROFIT MAKING -FEES ARE AT AT LEVEL TO COVER HALL FEES, TEAS AND XMAS LUNCH SUBSIDY WHILE MAINTAINING A SMALL BALANCE AT THE BANK TO COVER ANY CONTINGINCIES
Organisation income (last	



Lowestoft Town Council Grant Awarding Policy

complete financial year)	£1605.50 (REDUCED MEMBERSHIP LEVELS POST-COVID)
Organisation expenditure (last complete financial year)	£2566.23 (INCLUDES A £500 DONATION TO REPLACE HEATERS IN HALL AND ALSO ACCRUAL FOR PREVIOUS YEAR'S XMAS SUBSIDY)
Contact details	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	[REDACTED]
Position within organisation	SECRETARY
Explain how you are authorised to make this application on behalf of the organisation	PROPOSED AT FEBRUARY 2024 AGM
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>THE CLUB PROVIDES A FRIENDLY ENVIRONMENT FOR MEMBERS, MAINLY ELDERERLY RETIREES, TO MEET FOR A SOCIABLE GAME OF BOWLS AND A CHINWAG. THIS GOES A LONG WAY TO HELPING THEIR MENTAL WELLBEING WHILE IMPROVING THEIR MOBILITY. BEFORE WE CAN LOOK AT ACTIVELY RECRUITING NEW MEMBERS TO THE FORMER 2 SESSIONS A WEEK IT WAS DECIDED AT THE A.G.M. . OUR PRIORITY THIS YEAR MUST BE TO REPLACE OUR CURRENT BOWLS MATS WHICH ARE SUB-STANDARD. THE CURRENT ONES ARE BADLY WORN AND THE BACKING IS NOW DELAMINATING. WHILE THE CURRENT PLAYERS ARE USED TO THEIR QUIRKINESS IT WOULD BE EMBARASSING INTRODUCING NEW MEMBERS TO THEM.</p>




Lowestoft Town Council Grant Awarding Policy

Total cost of project	£1750.00
Breakdown of cost	TWO 45 FT SHORT MAT BOWLS MATS AT £875.00 EACH
Grant requested from Lowestoft Town Council	WHATEVER THE COUNCIL FEELS ABLE TO CONTRIBUTE TOWARDS THE COST OF THESE MATS WOULD BE GREATLY APPRECIATED.
What specifically would the grant from the Council fund?	A CONTRIBUTION TOWARDS THE COST OF THE NEW MATS. THE PURCHASE WAS AGREED AT AGM BUT THE MEMBERSHIP SUGGESTED THAT THE POSSIBILITY OF GRANTS SHOULD BE EXPLORED BEFORE DOING SO AS OUR CONTINGENCY FUNDS IN THE BANK WOULD BE VERY DEPLETED.
Have any funds been requested/agreed from other sources? Provide details	APPLICATION REJECTED BY KIRKLEY POORLANDS AS WE ARE OUTSIDE THEIR PARISH
When are the funds required?	2024
Project start date	2024
Project completion date	2024
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES
Do you agree not to distribute funds granted to any other organisation, other	



Lowestoft Town Council Grant Awarding Policy

than as agreed as part of the grant award?	YES
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES

Signed.....  Date..... 11TH MARCH 2024

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.)



PAKEFIELD BOWLS CLUB

CONSTITUTION

1. The objective of the Club is to facilitate non-league short mat bowls for the members in a competitive and convivial environment.
2. The Club shall elect the following officers at its Annual General Meeting (A.G.M.) :- Captain, Vice-Captain, Treasurer, Secretary and Social Secretary.
3. The elected Officers shall be responsible for management of the Club's affairs and assets.
4. The A.G.M. shall take place in February each year for the f.y.e. 31st December in the preceding year. The Officers reports and the Annual Accounts must be submitted to the membership for their approval and adoption after which election of the Officers will be carried out.
5. Nominations for Officers of the Club and agenda items must be submitted to the Secretary before the end of January.
6. Membership policies with regard to membership levels, annual subscriptions and match fees should be reviewed annually at the A.G.M. and put to the membership for their approval and adoption.
7. The Club at it's A.G.M. may elect any member or retiring member as Honorary Life Member but such appointments should be restricted to persons who have given distinguished service to the Club.
8. The Officers of the Club may call an Extraordinary General Meeting on receipt of a written request signed by at least 50% of the membership.

9. Upon winding up or dissolution of the Club the funds at the bank and proceeds from sale of the assets should be distributed equally between Members of the Club at the time of dissolution.

10. No rule of the Club may be repealed or altered and no new rules made save by a two-third majority of membership votes at a General Meeting.

REVISED ;- 8TH MARCH 2024

PAKEFIELD BOWLS CLUB

MINUTES OF A.G.M. HELD ON THE 9TH FEBRUARY 2024

13 IN ATTENDANCE—APOLOGIES

1. Meeting commenced at 1300 hrs with a short welcoming address by [REDACTED] the Vice-Captain.
2. MINUTES OF LAST A.G.M. held on 10th. April 2019 have been available on the notice board for the last 3 weeks for the members to peruse. There were no matters arising as the context and membership had changed so dramatically post-Covid they were now largely irrelevant. They were agreed unanimously.
3. TREASURER'S REPORT was given by [REDACTED] the acting Treasurer [REDACTED]. [REDACTED] Each member was given a copy of the Annual Accounts and bank statements were made available for their perusal. The club is in a stable financial position with a healthy bank balance which will be greatly depleted when our urgently needed new mats are purchased. Increased expenditure this year was largely due to accruals from the previous year being paid, namely the 2022 Christmas Party and a donation to the Church towards new heating for the hall. John is now sorting out problems with the bank regarding authorised signatories while setting up internet banking and as a result everything is now running more smoothly. A vote of thanks was given to [REDACTED] for stepping into the breach and the accounts were accepted unanimously.
4. ELECTION OF OFFICERS--A) CAPTAIN - [REDACTED] was nominated by [REDACTED] seconded by [REDACTED] and was elected unopposed. B) VICE CAPTAIN - [REDACTED] was nominated by [REDACTED], seconded by [REDACTED] and elected unopposed. C) TREASURER- [REDACTED] was nominated by [REDACTED] seconded by [REDACTED] and elected unopposed. D) SECRETARY AND SOCIAL SECRETARY- [REDACTED] was nominated by [REDACTED] seconded by [REDACTED] and elected unopposed. E) TEA PERSONS [REDACTED] and [REDACTED] agreed to continue their fine work in that roll.
5. MEMBERS ANNUAL SUBSCRIPTIONS-After some discussion it was put to the vote and agreed unanimously that the £10 members annual subscription would be reinstated from the 1st April 2024.
6. MEMBERSHIP LEVELS- After some discussion it was agreed that, although the current membership was low, a recruitment drive was not considered wise as our mats are an embarrassment and over subscription might result in members having to sit out of matches with our currently having only one session a week. Instead, introductions by current members could be better controlled and should be welcomed.
7. NEW MATS- were discussed at some length. It was agreed in principle that they were desperately needed and should be purchased. However, it was thought this should be put on hold until the possibility of the club obtaining a grant towards the cost was explored. Kirkley Poorlands and the Council are avenues which will be investigated and reported back to the members.
8. SOCIAL EVENTS- Previous events /excursions are not practical with the current low membership. After some discussions it was agreed that this year's events should be confined to A) Flat green bowls match at Kensington Gardens, B) Summer BBQ or Pub Lunch, C) Shortmat bowls competition in the Autumn and D) Christmas Lunch.
9. NEXT AGM SCHEDULED FOR FRI. 7TH FEBRUARY 2025--MEETING CLOSED AT 1355 HRS.

PAKEFIELD SHORT MAT BOWLS FINANCIAL STATEMENT 01/01/2023 to 31/12/2023

	Income	Expenditure	
Opening Balance			£3553.62
Entrance Fees	£1605.50		
Hall Fees		£1594.00	
Tea /Christmas etc.		£298.89	
Hall Heating Donation		£500.00	
Cilla Christmas 2022		£200.00	
Closing Balance			£2566.23

Please note that £790 came from this year's funds which were last year's costs.

Church Hall Donation / Cilla Christmas dinner reimbursed /December Hall fees 2022

Lloyds Bank Account

Opening Balance 01/01/23		£3326.43
Hall fees Jan to December excluding Feb/March/April*1	£1114.00	
Donation towards Church Hall heating *2	£500.00	
Cilla Christmas Dinner 2022*3	£200.00	
Total Expenditure	£1814.00	
Cash Deposits		£695.00
Closing Balance		£2207.43
1/Hall fees paid from Petty Cash for 4 months	2/Although the £500 cheque was issued to the church on 14/10/22 this was not cashed until 13/10/23	3/Cilla reimbursement 2022 Christmas dinner 10/07/23

Petty Cash

Income

Expenditure

Opening Balance			£227.19
Members Entrance Fee	£1605.50		
Church Hall Fees Feb/March/April/May		£480.00	
Tea / Coffee		£12.49	
Lou Memory, Flowers		£35.00	
Christmas subsidy and drinks		£251.40	
Deposit To Lloyds Account	Transfer to our A/C	£695.00	
Closing Balance			£358.80