

NASH MILLS PARISH COUNCIL GRANT APPLICATION FORM

APPLICANT'S DETAILS
Name of Applicant Organisation i.e. who are you applying on behalf of? Willows Residents' Association (WRA)
Who will be our main contact for correspondence about this application? WRA Treasurer, Muriel Awais-Dean
Address for all correspondence.
Email address: treasurer@willowsra.org
Can we contact you by telephone? Yes
What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised). I have been fully authorised to submit this application which was discussed and approved by the WRA Committee at the monthly meeting held on 15th April 2024
What type of organisation would you describe the Applicant as? A Nash Mills, Local Residents' Association supported by a committee made up of unpaid volunteers.
Approximately how long has the Organisation been in existence? The Willows Residents Association was formally Constituted in June 2011
Are you a Registered Charity? NO
Are you affiliated to a Governing Body? NO
Which one(s)? n/a

2 DETAILS OF YOUR APPLICATION Please give a concise but detailed description

The WRA was set up to support residents to keep the estate a safe and welcoming place to live. It has become a well-established, central point of communication which organises many local activities and events for the Nash Mills community. These include Pub Quizzes, a Race Night, Wine Tasting events and a Canal Boat Ride. We provide updates on issues affecting the area by email and our Notice Board, Website and Facebook page. We have been grateful for the previous Grants received from NMPC which have enabled to subsidise the cost of these high-quality sponsored events.

The projects we would like the NMPC funding to support this year are:

- Children & Young Children inclusivity activities**
 The aim of these events is to bring families together, especially those with younger children to participate in outdoor activities, in a fun, safe community environment.
 Monies from previous years have enabled us to run a subsidised estate wide Easter Egg Hunt, where treats are provided to all the children (and dogs) taking part.
- Halloween Event** Residents look forward to bringing their children to see the lights and decorations at our early evening Halloween event which takes place in the centre of the Estate.

Children of all ages, in a variety of costumes, congregate safely around our tent dancing to the music, having fun together. **This free event is advertised and open to all Nash Mills residents regardless of whether they are WRA members. A NMPC Grant would allow us to continue.**

- **Annual General Meeting and Summer Party**

This is a fully inclusive social event, widely advertised across the Nash Mills area.

We organise a full range of fun family friendly activities with the aim of bringing local people together to share time in a relaxed atmosphere. The objective is to develop a deeper sense of community and provide all residents an opportunity to meet their neighbours, learn about the work of the WRA and our local council. We support local small businesses by promoting their activities and including them in our high-profile annual events. **Monies from the Grant will allow us to buy the materials, family games and children's prizes for the event.**

- **Clean & Tidy Up events and Bulb planting across the whole Estate**

The WRA seeks to improve our local environment and promote the parish in a positive way.

We arrange tidy up days to keep the green spaces beside the canal in good order, trim back the brambles, remove ivy from the trees, ensuring a welcoming and safe space for families, children, dog walkers, and joggers to use. This can require hiring tools and safety equipment to cut back the brambles and bindweed that grows quickly and covers the newly planted Willow trees.

- **Autumn event** We are arranging a Pub Quiz and Canal Boat trip for all residents

In summary The WRA supports the continuation of a great community spirit, this is an area where neighbours know their neighbours and actively look out for and support each other. We are applying for a £200 Grant to enable us to continue subsidising our family friendly events, so they can continue to be free of charge to all members and residents.

USAGE
Approximately how many people are currently regular, active participants in your Organisation? We have over 70 households registered with the WRA. When new families move into the Area they are met and welcomed by members of the WRA and invited to participate in our events
How many of them are resident in the Parish of Nash Mills? All members of the WRA are resident in the Parish of Nash Mills.
FUNDING
How much are you applying for? £200
What other grants have you applied for or obtained recently? None

Please confirm the following documents are enclosed in support of this application.

Constitution Latest Annual Accounts and Balance Sheet

I confirm the WRA's Constitution, Latest Annual Accounts & Balance Sheet and Bank Statement are attached to this application.

SIGNED: Muriel Awais-Dean on behalf of Willows Residents' Association

DATE: 17/5/24

Please return this form to Nikki Bugden Clerk@nashmillsparishcouncil.gov.uk

NMPC PO Box 1602, Hemel Hempstead, Herts HP1 9ST

WILLOWS RESIDENTS' ASSOCIATION
BUSINESS CURRENT ACCOUNT

Period covered: from 07/02/2024 to 07/05/2024

Page 1 of 2

Date	Details	Withdrawn	Paid In	Balance
01/03/2024	Automated Credit			
	STRIPE PAYMENTS UK			
	STRIPE			
	FP 01/03/24 0849			
	PH737VTI1HMO9MVN00		14.32	435.04
02/04/2024	Automated Credit			
	STRIPE PAYMENTS UK			
	STRIPE			
	FP 02/04/24 0838			
	PH737VTI1HMS7ZZD00		21.33	456.37
12/04/2024	OnLine Transaction			
	EMMA RUSHBROOK			
	Easter Egg Hunt			
	VIA MOBILE - LVP			
	FP 12/04/24 10			
	34100732184595000N	54.00		402.37
29/04/2024	OnLine Transaction			
	ACCESS UNDERWRITIN			
	AU12913			
	VIA MOBILE - LVP			
	FP 29/04/24 10			
	42125028222936000N	114.00		288.37
29/04/2024	ATM Transaction			
	SAINSBURYS B 29APR	50.00		238.37
01/05/2024	Automated Credit			
	STRIPE PAYMENTS UK			
	STRIPE			
	FP 01/05/24 0850			
	PH737VTI1HMW5MSR00		35.82	274.19
07/05/2024	ATM Transaction			
	ROYAL BANK 07MAY	50.00		224.19

ADP/ESC



Willows Residents' Association

Nash Mills, Hemel Hempstead

FINANCIAL REPORT

AS PRESENTED AT THE AGM
ON 10TH SEPTEMBER 2023

1. TREASURER'S SUMMARY
2. ACCOUNT BALANCES
3. INCOME & EXPENDITURE
STATEMENT

1. TREASURER'S SUMMARY

Presented below is a summary of the finances of The Willows Residents' Association (WRA) for the 2022-2023 financial year. The Account Balances and Income & Expenditure Statements are reported on a Cash Basis with a comparison against the previous year.

In March 2023 the WRA Committee made the decision to start the process to close the PayPal Account and transfer all funds to the NatWest Bank account, in favour of direct payments to the bank account via BACS and card payments, to increase payment options for Members and maximise income by reducing transaction fees.

At the end of this reporting period July 2023, the WRA has combined assets of **£401.97** held in the NatWest Bank account and in cash, which represents a decrease in assets compared to the previous period to **£-222.67**.

Income for this period of **£470.13** has mainly come from membership income, securing funding from the NMPC and event proceeds from non-members. Expenses for this period of **£692.80** is for the annual Halloween and Easter Egg Hunt events, the purchase of Speakers, a Card Payment Machine, PL Insurance, and the Jubilee/AGM which was planned as a social celebration, therefore no raffle tickets sales or income generating activities formed part of the event. This represents a loss against income for this reporting period to **-£222.67**.

Going forward, Committee Members continue to explore ideas for generating funds by publicising activities to include non-member fees, new ideas for activities, and partnerships with local businesses such as the Sourdough Company, which the Chair and Membership Secretary will give more information on.

2. ACCOUNT BALANCES

ASSETS	2022-2023	2021-2022	£ Change
Current Assets			
NatWest Bank Account	£308.74	£484.39	-£175.65
PayPal	£0.00	£102.26	-£102.26
Petty Cash	£93.23	£37.99	£55.24
Total in Bank and Petty Cash	£401.97	£624.64	-£222.67
TOTAL ASSETS	£401.97	£624.64	-£222.67

3. INCOME AND EXPENDITURE STATEMENT

INCOME	2022-2023
Membership Fees	£245.13
Event Proceeds (out of area families)	£25.00
NMPC Funding	£200.00
AGM / Party	£0.00
Donations	£0.00
Total Income	£470.13

EXPENSES	2022-2023
AGM Party/ Halloween/printing	£126.26
Public Liability Insurance 21/22	£114.00
Speakers for events	£99.99
Sum-up Machine	£33.99
Public Liability Insurance 22/23	£114.00
Easter Egg Hunt/Flowers	£100.53
Jubilee Party Cake	£40.45
Website	£33.58
Plants/notice board maintenance	£30.00
Total Expenses	£692.80
Total Income 2022/23	£470.13
Total Expenses 2022/23	-£692.80
Net Income 2022/2023	-£222.67
Balance c/f from 2021/2022	£624.64
Net Income 2022/23	-£222.67
TOTAL ASSETS 2022-2023	£401.97

Constitution

GENERAL INFORMATION

- The association shall represent the interests of all its members by agreeing in advance its aims and rules.
- The constitution covers the aims of the association, who is eligible to become a member, how it will be run, how decisions will be taken, and how changes may be made at a later date to meet future needs.
- The constitution is a binding agreement.

1. Name and Area of the Association

The name of the association shall be: Willows Residents' Association

The area covered by the association shall be:

Bittern Close, Heron Close, Kingfisher Drive, Swan Mead, Teal Way, The Mallards, Osprey Close

2. Aims

The aims of the association are:

- to be a non-party political association.
- to promote equal opportunities within the community and recognise the diversity of citizens living in the area.
- to encourage a sense of community by protecting and promoting the community as a pleasant and safe place to live.
- to represent all residents in the area covered by the association.
- to represent the members of the residents association with respect to issues arising in the wider local area which may impact the association. e.g. local schools, transport, public services.
- to ensure that all members are consulted regularly, and that all residents are encouraged to join.
- to publish a periodic newsletter to keep members informed of activities.

3. Membership

Membership of the association shall be open to all households (defined as a single postal address) in the area detailed in Section 1. It shall be on the basis of one membership per household.

Available membership categories shall be as follows:

Type | Subscription | Voting Rights*

Full | Yes | Yes

Associate | None | No

(Automatic for all households not taking full membership)

*Voting rights are the only differential between membership categories.

Members should at all times conduct themselves in a reasonable manner at meetings or in premises used by the association.

Any member may be excluded for breach of this condition, or for any other conduct contravening the stated aims, by a majority of those present and voting at any Committee or General Meeting.

Any member so excluded shall have a right of appeal to the following General Meeting.

4. Subscriptions

The committee shall recommend the level of subscription applicable for the following financial year to a vote of the membership at the AGM. Payment of the annual subscription shall entitle a household to full membership of the association for that financial year. This shall be recorded on a membership card provided by the Association.

5. Money or Property

- Any subscription or other monies raised by or on behalf of the Association shall only be used for the purposes determined within the aims/objectives of the Association.
- The committee shall keep accounts. The most recent annual accounts can be seen by any full member on request.
- The committee members may not receive any money or property from the association, except to refund reasonable out of pocket expenses.
- Money must be held in the association's bank account or as petty cash.

6. Conduct of Business

A Committee elected at each Annual General Meeting by association members shall carry out the business of the association.

The committee has the power to: Raise funds and receive donations.

- Apply funds to carry out the aims of the association.
- Co-operate and support other organisations with similar aims.
- Do anything that is lawful and necessary to achieve the aims.

7. Annual General Meetings (AGM)

- The AGM shall be held every year in the summer, with 14 days notice given to all members advising them of the agenda.
- Minutes shall be kept of the AGM.
- The previous AGM minutes shall be approved by the membership.
- The minimum quorum shall be the lesser of 15 members or one quarter of the membership.

- Every full paid-up member has one vote. The chair shall have a casting vote in the event of a tied vote.
- The committee shall present the annual report and accounts.
- Any full member may stand for election as a member of the committee.
- Full members shall elect between 3 and 10 committee members to serve for the next year. They will retire at the next AGM but may stand for re-election.

8. Committee Meetings

- The committee shall hold at least 3 meetings each year. At their first meeting after the AGM they shall elect a Chair, Treasurer and Secretary. Committee members may act by majority decision. The Chair shall have a casting vote in the event of a tied vote.
- At least 3 committee members shall be present at the meeting to be able to make decisions. Minutes shall be kept for every meeting.
- The previous meeting minutes shall be approved by the committee.
- If committee members have a conflict of interest they shall declare it and leave the meeting while this matter is being discussed or decided.
- During the year, the committee members may appoint up to 2 additional committee members within the maximum of 10. They will stand down at the next AGM.
- The committee members may make reasonable additional rules to help run the association. These rules must not conflict with the constitution or the law.

9. General Meetings (GM)

If the committee considers it necessary to change the constitution, or wind up the association, they can call a General Meeting so that the membership can make the decision. Committee members shall also call a General Meeting if they receive a written request from the majority of the members. All members shall be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority of those present at the meeting. Minutes shall be kept.

- Winding up - any money or property remaining after payment of debts shall be given to an association with similar purposes to this one.
- Changes to the Constitution - can be made at AGMs or GMs.
- General Meeting - called on written request from a majority of members.
- Committee Members may also call a General Meeting to consult the membership.

10. Duties of Officers

Any member delegated to represent the association in consultation with any other body shall act on the instructions of the Committee and report back to the following Committee Meeting or General Meeting, whichever is the sooner.

The Chair:

- shall guide the Association to achieve its aims.

- shall conduct the meetings of the association.

The Treasurer:

- shall open and maintain a bank account in the name of the association.
- shall keep proper accounts of income and expenditure and shall report on them as required by the Committee or General Meetings.
- the Treasurer and at least one other Committee member nominated by the Committee shall have financial authority.
- accounts shall be made available for inspection by the members at the Annual General Meeting.

The Secretary:

- shall be responsible for arranging all meetings and giving the required notice to members.
- shall ensure minutes are kept of all meetings and give any such details as may be required by the Committee or General Meetings.
- shall maintain a register of members of the association.