

**DUSTON PARISH COUNCIL**

Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

**FULL COUNCIL**7<sup>th</sup> January 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 13<sup>th</sup> January 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

**AGENDA**

**136/22. To receive apologies for absence**

**137/22. To receive and approve the minutes of the meeting held on 9<sup>th</sup> December 2021 (APPENDIX A)**

**138/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed*)**

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

*and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).*

**139/22. Public Participation Session** *(Persons wishing to address Council on an agenda item may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).*

**140/22. Briefing from Chris Pollet Director of Strategy & Partnerships, Northampton General Hospital**

**141/22. Bank Reconciliations**

- To approve bank reconciliations for October 2021 (APPENDIX B)

**142/22. Invoices for Approval**

- To approve invoice payments for October 2021 (APPENDIX C)

**143/22. Planning Committee Update**

- To receive a report in the form of the minutes of the Planning Committee of 15<sup>th</sup> December 2021 and note any decisions made (APPENDIX D)

**144/22. Corporate Risk Assessment for 2022/23**

- To approve the Corporate Risk Assessment for 2022/23 (APPENDIX E)

**145/22. Budget and Council Tax Precept 2022/23**

- To approve the draft budget and the council tax precept demand for 2022/23 (APPENDIX F)

**146/22. Committee Places**

- To fill a vacancy on the HR Sub-Committee
- To change any other committee places (Planning, Environment, Engagement & Wellbeing)

**147/22. Draft Scheme of Delegation**

- To receive a draft scheme of delegation to consider at a future meeting of Council (APPENDIX G)

**148/22. Annual Leave Policy**

- To approve the draft Annual Leave Policy (APPENDIX H)

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**149/22. NCALC & WNC Asset Mapping Project**

- To note Northants CALC's Asset Mapping Project (AMP) to identify local Parish Council assets, WNC assets, registered assets of community value and unregistered potential community assets in Duston (APPENDIX I).
- To decide whether to set up a new working party or delegate it to a current standing Committee.

**150/22. Queen Jubilee**

- To approve planting a new tree on St Luke's Field as part of the Queens Green Canopy.
- To decide whether to take part in the Beacon Scheme (APPENDIX J)

**151/22. Grant Application**

- To consider a Grant Application from Eldean Childcare Ltd (APPENDIX K)
- To consider giving £30 donation to help with poster printing costs for the Duston Santa Street stall.

**152/22. Council Meeting Protocols**

- A Verbal update from the Chair of Duston Parish Council





**DUSTON PARISH COUNCIL**

Duston Parish Council  
Duston Community Centre  
Pendle Road  
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**FULL COUNCIL**

**MINUTES 9<sup>th</sup> December 7pm**

**CHAIRMAN:**

Councillor Bottwood, in the Chair

**PRESENT:**

Cllrs Enright-King, Mumford, Ennis-Clark, Maitland, Hinch, Roper, Stonehouse, Ingram, Barnes, Golby.

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

*At the beginning of the meeting a minute silence was held for Shaun Pape, former Chair of Duston Parish Council.*

**120/21. Election of Chair of Duston Parish Council**

- **RESOLVED:** Cllr Alan Bottwood was elected Chair of Duston Parish Council for the remainder of the current municipal year 2021/22.

**121/21. Declaration of Acceptance of Office**

- Cllr Bottwood signed the declaration of office.

**122/21. Election of Vice-Chair of Duston Parish Council (if applicable)**

- **RESOLVED:** Cllr Sandie Maitland was elected Vice-Chair of Duston Parish Council for the remainder of the current municipal year 2021/22.

**123/21. To receive apologies for absence**

- None

**124/21. To receive and approve the minutes of the meeting held on 4<sup>th</sup> November 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 4<sup>th</sup> November 2021 were approved as a true record of the meeting

**125/21. To receive declarations of interest under the Council's Code of Conduct**

- None

**126/21. Public Participation Session**

- None

**127/21. Engagement and Wellbeing Committee Update**

- **RESOLVED:** To note the report from the Committee and any recommendations (APPENDIX B)

**128/21. Planning Committee Update**

- **RESOLVED:** To note the report from the committee and the decisions made (APPENDIX C)

**129/21. Environment Committee Update**

- **RESOLVED:** To note the report from the Committee and any recommendations made (APPENDIX D)

**130/21. Draft Budget and Council Tax Precept 2022/23**

- **RESOLVED:**
  - a) To note the draft budget for 2022/23
  - b) To note the proposed precept of £531,231 for 2022/21
  - c) To agree a balance of £344,923 as a prudent minimum general reserve as of 31<sup>st</sup> March 2023 when considering the calculation of the precept for 2022/23.

**131/21. Report of the External Auditor 2020/21**

- **RESOLVED:**

- Council noted the report of the external auditor for 2020/21 (APPENDIX F)

**132/21. Duston Parish Council Banking Provider**

**RESOLVED:**

- To change Duston Parish Council banking provider to Unity Trust Bank (APPENDIX G).

**133/21. St Luke's Centre Renovation**

- **RESOLVED:** To approve an additional £15,000 from General Reserves for repair work at St Luke's Centre Renovation.

**134/21. Grant Application**

- **RESOLVED:**

- a) To approve the grant application from 16<sup>th</sup> Duston Northampton Scout Group in principle (APPENDIX H).
- b) Delegate to the Clerk, in consultation Cllrs Hinch & Stonehouse, to approve the application once their Annual Report has been received.

**135/21. Exclusion of Press and Public**

**RESOLVED:**

- a) To approve the minutes of the Council meeting on 15<sup>th</sup> July 2021.
- b) Therefore Gary Youens would act as Clerk / RFO

The meeting concluded 8:42pm





**Bank Reconciliation Statement as at 31/10/2021  
for Cashbook 1 - Current A/c 03573680**

APPENDIX B

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/10/2021	7	55,714.35
			<u>55,714.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,714.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,714.35
		<b>Balance per Cash Book is :-</b>	<b>55,714.35</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/10/2021  
for Cashbook 2 - Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/10/2021	10	672,660.72
			<u>672,660.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			672,660.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			672,660.72
		<b>Balance per Cash Book is :-</b>	<b>672,660.72</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/10/2021  
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2021	10	128.56
			<u>128.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			128.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			128.56
		<b>Balance per Cash Book is :-</b>	<b>128.56</b>
		<b>Difference is :-</b>	<b>0.00</b>



	Float	
	Per count	
31.10.21	20	
19.10.21	10	20.00
	5	5.00
	2	
	1	2.00
	0.5	0.50
	0.2	0.60
	0.1	0.30
	0.05	0.10
	0.02	0.00
	0.01	0.06
		<u>28.56</u> IN TIN
In safe		100.00
		<u><u>128.56</u></u>

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**Reconciliation to RBS**

In tin b'wd 1.10.21	124.14	
Cash received (trf from bankings sheets)		
Trf in from cash takings	67.00	
Trf to Facilities float	-58.29	
	<u>132.85</u>	
Cash paid out in month	<u>4.29</u>	
= Cash in tin 31.10.21	128.56	0.00
Balance per RBS 31.10.21	<u><u>128.56</u></u>	

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**Petty cash expenses paid**

Ref	Description	£
PCOCT1	Alison coffee	1.00
PCOCT2	Alison milk and biscuits	1.54
PCOCT3	Sarah lemons	1.75
		<u><u>4.29</u></u>





**Bank Reconciliation Statement as at 31/10/2021  
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/10/2021	10	100.00
			<hr/> 100.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			100.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			100.00
		<b>Balance per Cash Book is :-</b>	<b>100.00</b>
		<b>Difference is :-</b>	<b>0.00</b>




THE OFFICIALS  
DUSTON PARISH COUNCIL  
DUSTON COMMUNITY CENTRE  
PENDLE ROAD  
NORTHAMPTON  
NN5 6DT

## Your Business Premium Account

## At a glance

### 02 Oct - 03 Nov 2021

Date	Description	Money out £	Money in £	Balance £
2 Oct	Start Balance			687,660.72
12 Oct	 to Account 03573680 at 20-61-51 Internet Banking	15,000.00		672,660.72
3 Nov	Balance carried forward			672,660.72
	Total Payments/Receipts	15,000.00	0.00	

Start balance	£687,660.72
Money out	£15,000.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£672,660.72

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



APPENDIX C

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
19/10/2021	INV38112		ABBOTT SIGNS	ABBO01	579.64	115.93	695.57	4220	101	579.64	Abbot - internal signs
31/10/2021	ALLSTAROCT21		ALLSTAR	ALL001	33.60	6.72	40.32	4145	212	33.60	ALLSTAROCT21/Allstar
31/10/2021	AVIVA0CT21		AVIVA	AVIVA001	198.42	0.00	198.42	4000	101	113.38	AVIVA0CT21/AVIVA
								4006	101	85.04	AVIVA0CT21/AVIVA
31/10/2021	CHG OCT21		BARCLAYS	B0001	15.00	0.00	15.00	4125	201	15.00	CHG OCT21/Barclays
06/10/2021	9365		BARNETT LAND	BARND1	130.00	26.00	156.00	4226	211	130.00	Barnet - maint Duston Gardens
06/10/2021	9366		BARNETT LAND	BARND1	55.00	11.00	66.00	4226	211	55.00	Barnet Lands maint Timken Art
13/10/2021	BCARDOCT21		BARCLAYCARD	BCARD	1,637.37	259.21	1,896.58	4227	101	634.02	BCARDOCT21/Barclaycard
								4225	101	130.74	BCARDOCT21/Barclaycard
								4225	101	99.82	Frames
								4151	101	66.12	BCARDOCT21/Barclaycard
								4115	201	19.12	BCARDOCT21/Barclaycard
								4116	201	37.54	BCARDOCT21/Barclaycard
								4128	215	54.06	BCARDOCT21/Barclaycard
								4167	101	60.62	BCARDOCT21/Barclaycard
								4080	203	242.81	Netball grant
								4101	204	119.90	Zoom
								4135	101	31.17	Wreath
								4220	101	27.99	Plaque J Caswell
								4220	101	113.46	Plaque J Caswell
05/10/2021	962756141		BRITISH GAS	BRIT01	1,993.27	398.66	2,391.93	4206	101	1,993.27	B Gas Electricity DCC
29/10/2021	7120		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM Grounds maintenance
31/10/2021	CMSOCT21		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CMSOCT21/Child Maintenance Ser
22/10/2021	4322		DA HEATING LTD	DA001	300.00	60.00	360.00	4227	101	300.00	DA Heating safety chk boilers
01/10/2021	211000079232		DBFB	DBFB	329.31	65.86	395.17	4120	201	329.31	DBFB telephone and broadband
01/10/2021	211000079427		DBFB	DBFB	52.50	10.50	63.00	4231	102	52.50	DBFB CCTV St Lukes
31/10/2021	INS24258487		EDENRD	EDENRD	16.00	3.20	19.20	4136	201	16.00	INS24258487/EDENRD
31/10/2021	INV24296413		EDENRD	EDENRD	243.00	0.00	243.00	4000	201	243.00	INV24296413/EDENRD



Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
04/10/2021	6228648		ESPO	ESPO01	162.00	32.40	194.40	4220	201	162.00	ESPO - 2 door grey cupboard
07/10/2021	6237026		ESPO	ESPO01	309.00	61.80	370.80	4220	201	309.00	ESPS filing drawer + cupboard
25/10/2021	6258297		ESPO	ESPO01	354.80	70.96	425.76	4115	201	293.90	ESPO stationery/cleaning
								4151	101	60.90	ESPO stationery/cleaning
31/10/2021	6197		NATALIE GREEN & CO.	GREE001	2,435.00	487.00	2,922.00	4050	201	2,435.00	N Green account payroll etc
04/10/2021	HPOCT21		HEWLETT	HEWLETT	448.91	0.00	448.91	4502	201	448.91	HPOCT21/Hewlett Packard
22/10/2021	703319		HEWITSONS	HEWT01	553.00	110.60	663.60	4055	201	553.00	Hewitsons Legal re library
								330		-553.00	Hewitsons Legal re library
25/10/2021	703368		HEWITSONS	HEWT01	2,804.38	518.52	3,322.90	4055	201	553.00	Hewitsons Legal re library
								6000	201	2,804.38	Hewitson Trf heritage sites
								330		-2,804.38	Hewitson Trf heritage sites
25/10/2021	703439		HEWITSONS	HEWT01	901.00	183.60	1,084.60	4055	201	2,804.38	Hewitson Trf heritage sites
								6000	201	901.00	Hewitsons Com asset trf
								330		-901.00	Hewitsons Com asset trf
04/10/2021	INV-3872		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	901.00	Hewitsons Com asset trf
								4150	102	30.00	KJ Hird - cleaning windows
31/10/2021	HMRCOCT21		HMRC	HMRC01	4,310.86	0.00	4,310.86	4000	201	30.00	KJ Hird - cleaning windows
								4000	101	707.02	HMRCOCT21/HMRC PAYE & NI
								4000	102	1,385.90	HMRCOCT21/HMRC PAYE & NI
								4000	102	834.06	HMRCOCT21/HMRC PAYE & NI
								4005	201	208.66	HMRCOCT21/HMRC PAYE & NI
								4005	101	734.48	HMRCOCT21/HMRC PAYE & NI
								4005	102	440.74	HMRCOCT21/HMRC PAYE & NI
01/10/2021	140114		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	ICS Cleaning
08/10/2021	SI-6411		KBS DEPOT LTD	KBS001	1,296.00	259.20	1,555.20	4220	201	1,296.00	KBS Depot door notice boards
28/10/2021	73145		LINDUM FIRE	L0004	9,252.55	1,850.51	11,103.06	4225	102	9,252.55	Lindum fire system St L
								321		-9,252.55	Lindum fire system St L
21/10/2021	SI-807		LD ROOFING	LDROOF01	7,430.00	1,486.00	8,916.00	4225	102	9,252.55	Lindum fire system St L
								6000	102	7,430.00	LD Roofing St L Office area





## PURCHASE LEDGER INVOICE LISTING

## Purchase Ledger for Month No 7

## Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
31/10/2021	LGSSOCT21		NCC - PENSION	LPGS	3,653.72	0.00	3,653.72	321			-7,430.00 LD Roofing St L Office area
								6000	102		7,430.00 LD Roofing St L Office area
								4000	201		151.79 LGSS OCT 21
								4000	101		316.90 LGSS OCT 21
								4000	102		256.43 LGSS OCT 21
								4006	201		548.67 LGSS OCT 21
								4006	101		1,466.10 LGSS OCT 21
								4006	102		913.83 LGSS OCT 21
06/10/2021	INV-MAC26419		MAC SYSTEMS	MACS01	173.00	34.60	207.60	4225	102		173.00 Mac, reinstall Net2 m/c
18/10/2021	000882		MIDLANDS CATERING EQ	MID001	176.00	35.20	211.20	4226	101		176.00 Mid Catering serv dishwasher
13/10/2021	INV-1576		NCALC	NCALC01	38.00	0.00	38.00	4019	201		38.00 Ncalc Agenda course GY
27/10/2021	INV-1624		NCALC	NCALC01	76.00	0.00	76.00	4019	201		76.00 NCalc - Facebook course
06/10/2021	6453/21		P B ELECTRICAL SER.	PBE001	96.00	19.20	115.20	4227	102		96.00 PB Elec socket to roof area
08/10/2021	224		RAP PLUMBING	RAP001	237.00	0.00	237.00	4225	101		237.00 RAP toilet repairs
12/10/2021	GRANT		RSPCA DUSTON	RSP001	900.00	0.00	900.00	4080	203		900.00 RSPCA grant
31/10/2021	SALARIESOCT21		SALARIES	SALARIES01	11,842.35	0.00	11,842.35	4000	201		2,461.98 SALARIESOCT21/STAFF SALARIES
								4000	101		5,907.55 SALARIESOCT21/STAFF SALARIES
								4000	102		3,472.82 SALARIESOCT21/STAFF SALARIES
31/10/2021	0001648095		SRCL LTD	SRCL	96.72	19.34	116.06	4155	101		62.72 SRCL waste
								4155	102		34.00 SRCL waste
20/10/2021	281641215/0037		SOUTHERN ELECTRIC	SSE01	-79.48	-3.97	-83.45	4205	102		-79.48 SSE Gas St Lukes
20/10/2021	281641215/0038		SOUTHERN ELECTRIC	SSE01	-2,060.63	-412.12	-2,472.75	4205	102		-2,060.63 SSE Gas St Lukes
20/10/2021	281641215/0039		SOUTHERN ELECTRIC	SSE01	1,927.46	385.49	2,312.95	4205	102		1,927.46 SSE Gas St Lukes
20/10/2021	281641215/0040		SOUTHERN ELECTRIC	SSE01	79.33	3.96	83.29	4205	102		79.33 SSE Gas St L
20/10/2021	281641215/0041		SOUTHERN ELECTRIC	SSE01	7.65	0.38	8.03	4205	102		7.65 SSE Gas St Lukes
29/10/2021	8333		SSSLTD	SSS01	85.00	17.00	102.00	4227	102		85.00 Smarter Security Maintenance
18/10/2021	1085357614		STANNAH	ST01	223.80	44.76	268.56	4226	101		223.80 Stann Lift serv 16.10-15.1.22
01/10/2021	TVOCT21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101		13.37 TVOCT21/TV Licensing
06/10/2021	4784		URBASER LTD	URB001	13.33	2.67	16.00	4155	211		13.33 Urbaser trade waste



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
22/10/2021	B4-519269021		VEOLIA	V0002	49.86	7.97	57.83	4121	101	24.93	Vodafone Oct 21	
30/09/2021	RCO1171383		VEOLIA	V0002	60.00	12.00	72.00	4121	102	24.93	Vodafone Oct 21	
31/10/2021	RCO1173463		VEOLIA	V0002	448.46	89.69	538.15	4155	201	60.00	Veolia waste	
31/10/2021	RCO1173464		VEOLIA	V0002	40.00	8.00	48.00	4155	101	355.50	Veolia waste Oct 21	
31/10/2021	177848961		WORLDPAY	WORLD001	11.34	1.13	12.47	4155	102	92.96	Veolia waste Oct 21	
								4137	201	40.00	Veolia waste	
										11.34	Worldpay Oct 21	
<b>TOTAL INVOICES</b>								<b>55,889.46</b>			<b>6,607.82</b>	<b>62,497.28</b>
											<b>55,889.46</b>	





**DUSTON PARISH COUNCIL**

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Northampton  
NN5 6DT

**Planning Committee**  
**MINUTES 15<sup>th</sup> December 2021 7pm**

**CHAIR:** Councillor M Ingram

**PRESENT:** Cllrs Bottwood, Hinch

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**PC030/21. To receive apologies for absence**

- Cllr Barnes

**PC031/21. To receive and approve the minutes of the meeting held on 25<sup>th</sup> November 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on Thursday 25<sup>th</sup> November 2021 were approved as a true record and signed by the Chair.

**PC032/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- There were no declarations of interest.

**PC033/21. Public Participation Session**

- There were no speakers from the public.

#### **PC034/21. Planning Applications**

- a) WNN/2021/1098, 20 Cotswold Avenue, Northampton, NN5 6BU

**RESOLVED:** No Comment or Observation

- b) WNN/2021/1090, 551 Harlestone Road, Northampton, NN5 6NX

**RESOLVED:** No Comment or Observation

- c) WNN/2021/1110, Lumley, Scycamore Road, Northampton, NN5 6JS

**RESOLVED:** No Comment or Observation

- d) WNN/2021/0728, 32 Clipston Way, Northampton, NN5 6TP

Withdrawn

#### **PC035/21. Update on Norwood Farm, Sandy Lane**

- Cllr Ingram gave a verbal update on the briefing he attended on Norwood Farm. Many issues were raised and how this would impact on Duston. Traffic and speeding on the Sandy Lane were of a particular concern. This and other developments are going to impact on Duston over the coming months and years. Cllr Ingram circulated a map of the proposed development and it was noted how a T-Junction from the estate would come out directly on a 60mph limit. This should be reduced from 60 mph to 30 mph.

#### **PC036/21. Duston Parish Council Four Year Plan**

- The Committee discussed the objectives and what order to do them in.
- **RESOLVED:**
  - a) A revision of Duston Neighbourhood Plan should wait until the adoption of Northampton Local Plan Part 2.
  - b) To write to the Head of Planning (Northampton Area) asking the process to release CIL and how we put forward suggestions to spend on S106.

**PC037/21. Date of Next Meeting**

- **RESOLVED:** The next Planning Committee will take place on 27<sup>th</sup> January 2022 at 7.00pm.

The meeting closed at 8:16pm

DRAFT







**DUSTON PARISH COUNCIL**

**Duston Parish Council Corporate Risk Assessment 2022/23**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Duston Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Key - High Risk / Medium Risk / Low Risk

Subject	Risk(s) Identified	Management of Risk	H/M/L	Comment
<b>FINANCE</b>				
Precept and Budget	Not submitted to WNC	RFO hand delivers precept to WNC and Emails	Low	Hand delivered to 1 Angel Square.
	Not paid by WNC	RFO to chase if happens	Low	Procedure currently adequate.
	Adequacy of precept	To determine the precept required, the Council or Committee receives budget update and the precept is discussed at Council Meeting in December and January	Medium	Clerk working to bring more budget monitoring to Council or Committee
Banking	Inadequate checks, payments and bank mistakes	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The accountant checks bank statements monthly.	Low	Procedure currently adequate.

	Bank mandate not up to date	Enough account signatories to make payments	High	Moving to a new banking provider in the near future. More signatories will be needed.
	Fraud and corruption	Two signatories required on cheques and electronic payments (dual authorisation).	Low	Currently the Clerk and Chair authorise electronic payments. This will change to two councillors when the banking facility is moved to the new provider.
	Theft and/or mugging of cash	Money banked regularly to avoid build up of funds. Two members of staff must go together when taking cash to the bank.	Low	Procedure currently adequate.
Financial Records	Inadequate records	Council has Financial Regulations which sets the requirement and uses the model template provided by NALC. Council uses the services of a Chartered Accountant to maintain proper financial records.	Low	Council uses Omega accounting software which is specifically designed to meet the needs of councils.
Council Reporting	Financial irregularities	Council appoints an Internal Controls Councillor who reports back quarterly. Council receives details of all payments and bank reconciliations on a monthly basis.	Medium	Council receives a monthly pack including end of month bank statements. Internal Controls Councillor not yet started due to Clerk's current workload.
Annual Return	Inaccurate or incomplete	RFO training as required. The Annual Return is completed and submitted to the Internal Auditor for completion and signing.	Low	Procedure currently adequate.
	Submit within time limits	Meeting held to approve the Annual Return within the timescales as set out by the External Auditors	Low	Procedure currently adequate.

Reserves - General	Inadequate reserves held to cover unforeseen expenditure	Consider at budget setting	Low	Procedure currently adequate.
Reserves - Earmarked	Inadequate reserves held to cover unforeseen expenditure	Consider at budget setting	Low	Procedure currently adequate.
Auditing	Information communication	Internal Audit appointment, scope and effectiveness reviewed annually by Council. RFO communicates directly with Internal Auditor. External Auditor appointed nationally.	Low	Procedure currently adequate.
Grants	Powers to pay	All such expenditure goes through the required Council process of consideration and included in the minutes.	Low	Procedure currently adequate.
	Proper use of funds	A Grant Application Form must be completed with each request	Low	Procedure currently adequate.
	Receipt of grant	DPC does not presently receive any regular grants	Low	Procedure currently adequate.
VAT	Not receiving Community Infrastructure Levy (CIL)	Clerk/RFO and Planning Committee regularly chase WNC. DPC entitled to 25% of CIL.	High	No communication from WNC. Chair of Council to write a letter.
	Risk of financial loss if VAT is not reclaimed. Risk of penalties if VAT is not correctly charged.	VAT is claimed quarterly. The preparation and submission of the VAT return is outsourced to the Council's accountant and checked by the Clerk/RFO.	Low	Procedure currently adequate.
Non-precepted Income	Loss of income due to the COVID-19 pandemic	Council carries significant financial reserves as a contingency for loss of income. Normal financial monitoring procedures have been sufficient to allow the RFO to make timely budgetary and spending alterations as required.	Medium	Facilities Manager has a Covid 19 Risk Assessment for buildings to ensure safety and compliance.

Tenancies	Payment of rents	Parish Council has formal and legally binding agreements in place with all tenants. Rent reviews built in.	Medium	All tenants have a lease but some need to be renewed with rent reviews to be carried out.
Failure to collect income from room hire	Funding shortfall which needs to be met from elsewhere.	Facilities staff raise monthly invoices in a timely manner. Money is received in advance for one-off room hire such a parties. Outstanding payments are followed up by facilities staff.	Low	Procedure currently adequate.

**LIABILITY**

Legal Powers	Illegal activity or payments	All activity and payments made within the powers of the Parish Council.	Low	Procedure currently adequate.
	Working Party taking decisions	Clear terms of reference set.	Low	Procedure currently adequate.
Public Liability	Risk to third party, property or individuals	Insurance is in place. Risk assessments for Duston Community Centre and St Luke's Centre carried out annually by Facilities Manager. Fire Risk Assessment also carried out. Risk Assessments carried out for events.	Low	Procedure currently adequate.
Employer Liability	Non-Compliance with employment law	Clerk/RFO undertake necessary training. Advice sort from NCALC, SLCC, ACAS and Assistant Clerk.	Low	Procedure currently adequate.

**STAFFING**

Loss of Clerk/RFO	Inability to process transactions and oversee governance	Clerk / RFO has 3 month notice period to allow for transition. Council retains the services of accountant who could fill the gap in interim. Assistant Clerk employed 1 day a week from home.	Low	Procedure currently adequate.
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Salaries and associated costs	Salary paid incorrectly	The Parish Council authorises the remuneration (salary bands) of all employees. Payroll services are outsourced to accountant. The payroll is checked and signed off by Clerk/RFO.	Low	Procedure currently adequate.
	Incorrect calculation of tax and NI. Risk of penalties if tax and NI is not paid to HMRC within time limits.	The NI and tax is calculated by the accountant using payroll software as part of the outsourced payroll routine. The RFO and accountant check to ensure payment of tax is made to HMRC on time.	Low	Procedure currently adequate.
	Incorrect calculation of pension contributions. Risk of penalties if pension contributions are not paid within correct time scale.	Pension contributions are calculated by the accountant using payroll software as part of the outsourced payroll routine. The RFO and accountant check to ensure payment is made to the pension providers on time.	Low	Procedure currently adequate.
Staffing Issues	Recruitment and retention of staff	Reviews are carried out to assess the amount of hours being worked, stress levels and health and wellbeing of the employees.	Medium	Currently vacancies for one caretaker and one Community Ranger. Filling vacancies will reduce pressure on the facilities team.
	Wellbeing of employees	Council has a lone worker policy and Dignity at Work / Bullying Policy	Low	Procedure currently adequate.
	Health and Safety	All employees are provided adequate direction and safety equipment needed to undertake their roles and budgets made available for staff to undertake relevant training as required. Health and Safety Policy in place. Accountancy checks and procedures are in place.	Low	Procedure currently adequate.
	Fraud by staff	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Low	Procedure currently adequate.

MANAGEMENT				
Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances.	All computer files are held on the server which is regularly backed up. The server only accessible from Duston Community Centre. A hard copy is kept of all core documents such as leases. In emergency Clerk / Chair of Council to contact NCALC for advise. Website with key information is outsourced.	Low	Procedure currently adequate.
Access to Council Data	Council data accessible to non-council staff	Passwords are in place to access computers, datafiles and finance systems. A Data Protection / Breach Policy has been adopted.	Low	Procedure currently adequate.
Freedom of Information	Policy Provision	The Council has a Model Publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and Clerk's time.	Low	Procedure currently adequate.
Best Value	Work awarded incorrectly	Financial Regulations specify the procedures for procuring goods and services. Seek 3 quotes for any substantial work to be undertaken. For major work competitive tenders will be sought to achieve best value.	Low	Procedure currently adequate.
		If problems are encountered with a contract or service, the Clerk would investigate, check the relevant circumstances and report to Council.	Low	Procedure currently adequate.
Legal Advice	Not following correct legal procedures	DPC uses established solicitors Hewitsons for asset transfers. Assistant Clerk is legally qualified.	Low	Procedure currently adequate.

ASSETS				
Buildings (DCC /SLC)	Loss or damage	Regular inspections and insurance in place.	Low	Procedure currently adequate.
St Luke's Field	Damage	Regular inspections and insurance in place.	Low	Procedure currently adequate.

Parks	Lack of information on division of responsibilities between DPC and WNC	WNC to maintain these parks through their contractor until June 2028 including play equipment inspection.	Medium	Veolia, the contractor, maintains parks and inspects play equipment but there is still uncertainty over responsibilities. We are awaiting details from WNC.
Street Furniture	Loss/Risk Damage	An asset register is kept up to date and insurance is held at the appropriate level for all items.	Low	Procedure currently adequate.
Noticeboards	Risk/Damage to third parties and road side safety.	Regular inspections and insurance in place.	Low	Procedure currently adequate.

#### COUNCIL MATTERS

Minutes	Accurate and legal	Review and approve at following meeting	Low	Procedure currently adequate.
Council records (Paper)	Theft, fire and damage	Records (historic and current) are stored in locked rooms at Duston Community Centre.	Low	Procedure currently adequate.
Member Interests	Conflict of Interest	Items are included on the agenda for each Council and Committee meeting to declare.	Low	Procedure currently adequate.
	Register of Interests	Clerk to send out a reminder every May.	Low	Procedure currently adequate.
Conduct of Meetings	Deviating from the agenda	Business conducted at Council meetings should be managed by the Chair in line with Standing Orders and Member Code of Conduct	Low	Procedure currently adequate.
Election Costs	Unforeseen costs	An earmarked reserve is held to provide funds for an election if this becomes necessary.	Medium	Unknown if elections will be called when casual vacancies arise.







Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

Report to Full Council

Date: 13<sup>th</sup> January 2022

Agenda Item: 130/21 Draft Budget and Council Tax Precept 2022/23

### **1. Purpose of the Report**

To approve the 2022/23 budget and precept demand.

### **2. Background Information**

In calculating the level of precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) Next year's expenditure, including an allowance for contingencies;
- b) Outstanding expenditure incurred in previous years;
- c) Expenditure likely to be incurred before the precepted sum becomes available; and
- d) Payments to a capital fund or building maintenance reserve.

### **3. Overview**

The proposed budget for 2022/23 aims to achieve the following principles:

1. Provide adequate funds for the delivery of services and Council priorities whilst keeping the precept as low as possible to avoid placing unnecessary extra burden on local tax payers.
2. Continue to control costs as the country slowly emerges from the pandemic. The non-precept income has reduced since March 2020 and it is not expected that the pre-pandemic levels will be fully achieved in 2022/23.

3. Freeze some budget lines which, with the current continuing rise in inflation, mean a real term cut. This is part of the strategy to reduce costs and ensure that the precept demand is kept as low as possible.
4. Continue to prepare for the future by allocating funds to cover costs when responsibility for grounds maintenance for four parks (Melbourne Lane, Mendip Park, Grafton Way Park and Errington Park) transfer to the Parish Council in 2028.

#### **4. Expenditure – Key Points**

##### **4.1 Salaries.**

The salaries model is based on the post review staff structure and working patterns. Staff who are not at the top of their scale are assumed to move up one salary point (where eligible) subject to satisfactory performance.

**4.2** The budget allows for a 3% increase in salaries pending the outcome of national pay negotiations. Currently no agreement has been reached between employers and the trade unions. Employers have stated that their final offer is an increase of 1.75% on the national pay scale. The unions are considering industrial action.

**4.3** Employer's contributions into the Local Government Pension scheme are currently included at 28.3% of pensionable pay for existing members of staff in that scheme, although we are still awaiting confirmation of the exact rate. New staff members will be eligible to join the council's auto-enrolment pension scheme, employers pension contributions to this scheme are capped at 3%.

**4.4** The government has announced that Employers National Insurance contributions are to increase by 1.25% with affect from April 2022.

**4.5** In 2021/22 a new post of environmental officer was created. The council has yet to recruit a suitable candidate. The budget assumes that this position will be filled by the start of the new financial year.

##### **4.6 Staff welfare/clothing**

The staff welfare budget has increased to reflect the cost of uniforms for new staff.

##### **4.7 Training**

The training budget has been maintained at the same level as 2021/22 year to provide sufficient resources for training of new staff, and for the further development of staff.

##### **4.8 Photocopier**

During 2021 a new photocopier was acquired for the facilities office. The new photocopier lease requires an additional £500 of funding.

#### **4.9 Stationery**

Costs of paper and ink have risen sharply, and although a drive to reduce waste and make full use of electronic means of communication has been implemented, an increase of £300 has been included in the budget.

#### **4.10 Telephone and broadband**

Additional funding of £900 reflects the increase in the suppliers costs.

#### **4.11 Finance and legal**

The increase reflects the potential legal fees associated with potential asset transfer and new leases with tenants. It also reflects an increase in accountancy fees which have been frozen for the last two years

#### **4.12 Membership Fees**

This is a provision for the council's annual NALC and other professional membership fees. This is an estimated figure as officers were not in receipt of the exact total at the time of publication.

#### **4.13 Electricity and gas**

Due to the increase in wholesale prices a further increase in electricity and gas costs is expected. This is an estimated figure as the actual costs cannot be predicted with certainty. The increase in the costs at St Luke's will be offset, in part, by an increase in the utility costs recharged to the tenants.

#### **4.14 Water**

Water costs continue to increase and the budget reflects an estimate of the additional funding required.

#### **4.15 Building Repairs/Maintenance**

In 2021/22 council agreed to release £75,000 from general reserves for the renovation work to be carried out at St Luke's centre (and a further £15,000 is now required from general reserves due to unforeseen expenditure). An additional spend of £15,000 is required to complete the works and this funding will be met from the buildings maintenance earmarked reserves.

#### **4.16 Waste removal**

As previously notified, Duston Parish Council has agreed to pay for two litter bins to be installed and emptied. These are at Eastfield Road / Main Road bus stop and at a bus stop on Wrenbury Road. In the Four Year Plan Council stated an aim to install a litter bin in Quarry Road. The cost of the waste removal in relation to the bins and a general increase requires additional funding of £1,600.

#### **4.17 Environment**

The proposed increase of £1,500 reflects the anticipated inflationary increase in costs.

#### 4.18 Youth Services

We have not been notified by our contractor of any increases and have frozen this budget line.

#### 4.19 2028 Grounds Maintenance

For 2021/22 a new budget line was created to allow for an incremental year on year increase in preparation to take over the maintenance of Errington Park, Mendip Park, Grafton Way & Melbourne Lane Park. The table below provides a budget allocation breakdown beginning in 2021/22:

		Budget	General Reserve end of year
Year 1	2021/22	3,750	3,750
Year 2	2022/23	7,500	11,250
Year 3	2023/24	11,250	22,500
Year 4	2024/25	15,000	37,500
Year 5	2025/26	18,750	56,250
Year 6	2026/27	22,500	78,750
Year 7	2027/28	26,250	105,000
Year 8	2028/29	30,000	135,000

4.20 At the end of each financial year the unspent funds are to be transferred into general reserves and from there allocated to projects as required.

### 5. Other Asset Transfers

#### 5.1 WNC Allotments & Parks, Open Spaces

Duston Parish Council has said to West Northamptonshire Council that if there are to be any further asset transfers, then this needs to be done sooner rather than later so there is time to prepare in terms of cost. This is to prevent significant single-year council tax increases or cuts to parish council services.

## **5.2 Last Phase of Timken**

**5.2.1** In August 2020 Council agreed to accept the transfer of 4 acres of public open space that is part of the final phase of the Timken development. The maintenance of this land will transfer to Duston Parish Council when the 103rd house on the development has been sold. Duston Parish Council signed the contract in January 2021.

**5.2.2** Duston Parish Council will immediately become responsible for grounds maintenance and associated costs upon transfer. The current uplift in house sales suggests that this point may be reached within the next twelve months.

**5.2.3** Grounds maintenance costs for this land have been estimated at £12,500 per annum if carried out by an external contractor.

**5.2.4** Exact council tax banding for the houses on the new development is not currently known, but based on a Band D average the new properties will generate an additional precept income in the region of £13,180 based on the proposed precept for 2022/23 which will provide adequate additional funds to cover these grounds maintenance costs.

**5.2.5** Duston Parish Council will receive no additional precept income for some months after the transfer of the land. Therefore, any initial in-year grounds maintenance costs related to this land will be funded from the earmarked reserve of £50,000 for this purpose.

**5.2.6** Ongoing grounds maintenance costs for this land would then be built into the annual budget, with additional precept income from new properties contributing to this.

**5.3** Also agreed in August 2020 was the adoption of two Heritage Features (Timken Gates and Rosevilla Hut & Wall) but this is still with the solicitors. If transferred to Duston Parish Council in 2022/23 any repair work is expected to be low.

**5.4** In June 2021 Council agreed to take on the Rosevilla Access & Footpath with 3 street lights this was agreed to avoid them being managed by an estate management company. The developer and solicitor have been notified. Duston Parish Council has requested that all of our legal fees are paid by the developer and everything is in a good state of repair prior to transfer. Therefore if these are transferred in 2022/23 any repair work is also expected to be low.

## **6. Income**

**6.1** The COVID-19 pandemic and lockdowns have continued to have a negative impact on room hire income, however during the latter half of 2021 commercial room bookings have seen a gradual increase. The level of such bookings gives reason for optimism that income will continue to increase during 2022/23 but is not expected to fully achieve the pre-pandemic levels for some time.

6.2 Office 2 at St Luke's was vacated during 2021 and the current market uncertainty has made it difficult to re-let. The budget reflects the expectation that St Luke's will be fully let in 2022/23.

## **7. Precept**

The draft budget proposes a precept of £531,239 which represents a 4.76% increase on 2021/22 and equates to a Band D charge of £96.18 (£91.81 in 2021/22 and (£88.82 in 2020/21).

## **8. General Reserve / Treasury Management Policy**

8.1 The general reserve held by the Council ensures that there is sufficient cash flow in the period from the end of the financial year until receipt of the first precept instalment for the following year (usually late April). The general reserve is also a contingency for unforeseen expenditure or loss of income.

8.2 For the purpose of the precept calculation a prudent target closing general reserve figure at 31st March 2023 would be £344,923 which is the equivalent of 8 months expenditure (net of operating income not including precept). NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that councils hold a minimum general reserve equivalent to at least 3 months expenditure.

## **9. Recommendation**

It is recommended that:

- a) Council agrees the proposed budget for 2022/23
- b) Council approves the proposed precept of £531,239 which represents a 4.76% increase on 2021/22 and equates to a Band D charge of £96.18.

DUSTON PARISH COUNCIL  
BUDGET 2022/2023

	2021/22 As Agreed	2022/23	2021/22 As Agreed	2022/23
<b>ADMINISTRATION</b>				
<b>Employees</b>				
PC Salaries	268,000	270,000		
EERS NI	25,000	26,000		
EERS Pension	52,000	46,600		
Staff Welfare/Clothing	700	800		
Travel & Subsistence Cllrs	200	200		
Travel & Subsistence EES	500	500		
Training	3,000	3,000		
<b>TOTAL</b>	<b>349,400</b>	<b>347,100</b>		
<b>Councillors Services</b>				
Chairmans Allowances	500	500		
Councillors Allowances	5,400	5,400		
<b>TOTAL</b>	<b>5,900</b>	<b>5,900</b>		
<b>Office Expenses</b>				
IT Licences and Website	4,000	4,300		
Photocopier	1,800	2,300		
Postage	300	300		
Stationery	1,700	2,000		
Telephone/Broadband	3,700	4,600		
Office Equipment	2,000	2,000		
IT Support	3,000	3,000		
<b>TOTAL</b>	<b>16,500</b>	<b>18,500</b>		
<b>Parish Van</b>				
Van Running Costs	2,100	2,100		
Insurance	600	600		
<b>TOTAL</b>	<b>2,700</b>	<b>2,700</b>		
<b>Audit &amp; Legal</b>				
Finance/Legal	18,500	22,000		
Insurance	14,000	14,500		
Audit	2,100	2,500		
Membership Fees	5,000	5,500		
Licensing Fees	1,000	1,000		
Elections	-	-		
<b>TOTAL</b>	<b>40,600</b>	<b>45,500</b>		

Allowed for in election earmarked reserves

Income

Income from room and office hire	213,000	206,000
To be met from earmarked reserves		
Buildings renovation		15,000

**Total Income**  
**213,000**      **221,000**

Budget Requirement Expenditure	720,094	752,239
Income	213,000	221,000

**Precept Requirement**  
**507,094**      **531,239**

**Precept increase over previous year**  
**4.76%**





2021/22      2022/23  
As agreed

<b>Parish Office</b>		
Electricity	17,000	18,500
Water	3,250	4,000
Rates	2,500	2,000
<b>TOTAL</b>	<b>22,750</b>	<b>24,500</b>

<b>Communications</b>		
Marketing and Communications	7,500	7,500

**TOTAL 7,500 7,500**

<b>Miscellaneous Costs</b>		
Loan Repayments St Luke's Centre	30,770	30,515
Loan Repayments Duston Sports Centre	23,947	23,947
Loan Repayments Duston Community Centre	65,127	65,127
Events, Engagement and Wellbeing	18,000	18,000
Building Repairs/Maintenance	10,000	10,000
Bank Charges/Credit Card Charges	1,200	1,200
St Lukes Utilities	15,000	17,000
St Lukes Repairs/Maintenance	5,000	5,000
St Lukes Rates	1,500	1,500
Catering Costs and Equipment (events now)	2,000	-
Cleaning/Laundry/Consumables	6,500	8,200
Waste Removal	6,000	7,600
Security	1,500	2,000
Environment	27,000	28,500
Reception Lease	1,750	1,750
2028 Grounds Maintenance	3,750	7,500
Renovation of Buildings	-	15,000

**TOTAL 219,044 242,839**

<b>Community</b>		
Grants	10,500	10,500
Youth Services	30,000	30,000

**TOTAL 40,500 40,500**

<b>Planning Committee</b>		
Planning	200	200

**TOTAL 200 200**

<b>Contingency</b>		
	15,000	17,000

**TOTAL EXPENDITURE 720,094 752,239**





**DUSTON PARISH COUNCIL**

## Scheme of Delegation

Under the Local Government Act 1972 s 101 (a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Parish Council does not have the power to delegate a decision to an individual Councillor.

However, certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

### Matters Reserved for Full Council

*Membership:* All 12 Councillors

*Quorum:* 4 Councillors

The following are reserved matters for the Council (not exhaustive).

#### GOVERNANCE

Appointment of the Chair and Vice-Chair of Duston Parish Council.

Approve or amend Standing Orders (including scheme of delegation), Financial Regulations, Member Code of Conduct and other written policies.

Filling of Council vacancies through co-option if a by-election has not been called.

Approve membership of Standing Committees and Sub-Committees. Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the municipal year.

Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.

Appointing representatives to outside bodies.

Making, amending, revoking, re-enacting or adopting by-laws.

Appointment of the Clerk and RFO.

Full Council retains the right to determine (and to reserve to itself) any issue which is within its powers and duties as a parish council, including those which are (within these terms of reference and from time to time) delegated to its committees and officers, by simple resolution.

Any other matters not delegated to a standing committee or referred to Full Council by standing committees

Approving and amending the Council's Strategic Plan and Priorities

Matters of principle or policy. This could arise by:

- a. on matters of major importance which have not previously been before the Council; or
- b. matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
- c. in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chairman may, before a decision is taken by the committee or sub-committee, state that a matter is referred to Council.

Cessation of any Council service.

Annual Council Meetings Cycle.

Annually approve the Corporate Risk Register

## FINANCE

Approval of annual council budget and precept including fees and charges.

Authorising borrowing & capital projects.

Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement.

Appointment of the Internal Auditor.

Receiving both the Internal and External Auditor Reports.

Appointment of Internal Controls Councillor and receiving their reports.

Approval of Payments and Bank Reconciliations.

Banking Arrangements.

## ASSETS

Approve on annual basis the Asset Register.

Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).

The usage of Vehicle Activated Signs

## STAFFING

To approve the staffing structure & salary bands.

To approve staff terms and conditions of employment and any alterations.

## OTHERS

Approval of Grants

Authorising the proposed alterations to the Neighbourhood Plan.

## Standing Committees

### Planning Committee

*Membership:* A maximum of 6 councillors. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Monthly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. To make observations / comments to West Northamptonshire Council on the following Planning issues

- a) Planning applications in Duston and on the fringe of the Parish.
- b) Planning policies and detailed local plans appropriate to the civil parish of Duston.
- c) On planning appeals and matters relating thereto.
- d) Street Naming.
- e) Tree Preservation Orders (TPOs)

- f) Listed building consents
  - g) Duston Conservation Area
2. To review and monitor Local Planning Documents (e.g. Duston Neighbourhood Plan & West Northamptonshire Strategic Plan) and make any observations / comments as appropriate.
  3. Make recommendations to Council regarding any changes to the Duston Neighbourhood Plan.
  4. To make observations / comments on the following West Northamptonshire Council Highways issues
    - a) The creation, diversion and closure of public rights of way (including Bridleways).
    - b) Traffic Regulation Orders (TROs).
    - c) Traffic management matters.
  5. To make observations/comments on all matters in relation to public transport.
  6. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
  7. Any issue referred to it by Council.

### **Community Services Committee**

*Membership:* A maximum of 6 councillors. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Bi-Monthly ?

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. The Community Services Committee will review, monitor and make recommendations to Council on the following:
  - a) DPC community engagement, public consultations and communications
  - b) DPC community events programme.
  - c) Supporting local community projects not directly run and overseen by DPC.
  - d) Delivering improved health, social and other wellbeing outcomes for the residents of Duston which includes working in partnership with other organisations.

- e) Civic issues that directly relate to Duston Parish Council.
  - f) Developing and promoting economic wellbeing of Duston (e.g. helping and supporting local businesses, shops and employment where possible).
  - g) The three community defibrillators (Chiltern Avenue, Weggs Farm Road, Harlestone Road)
  - h) Promoting Duston based services and local voluntary / community sector.
2. To directly liaise with the local stakeholders regarding the development of community services and amenities.
  3. Oversee the Annual Parish Meeting
  4. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
  5. Any issue referred to it by Council.

### **Environment Committee**

*Membership:* A maximum of 6 councillors. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Bi-Monthly ?

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. The Environmental Committee will review, monitor and make recommendations to Council on the following:
  - a) The management and maintenance of DPC owned trees, green spaces, playgrounds, streetlights and parks.
  - b) Matters relating to non-DPC owned trees, green spaces, playgrounds, streetlights and parks within the Parish including allotments, St Lukes Churchyard and Duston cemetery.
  - c) Street furniture such as seating, litter bins, noticeboards, clocks & bus shelters. This includes the purchase of additional or replacement street furniture.
  - d) Maintenance and upkeep of the War Memorial.
  - e) Maintenance and upkeep of Timken Artwork.
  - f) Reducing litter and fly-tipping in Duston

- g) Actions and initiatives to help reduce crime, disorder and anti-social behaviour.
  - h) How DPC and the wider Parish can help play its part in confronting climate change. Also advising Council and other Committees on Climate Change issues.
  - i) Improving and maintaining biodiversity in Duston.
2. Liaising directly with other local stakeholders in respect of reducing crime, anti-social behaviour, littering, flytipping and climate change.
  3. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
  4. Any issue referred to it by Council.

### **Resources & General Purposes Committee**

*Membership:* A maximum of 6 councillors one of which must be the Chair of Duston Parish Council. Councillors are elected and removed by Council.

*Quorum:* No less than 3 councillors.

*Chair & Vice-Chair:* To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

*Voting:* Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

*Meetings:* Quarterly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

*Delegated the following responsibilities:*

1. The Committee will review, monitor and make recommendations to Council on the following:

**CORPORATE.**

- a) The general administration of Duston Parish Council.
- b) Officer and Member training and development.
- c) Contracts and Tendering. In the case of
  - Environment contracts (e.g. grass cutting and horticultural works). Consult with the Environment Committee prior to making any recommendations to Council.
  - Community Services contracts (e.g. Youth provision & Duston Sports Centre). Consult with the Community Services Committee prior to making any recommendations to Council.
- d) Potential delegation of services to the Parish Council from West Northamptonshire Council.



- e) Disposal or acquisition of any property and land

#### BUILDING FACILITIES.

- f) The operational running and maintenance of all built properties owned or leased by Duston Parish Council (e.g Duston Community Centre, St Luke's Centre, Duston Sports Centre).
- g) Fees, terms & conditions of hire at St Luke's Centre & Duston Community Centre.

#### STAFFING.

- h) The staffing structure including salary remuneration (pay banding).
- i) Matters relating to employees of the Council in their conditions of service, health, welfare and safety and the conditions under which they work.
- j) Proposing and amending HR policies.

#### FINANCE.

- k) Regularly review Financial Regulations and their implementation.
- l) Maintaining adequate general reserves, in line with audit regulations, and allocation of earmarked reserves for specific purposes.

3.To monitor the council's income and expenditure against the agreed budget

4.To prepare the council's annual budget and make a recommendation to the council of the precept required for the next financial year.

5. In year monitoring of the Corporate Risk Register with Clerk/RFO.

6. In year reviewing of internal & external audit reports and oversee the implementation of their recommendations

7.To ensure the Council is adequately insured (e.g. buildings & other property).

8.The preparation of leases and rents and to review and set them as necessary (only applicable to St Lukes Centre & Duston Community Centre).

9.To consider any appeal against a decision in respect of pay.

10. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.

11. Any issue referred to it by Council.

Clerk Appraisal Panel – to be carried out by the Chair and another councillor nominated by the Clerk. Meets annually.

## **Other Committees**

### **Disciplinary & Grievance Panel**

To deal with matters arising from the Council's disciplinary and grievance procedures. It will consist of 3 members and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council.

### **Appeals Panel**

To deal with Appeals that arising arising from the Council's disciplinary and grievance procedures. It will consist of 3 members and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council. The members involved cannot be involved in the original hearings or investigation.

## **Working Parties**

A Working Party must follow the course for which it was convened and there is to be no transfer of delegated powers from the Committee from which it was formed otherwise the Council acts unlawfully.

The Working Party shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Council or Committee.

Membership of the Working Party is to be decided at creation of the group when the need is identified for such an action.

Membership need not be confined to Members of the Council, nor to the parent committee, members may be drawn from volunteers or specialist areas.

The Working Party shall advise and make recommendations to the Council or Committee from which it was formed.

The Working Party may meet without the need to give public notice.

## Delegation to Parish Clerk / RFO

### LEGAL

The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.

As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act 1972.

The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders

To receive declarations of acceptance of office

To retain a copy of every Councillors Register of Interests

To deal with dispensation requests from Members of the Council

Power to take appropriate steps to ensure the Council does not exceed its powers.

### RESPONSIBLE FINANCE OFFICER

Carry out "Section 151" functions

Responsible for all financial records of the Council

The careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law

Ensure the approved precept is issued to West Northamptonshire Council.

Power to release any financial related report or document to the Council or it's committees in discharge of the RFO responsibilities

### MANAGEMENT

The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.

The power to delegate any delegated powers and other powers to any member of staff as appropriate.

Manage all employees of the Council and have the authority to take disciplinary action under agreed procedures.

Arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chair & Vice-Chair;

Oversee all Council, Committee or sub-Committee resolutions

Deal with day to day matters in relation to all the Council's functions, assets and leases, in accordance with policies and decisions of the Council or relevant Committee.

Authorise operational spending within agreed budgets approved by Council (as per Financial Regulations).

To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

Make adequate and effective arrangements to pay salaries and wages to all employees of the Council.

Maintain adequate and effective personnel records.

Negotiating the terms of any lease, licence conveyance or transfer of land or property.

The granting or refusal of the Council's consent under the terms of any lease.

Take, discontinue and/or appear in any legal action authorised by the Council.

Parish Clerk will exercise these powers in accordance with:

Approved budgets

The Council's Standing Orders and Financial Regulations

The Council's adopted policy framework and procedures

All statutory common law and contractual requirements.

The Parish Clerk may:

Take urgent decisions on behalf of the Council in consultation with the Chair of the Council (or Vice-Chairman in their absence) as per Standing Orders & Financial Regulations.



## **Annual Leave Policy**

### **Annual leave entitlement**

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 21 days per annum (rising to 25 days per annum after five years continuous service) in addition to 8 Bank holidays.

Part time employees receive a pro-rated entitlement according to their hours of work.

### **Working part-time**

If your entitlement to Bank Holidays exceeds the number days that fall on your normal working days (typically because you don't work on Mondays) you will be able to take the excess as leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement. With agreement from your line manager (or the Council in the case of the Clerk), you may be able to work additional hours to make up the deficit or take unpaid leave.

### **Leave year**

The leave year runs from 1st April to 31st March. It is your responsibility to manage your leave in such a way that you are able to take it all during the leave year. Your annual leave entitlement will be pro-rated in your first and last year of employment with the council.

### **Carrying over leave**

Except in the very rare circumstances of a booked and agreed period of leave being cancelled at the council's request, it is not possible to carry over unused days of leave from one leave year to the next, nor will any payment be made for leave unused at the end of a leave year. Thus, leave untaken at the end of a leave year is lost.

## **Requesting leave**

You should request leave from your line manager (or the Council in the case of the Clerk), with as much notice as possible. This will allow the council to plan workloads. Before granting leave we will consider;

- The team's workload,
- The need for office or team cover, and,
- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The council will balance your needs against the needs of other staff before agreeing to leave. If you take leave without such permission it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

## **Sickness during leave**

If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Clerk (or the Council in the case of the Clerk), on the first day of sickness and keep the council up to date during the period of sickness.

## **Payment of annual leave**

The council does not offer payment in lieu of leave entitlement unless you are leaving the council and have not taken leave entitlement that you have accrued at the time of leaving.

## **Payment in lieu**

If you leave during the course of a leave year, and cannot take any outstanding accrued leave before your last day, you will receive a payment in lieu of any outstanding accrued leave. In such a case, a calculation will be made of the amount of paid leave due to you, on a pro rata basis, for that part of the leave year up to the date of termination of the contract. Holiday pay will be based on your current rate of pay including any regular overtime.

If, however, you have taken more paid leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

This is a non-contractual procedure which will be reviewed from time to time.

— policy ends here —

## Notes

### 1. Annual leave entitlement

The statutory minimum leave entitlement for full time workers is 20 days in addition to 8 Bank Holidays. This should be pro-rated for part time workers. If your Clerk works three full days a week, their entitlement will be 3/5ths of the full-time entitlement (i.e. 12 days leave in addition to 4.8 days Bank Holidays).

### 2. Green Book terms

If the council adopts Green Book terms and conditions of employment, staff receive an additional 5 days entitlement after 5 years of continuous service. Furthermore, employees have an entitlement to two extra statutory days leave which may be taken on specific days, or added to the annual entitlement.

### Public and Extra Statutory Holidays

Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

- Time worked less than half the normal working hours on that day — half day
- Time worked more than half the normal Working hours on that day — full day

### 3. Carrying over leave

It is important that staff take their statutory annual leave in order to ensure the council complies with working time legislation. The council has a responsibility to support staff to take their annual leave. If the council offers leave entitlement in excess of the statutory minimum, you may wish to allow staff to carry over unused entitlement from one year to the next. The following text can therefore replace the relevant section above.

Where it has not been possible to take all your leave in the current leave year, and only with prior consent from the Clerk (or the Council in the case of the Clerk), you will be permitted to carry forward up to [x] days leave. This must be taken within the first two months of the new leave year.

### 4. Rolled-up holiday pay

It is not permissible to "roll-up" holiday pay into basic pay, i.e. pay an employee a higher hourly, daily or weekly wage, part of which is designated as holiday pay, with the result that, when the employee goes on leave, they receive no pay.

### 5. No normal working hours

If an employee does not have normal working hours, for example if the amount of work fluctuates from week to week, then the amount payable during statutory annual leave must be calculated as an average of the employee's actual pay during the 12 weeks that preceded the start of the leave period. If, during the preceding 12 weeks, there was one or more weeks during which the employee did no work (and hence received no pay), that week must be discounted and an earlier week counted instead.

## 6. Religious festivals

Refusal of annual leave on a day that has religious significance for a particular employee may amount to indirect discrimination under legislation.



**15 December 2021**

Parish and town councils in Northamptonshire will benefit from an investment from UK Government under its Community Renewal Fund (CRF) Programme.

Northants CALC worked with North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC) to submit a bid for funding from the Department for Levelling Up, Housing & Communities and a grant of £281k has been awarded for an innovative Asset Mapping Project (AMP).



The funding will provide parish and town councils in North and West Northamptonshire with the valuable opportunity to take some time to think about and explore what potential future devolution involves. It offers the chance to develop a solid evidence base from a community perspective by mapping assets and services that are provided by the unitary councils, and to build local capacity & skills.

NNC and WNC have said that they do not intend to devolve wholesale assets and services in 2022/23, so this is about preparing for the future. We have an opportunity to explore what is involved with the devolution of assets and services well before any decisions need to be made and any specific funding implications arise. Parish and town councils in other areas exploring devolution, such as Milton Keynes and Cornwall, did not always have the luxury of this advance thinking time.

Support activity will include for example training on how to prepare a sound business case for the purposes of any future community bids for assets and services. We know that parish and town councils will have very differing ideas and levels of interest in this, and that is to be expected. We want to harness a spirit of shared purpose, collaborative working, and innovation to help us build new strengths that will benefit communities in Northamptonshire for years to come.

More detailed information about the project will be published soon at [www.northantscalc.com/amp](http://www.northantscalc.com/amp) which will explain how your council can take advantage of the opportunities (without making any commitment about future interest in taking on assets & services).

At this stage, Northants CALC is asking all councils to include an item on their agendas for their meeting in January 2022 "To note Northants CALC's Asset Mapping Project (AMP) and to create an AMP Working Group comprising one officer and (2) councillors". A sample Terms of Reference will be available at [www.northantscalc.com/amp](http://www.northantscalc.com/amp).



HM Government

## Asset Mapping Project - Quick Start Guide



Form an Asset Mapping Project (AMP) Working Group (minimum 3 people, including an officer).

Gather together a map of your Council's area and your Council's current asset register. You might choose to use Parish Online or Google Maps or a paper map.

Hold a meeting or meetings online or in-person. To fully understand some assets, you might find it useful to walk around the parish and take a photograph of each asset.

Work your way through the map and make a total of 4 lists covering:

- (1) assets that are owned by the Unitary Council
- (2) services that are provided by the Unitary Council
- (3) Registered Assets of Community Value (ACV)
- (4) Unregistered potential ACVs

1. Make a note of the location of the assets and services in the parish that are provided by the Unitary Council as at **31 March 2022**
2. For each asset that you identify, make a note about ownership and on what basis you know who owns it. For example, is it through evidence from the Land Registry? Is it through your possession or sight of a copy of title deeds? Is it purely based on your local understanding / word of mouth?
3. Also log whether ownership of any of the assets is currently "under negotiation" for sale / potential transfer but where, on **31 March 2022**, the outcome is not yet known.

**Think:** Community buildings, grass verges, grit bins, public open space, sport and recreation facilities, lighting, trees, parking, street cleaning, dog poo bins, etc etc

### Help is available!

If you have any difficulties with the above, help is available from Local Council Support Associates (LCSA). Please contact LCSA using the telephone numbers below:

Helen Fudge – 01933 663388 Charmaine Bassindale – 01507 499494

Please leave a message if necessary and a convenient time to return your call.



UK Government

This project is funded by the UK Government through the UK Community Renewal Fund.

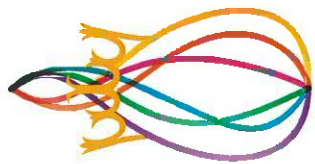
*The Queen's Green Canopy* (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "**Plant a Tree for the Jubilee.**"

Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates will be encouraged to play their part to enhance our environment by planting trees during the official planting season between October to March. Tree planting will commence again in October 2022, through to the end of the Jubilee year.

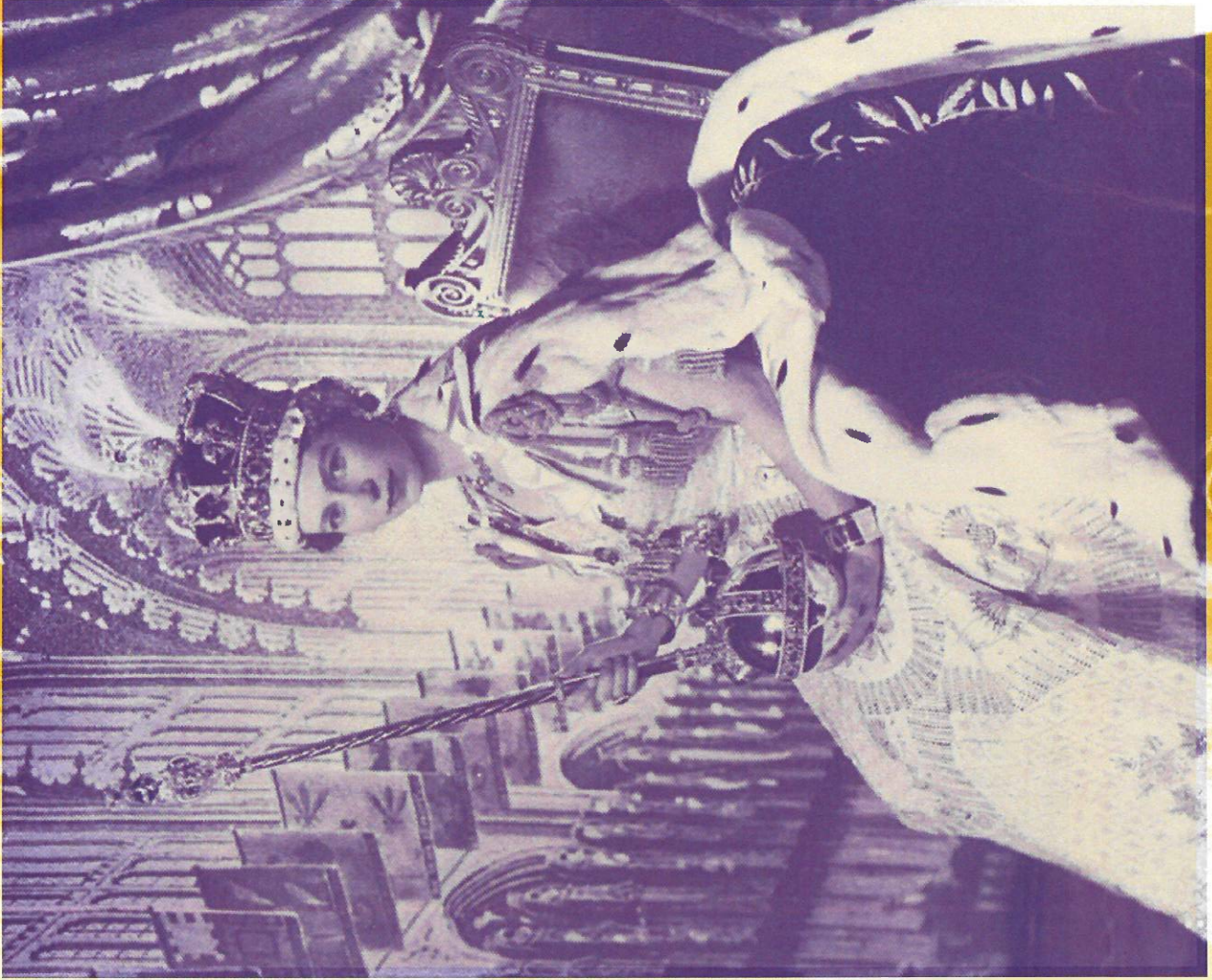
With a focus on planting sustainably, the QGC will encourage planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.

As well as inviting the planting of new trees, *The Queen's Green Canopy* will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.





THE QUEEN'S  
PLATINUM JUBILEE  
BEACONS  
2<sup>ND</sup> JUNE 2022



YOUR GUIDE TO TAKING PART

# Certificate of Grateful Recognition



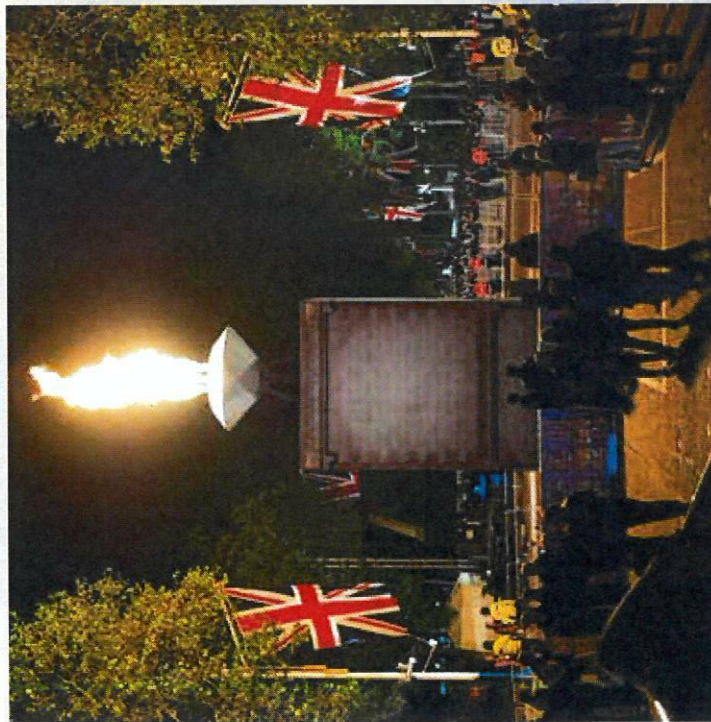
This A4 certificate will be sent to all participants at the end of June 2022, via email, enabling them to print, frame and keep it as a permanent reminder of the moment in history celebrated.

You may wish to print off extra copies, presenting them to those assisting you in this special tribute to Her Majesty The Queen.

# Introduction

## A warm welcome to all our fellow celebrators.

There is a long and unbroken tradition in our country of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons - on top of mountains, church and cathedral towers, castle battlements, on town and village greens, country estates, parks and farms, along beaches and on cliff tops. In 1897, beacons were lit to celebrate Queen Victoria's Diamond Jubilee. In 1977, 2002 and 2012, beacons commemorated the Silver, Golden and Diamond Jubilees of The Queen, and in 2016 Her Majesty's 90th birthday.



The Queen's Diamond Jubilee Beacon, The Mall, London, 4th June 2012.  
© Press Association Images.



Town Crier, James Donald - Howick, New Zealand.

On 2nd June 2022, we will celebrate another unique milestone in our history, Her Majesty The Queen's 70th year as our Monarch and Head of the Commonwealth - her Platinum Jubilee. It is a feat no previous monarch has achieved.

More than 1,500 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, and one in each of the capital cities of Commonwealth countries in recognition of The Queen's long and selfless service. The beacons will enable local communities, individuals and organisations to pay tribute to her as part of the official Platinum Jubilee Weekend of celebrations from 2nd to 5th June 2022.

There are three types of beacons being lit for this historic occasion:

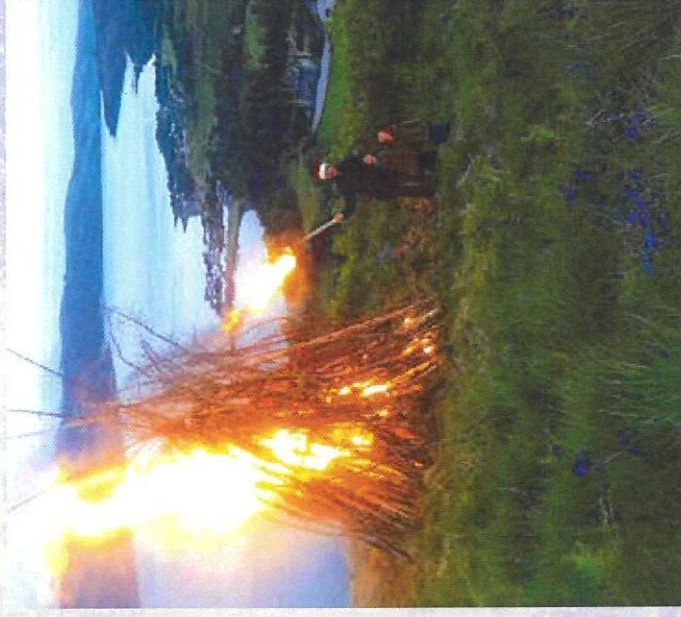
- A free - standing beacon fuelled by bottle gas (see pages 16 & 17)

- A beacon brazier with a metal shield. This could be built by local craftsmen/women or adopted as a project by a school or college (see page 18).

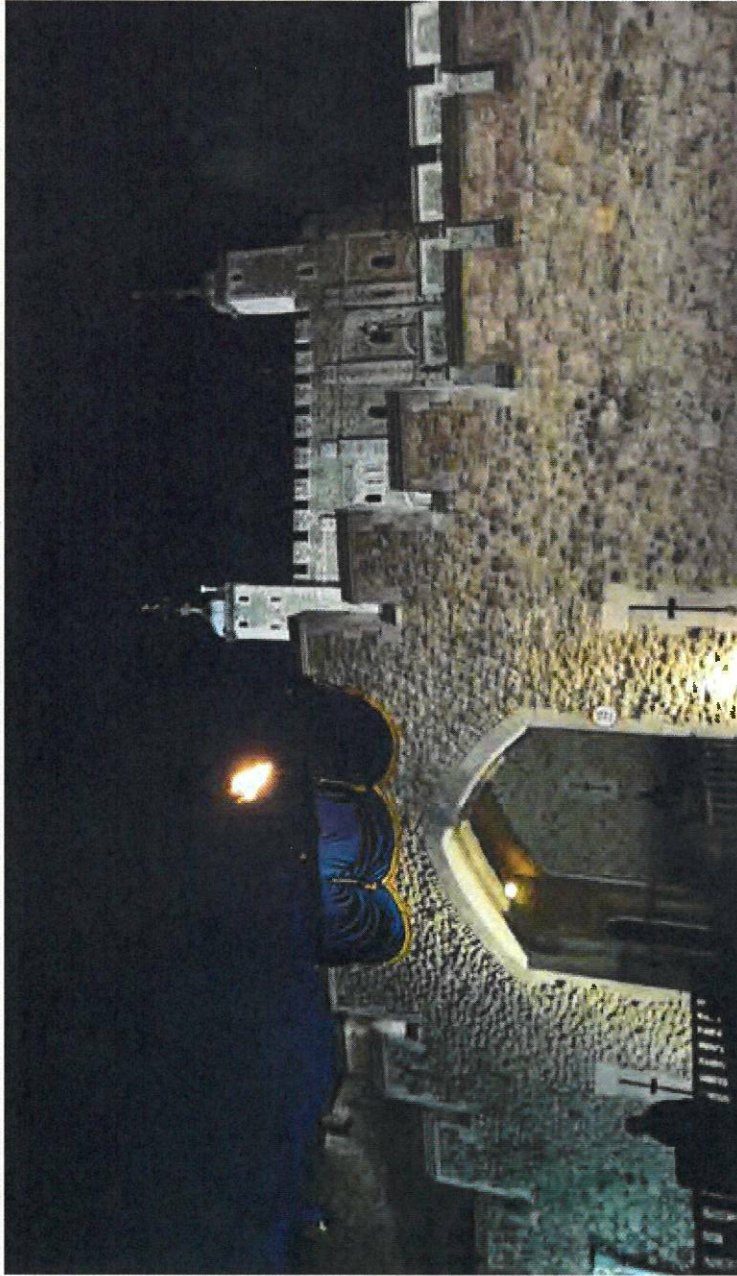
- A bonfire beacon and (see page 19)

Communities with existing beacon braziers are encouraged to light these on the night.

If you wish to take part, you can register your participation by providing the information requested on **page 15** under the heading, "How to take part", sending it direct to [brunopeek@mac.com](mailto:brunopeek@mac.com).



Bonfire Beacon (HM The Queen's Diamond Jubilee, 4th June 2012), Inveraray Castle, Scotland.  
© Inveraray Castle.



A gas fuelled beacon on HM Tower of London in celebration of The Queen's Diamond Jubilee. Photo provided by courtesy of HM Tower of London.

### Town Criers

At **2pm** local time Town Criers are being invited to undertake the Proclamation (see page 9) announcing the lighting of the beacons later that evening. **Pipers** - at **9.35pm** local time across the UK and the Commonwealth, individual pipers and pipe bands are being asked to play "Diu Regnare" from central locations of their choice from within their local communities as their personal tribute to Her Majesty The Queen. (This time will vary in each time zone across the world). This unique tune has been especially written for this historic Jubilee by Piper Stuart Liddell, 2020 Glenfiddich

Champion and Pipe Major of the World Champion Pipe Band, Inveraray and District (**see page 11**).

To officially announce the lighting of the beacons at **9.45pm** local time in the country they are in, we have had a unique Bugle Call written, entitled 'Majesty', and would like to encourage Buglers and Cornet players to undertake this at **9.40pm** on the night from the individual beacon locations within local communities, adding another colourful element to this special tribute to Her Majesty the Queen by musicians from within local communities – (**see page 12**).



Piper Robert Cunningham on the Peak of Scatell Pike, England. By kind permission of The National Trust.

"The Royal Scottish Pipers' Society are honoured to participate in our Patron The Queen's Platinum Jubilee Celebrations in June 2022.

Her Majesty's extraordinary service to this country is unparalleled. Accordingly, we encourage everyone to express their appreciation and gratitude by supporting this amazing Jubilee event," said Gordon Wallace, Hon. Pipe Major, Royal Scottish Pipers' Society.

Alan Hay, Chairman of The Royal Celtic Society whose Patron is Her Royal Highness The Princess Royal said, "Having for two hundred years been at the cutting edge of traditional music and language in Scotland, we recognise the enormous commitment Her Majesty The Queen, has made in serving the Commonwealth and its people. We are delighted therefore, to encourage all our members to participate in the Jubilee celebrations and our pipers to play Diu Regnare, composed by our member Stuart Liddell in honour of this historic event."

The National Piping Centre, whose Patron is His Royal Highness The Prince of Wales, is also delighted to be involved in The Queen's Platinum Jubilee Beacons, and will be encouraging





Northumbrian Piper Andrew Davidson.

pipers throughout the UK, Channel Islands, Isle of Man, and in the capital cities of the Commonwealth, to play this special tune five minutes before the beacons are lit that evening.

"The Royal Scottish Pipe Band Association would be delighted to support such an auspicious occasion and we will invite all our members to support this initiative as events like these help promote the long standing relationship the The Royal Scottish Pipe Band Association has with The Royal Family and we congratulate Her Majesty The Queen on her Platinum Jubilee," said Kevin Reilly, Chairman RSPBA.

"The Northumbrian piping community will be extremely thrilled and honoured to be involved in this tremendous project being organised to recognise The Queen's Platinum Jubilee," said Tom Fairfax - Trustee, Northumbrian Pipers' Society.

### A Song for the Commonwealth

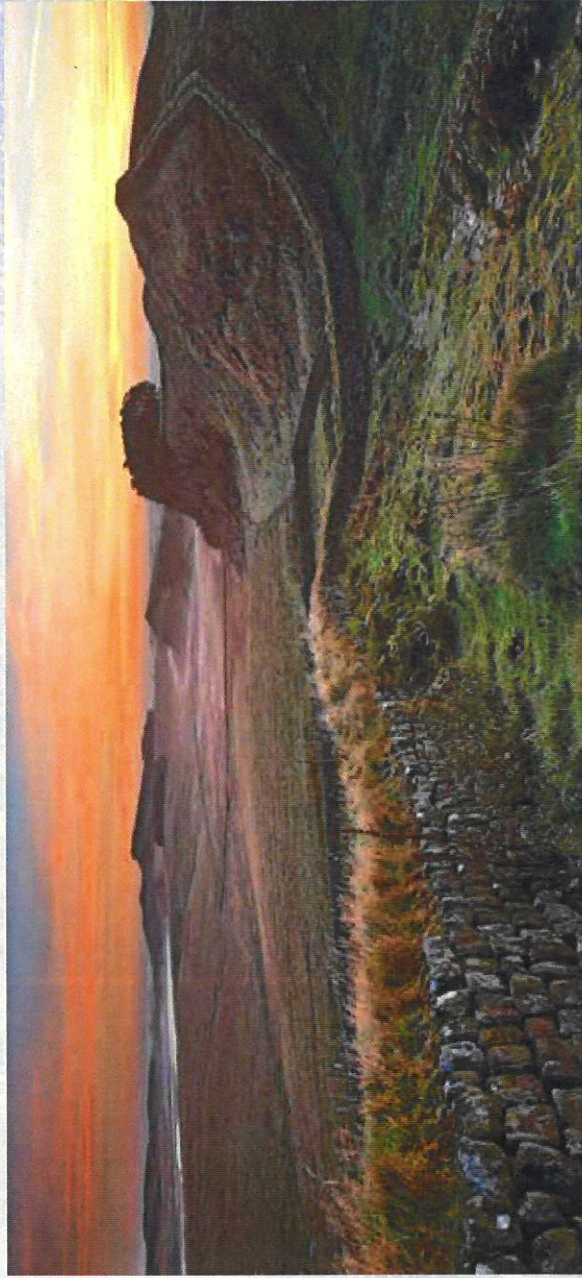
To coincide with the lighting of the Beacons, choirs of all types and sizes within local communities are warmly encouraged to sing this unique 'Song for the Commonwealth,' the winner of a Commonwealth-wide song competition organised over the last few months, filling the world with the sound of music and song in celebration of this special moment in The Queen's life. The song should be sung at exactly **9.45pm**, local time in whichever country they are in, on 2nd June 2022. Please sign up your choir for what promises to be a wonderful opportunity, using this link: <https://www.commonwealthresounds.com/qpb/>

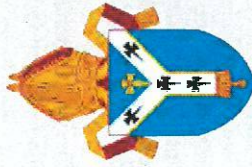
**Important:** Choirs taking part do not necessarily have to be linked to the lighting of a beacon, it is the involvement of your choir representing your local community in this special aspect of The Queen's Platinum Jubilee Beacons, from a location of your choice that evening, that is the most important - "voices around the globe joining together in celebration."



"On behalf of the Military Wives Choirs, I am thrilled that we are to be a part of The Queen's Platinum Jubilee Beacons. Our network brings together over 70 choirs united through the power of singing, and we are looking forward to sharing in this momentous celebration. We are eagerly anticipating the specially written song for the Commonwealth and look forward to our network rehearsing across the UK and internationally. It is only appropriate that this unique milestone in history is marked with music, the strength of which is evident. Our passion for singing is clear and we are honoured to make these performances into a special event for Her Majesty The Queen's 70th year as our Monarch and Head of the Commonwealth on her Platinum Jubilee," said Melanie Nightingale, Director, Military Wives Choirs.

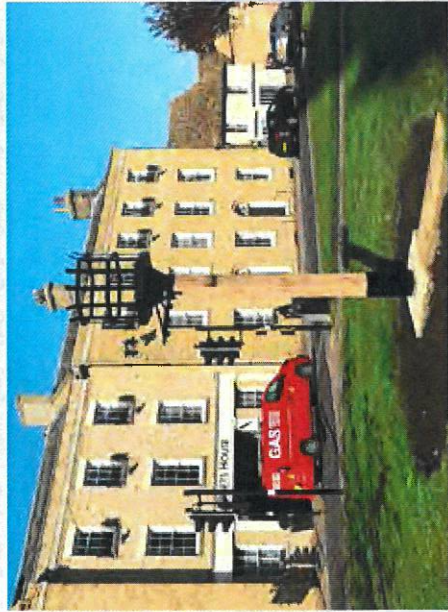
Haddon's Wall runs from Walsford in Tyne-side through the county of Northumberland to the west of Carlisle, Cumbria, England. Photo by courtesy of Roger Clegg.



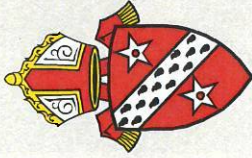


"I warmly encourage Christians and church choirs throughout the country to join in singing the 'Song for the Commonwealth' at 9.45pm on 2nd June 2022, as the Queen's Jubilee Beacons are lit throughout the United Kingdom, Channel Islands, Isle of Man and in each of the Capital Cities of the Commonwealth.

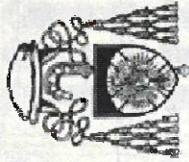
This will be a moment of remarkable celebration, as we join together across different generations, denominations, faiths and communities all over the world in proper tribute to Her Majesty the Queen. My prayer is that this might be a chance to truly celebrate Her Majesty's historic 70 years of service to her country and the Commonwealth, reaching out in friendship, and building community as we are reminded of our common bond under the Crown. May God watch over Her Majesty, may He bless her and her people, and may this wonderful celebration be an occasion to give thanks, both for the Queen and for the God of service and unity," said *The Most Revd Justin Welby, Archbishop of Canterbury.*



Beacon Brazier, St Mary's Green, City of Ely, Cambridgeshire.



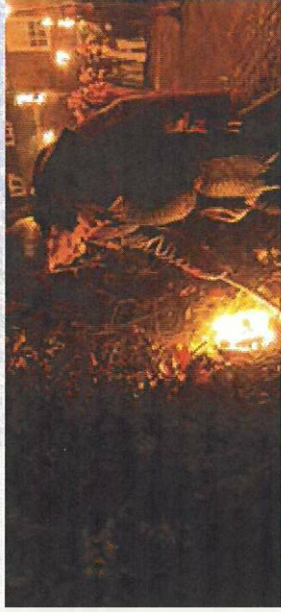
"The Church in Wales is delighted to be joining the tributes to her Majesty the Queen on the historic occasion of her platinum jubilee. We encourage church choirs of all faiths across Wales to join in singing the 'Song for the Commonwealth' at 9.45pm on the 2nd June 2022 as the jubilee beacons are lit across the United Kingdom and the capital cities of the Commonwealth. This is a marvellous opportunity for disparate nations, communities, faiths and generations to join together in common fellowship and thank Her Majesty for the 70 years of service and leadership she has given to millions across the world. Let us lift our voices as one to honour both our Queen and the God she has served with such faith and diligence," said *The Right Reverend Andy John, Bishop of Bangor (Senior Bishop of the Church in Wales).*



"On behalf of the Church of Scotland, I am delighted to welcome this opportunity to celebrate Her Majesty The Queen's remarkable reign, and the example of faithful service which she has given during the last 70 years. We will be encouraging our congregations across Scotland and beyond to take part in singing the 'Song For the Commonwealth' at 9.45pm on the 2 June next year, at the same time that the jubilee beacons are lit in Britain and throughout the Commonwealth. We also give thanks to God for her witness and for the faithfulness with which she has served the nation. We look forward to joining others throughout the world at a time when coming together as a community has never felt more important." *Lord Wallace, Moderator of the General Assembly of the Church of Scotland.*



"Churches Together in England encourages church choirs throughout England, from every tradition, to come together in local communities, joining where possible with other community choirs at 9.45pm on 2nd June 2022, to make



Battel Bonfire Boyes. Photograph by Clifton Brathers.

the celebrations of Her Majesty the Queen's Platinum Jubilee truly memorable, and a fitting tribute to the dedication of her Majesty to the service of the nations of the United Kingdom and Commonwealth. This is an opportunity to join together ecumenically, and with the wider community, to make music, and build community. I hope that every choir in the land will find ways of embracing such a unique opportunity to make music together by singing the "Song for the Commonwealth," forming new friendships and deepening existing ones, in honour her Majesty and the God whom she serves with such faithfulness." *Rev'd Dr Paul Goodliff, General Secretary, Churches Together in England.*



"Churches Together in Britain and Ireland is delighted to support this initiative that encourages choirs across Great Britain and Northern Ireland to join together on the 2nd June 2022 as part of the celebrations of Her Majesty the Queen's Platinum Jubilee to sing together the "Song of the Commonwealth". We hope many choirs will take part and we give thanks for the service that Her Majesty has given over many decades and continues to give." *Dr Nicola Brady, General Secretary, Churches Together in Britain and Ireland.*

"Battel Bonfire Boyes, (photo above) the world's oldest bonfire society, is delighted to be lighting a beacon in celebration of The Queen's Platinum Jubilee as part of this amazing tribute," said *Matt Southam, press and publicity officer.*



"Help for Heroes is honoured to salute Her Majesty The Queen, as we did in 2012, by taking part in The Queen's Platinum Jubilee Beacons. Wounded veterans and their families will proudly light beacons at the four furthest corners of the UK and the Help for Heroes choir will join with voices across the Commonwealth," said, *Melanie Waters, Chief Executive, Help for Heroes.*



"From Farmers and its members throughout Great Britain are delighted and honoured to be participating in Her Majesty The Queen's Platinum Jubilee on 2nd June 2022. Farms and country estates will be lighting beacons in tribute to Her Majesty the Queen, continuing a long and unbroken tradition of celebrating Royal Jubilees, Weddings and Coronations. This will be the last chain of Beacons lit during The Queen's reign, a unique occasion for us all to join the nation's tribute to her Majesty, and we would encourage all Farms and Estates to be part of this historic occasion." *Andrew Knowles, Chief Executive Officer.*



**The Queen's Platinum Jubilee Beacon Tart.**  
To celebrate this historic moment in The Queen's reign, we wanted to produce a special Tart made from produce from each of the four countries of the United Kingdom, that could be served either hot or cold at the individual Beacon locations, as well as those singing the Song for the Commonwealth from locations of their choice from within their local communities whether they were involved with a Beacon or not, so my friends from Country Women Country Wide have kindly devised a unique recipe for this Tart (see page 20), it's delicious.

"The RNLI are also thrilled to commit to the event by lighting a Beacon in each of their 6 lifesaving regions of the UK," said *Emily Foster, Bicentenary Campaign Manager RNLI.*



"The Royal Institution of Chartered Surveyors (RICS) is honoured to lead the lighting of the UK's Anchor Chain of beacons for our Patron's historic Platinum Jubilee. It is only fitting that this aspect of the beacons will be led by RICS Metrics, a key part of our organisation which supports many thousands of young professionals in shaping their own future history and lasting legacy." *Sean Tompkins, CEO RICS.*



"The NFU is delighted to be supporting The Queen's Platinum Jubilee Beacons and will be encouraging our members throughout England and Wales to light beacons as part of the celebration. From the uplands to the lowlands, our farmers will be lighting beacons on the most iconic parts of the countryside in tribute." *Minette Batters, President, NFU.*

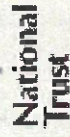
Walking with the Wounded, one of our country's leading Forces charities, will light gas-fuelled beacons on top of the four highest peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland, paying tribute to The Queen while raising valuable funds for the welfare of wounded service personnel.

Beacons will also be lit on The Queen's Sandringham and Balmoral Estates, at the Copper Horse statue of King George III in Windsor Great Park, Hillsborough Castle, Northern Ireland, and on the battlements of the Tower of London. In my home town of Great Yarmouth, Norfolk, the Borough Council will light its beacon brazier on the town's famous Golden Mile. One will also be lit outside the 17th century Tan Hill Inn in the Yorkshire Dales, the highest pub in Great Britain. English Heritage will light at least 17 beacons on heritage sites, and others will be lit in Enniskillen, County Fermanagh, Northern Ireland; Sark and Alderney in Channel Islands, St Davids, the most westerly City in Wales, and the Isle of Wight.

One Voice Wales, which has taken part in previous jubilee events, will be inviting member councils to light beacons, and Historic Houses will encourage member estates to participate too.



"The National Trust is delighted to be playing an active role in The Queen's Platinum Jubilee Beacon lighting on 2nd June 2022, in celebration of this unique moment in The Queen's reign. We also took part in The Queen's Diamond and Golden Jubilee Beacons in June 2012 and 2002, as well as the First World War Centenary Beacon lighting in 2018 and look forward to welcoming visitors to attend this special tribute to Her Majesty The Queen," said *Justin Albert, Regional Director for Wales.*



In a similar way to previous Royal Jubilees, the Army Cadet Force Association will be actively supporting this special occasion by lighting the National Sports Beacon at the start of the National Athletics Championships in Grantham, England, one of many others across the UK.

Dyfed & Glamorgan Army Cadet Force will light a beacon on top of Pen-y-Fan, the highest peak in South Wales, as part of a pan-Wales Army Cadets event to mark the Jubilee.



We are also pleased to confirm the involvement of Girlguiding throughout the UK, Channel Islands and the Isle of Man, with *Girlguiding Chief Guide Amander Medler saying,* "I'm delighted that Girlguiding is supporting the lighting of Beacons to celebrate this very special Jubilee marking the 70-year reign of our Patron Her Majesty the Queen."

Beacons are being lit on some of our country's oldest estates, including Woburn Abbey, Highclere Castle, Cholmondeley Castle, Hatfield House, Belvoir Castle, Halkham Hall, Houghton Hall, Bolton Abbey, Blenheim Palace, Arundel Castle, Chatsworth, Wellington, Roxburgh and Badminton. Hadrian's Wall Partnership and its communities along the Wall are also involved and will be lighting celebration beacons.

The Right Honourable Lord McLoughlin CH, BTA Chairman said, "I would like to encourage every City, County, Borough, District, Regional, Community, Town and Parish Council throughout Great Britain to light a beacon in celebration of this unique moment in The Queen's life, and would ask all those taking part to go to **page 15** of this Guide and register their involvement as soon as possible."

*Chiddingfold Bonfire Society Torchlight Procession.  
Photograph by Steve Baker.*



**EYES ALONG THE COAST**

Beacons will also be lit at Coastwatch Scotland's Irvine and St Monans stations by their groups of volunteers.

"The National Coastwatch Institution is delighted to be part of this important tribute to Her Majesty The Queen, and will be encouraging all its 56 watch stations around the coast of England and Wales to take part in lighting beacons on the night," said Chairman NCI Lesley Suddes RN, Chairman NCI.

"The Chiddingfold Bonfire Association (photo below) consider it a great honour in using this opportunity to pay tribute to Her Majesty The Queen by lighting a beacon in celebration of her Platinum Jubilee on behalf of our wonderful village and community. Our tradition of lighting beacons for Her Majesty The Queen extends all the way back to her Coronation in 1953, Silver, Golden and Diamond Jubilees and her 90th Birthday Beacons. The earliest known record of a beacon lighting in the village is for George V's Silver Jubilee of 1935," said Simon Manuel, Chairman of the Association.





Captain Ian McNaught, Deputy Master of Trinity House, said, "I am pleased that we, at Trinity House, can support this event marking HM The Queen's Platinum Jubilee. By lighting beacons at lighthouses around our shores we will help make this a celebration to remember and also honour our long-standing involvement with Her Majesty and The Royal Family."

**TRINITY HOUSE**



**Rotary**  
Great Britain & Ireland

"Rotary International Great Britain & Ireland are delighted to once again take part in Her Majesty's Platinum Jubilee Beacon Event as we were for the Diamond Jubilee, we look forward to clubs around Scotland, England, Ireland, Wales, The Channel Islands and the Isle of Man taking an active role in this prestigious event," said David Ellis, Chairman of the Executive, Rotary International Great Britain & Ireland.



Councillor Sue Baxter, NALC chair, said: "The National Association of Local Councils (NALC) is delighted to be supporting The Queen's Platinum Jubilee Beacons, and will be encouraging local councils throughout England to light beacons as part of this celebration".



"The Queen's Commonwealth Trust (QCT), which was launched in recognition of Her Majesty The Queen's lifetime of service to others and her love for the Commonwealth and its young people, is delighted to be involved in The Queen's Platinum Jubilee Beacons' project, with QCT young leaders lighting beacons across the 54 Commonwealth countries in recognition of Her Majesty The Queen's 70 years of service and her belief that young people across the

Commonwealth are beacons of hope for our collective future," said Christopher Kelly, Chief Executive, The Queen's Commonwealth Trust.

As this will be the last chain of Beacons lit during The Queen's 70-year reign, we hope that individuals, local authorities, voluntary and youth groups, farming communities and others will join with the many organisations who have already agreed to take part in this special tribute to Her Majesty on 2nd June 2022. Let's make it the largest celebration of its kind the world has ever seen.

**IMPORTANT:** To enable us to register your involvement in this unique tribute to Her Majesty the Queen on 2nd June 2022, please go to **page 15** of the Guide and provide the information requested in **Step 1**, sending it directly to [brunopeek@mac.com](mailto:brunopeek@mac.com) asap, or by **no later than 30th May 2022**, allowing us to send you updated information in due course.

**To assist in the sustainability of our planet, we would like to encourage those lighting Beacons to plant a circle of seven trees, with each tree representing a decade in The Queen's reign.**

**IN ADDITION:** If you would like your beacon lighting event to feature on the interactive map on the government's Platinum Jubilee website, please also submit details at: [www.platinumjubilee.gov.uk/event-submission](http://www.platinumjubilee.gov.uk/event-submission)



*Bruno Peek*  
Bruno Peek LVO OBE OPR  
Pagearimaster  
The Queen's Platinum Jubilee Beacons

# A Proclamation



*Cyez Oyez Oyez*

*Today in our nation - and throughout the Commonwealth -  
we are celebrating our glorious Queen's Platinum Jubilee.*

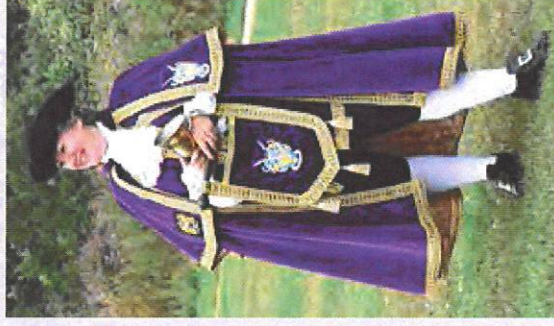
*Elizabeth - the second of that name -  
our most beloved Sovereign and Head of the Commonwealth for seventy years.*

*How apt that this should be the Platinum anniversary of her accession -  
Platinum - that most noble of metals,  
more precious even than gold.*

*And so it is in honour of this unique occasion  
that beacons will be lit this evening  
throughout the United Kingdom,  
the Channel Islands, the Isle of Man and the UK Overseas Territories -  
and in all the Capital Cities of the Commonwealth.*

*Let it be known,  
in proclaiming this tribute to Her Majesty the Queen on her Platinum Jubilee,  
that we are one nation and one Commonwealth.*

*God Save The Queen*



Jane I. Smith, Bagnor, Regis Town Crier  
and author of the Proclamation.

*JIS*



# *Diu Regnare*

*Music written by Pipe Major Stuart Liddell - Glenfiddich Champion Piper*

The musical score for 'Diu Regnare' is presented in ten staves of music. The notation is in treble clef with a key signature of one sharp (F#) and a time signature of 8/8. The score includes various musical notations such as notes, rests, and repeat signs with first and second endings. The music is written in a traditional pipe band style.



Stuart Liddell at Dumfries Castle on the north side of Loch Crican in Argyll, Scotland.

*Stuart Liddell*

# Majesty

The playing of Majesty at 9.40pm to fanfare the lighting of the Beacons at 9.45pm

What an honour to be asked to pen a bugle call to fanfare the lighting of The Queen's Platinum Jubilee Beacons.

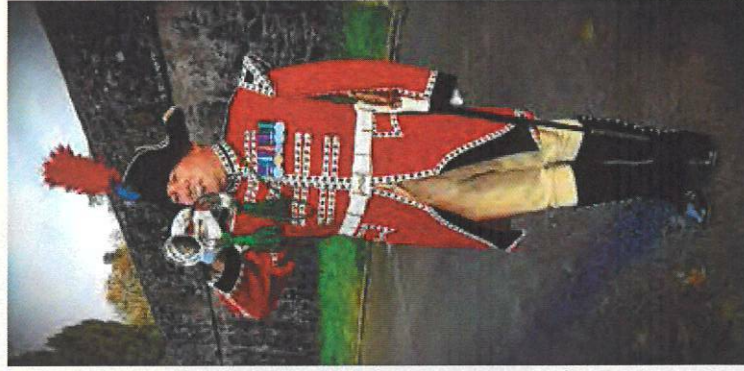
To think that it will be sounded right across the world, to mark this truly historic event makes me very proud indeed.

It can be played by a solo bugler/cornet/trumpet or at the end of the call there is an opportunity to join with friends to fill the last chord with harmonies.

Buglers of all ages and all abilities should not find it a difficult piece.

So, play it as the title suggests, with Majesty.

Bugler Sgt A.W. Carlisle  
Hillsborough Fort Guard  
Northern Ireland



Allegretto



5



Allargando

2021 Copyright A.W. Carlisle





# A Song for The Commonwealth

*A Life Lived with Grace*



The competition was launched Commonwealth-wide on June 2nd 2021. We were delighted to receive so many excellent, meaningful entries from lyricists and composers throughout the Commonwealth. Every single piece of work has been carefully read or listened to before choosing the winner.

Sincere thanks also to H.E. Baroness Scotland Q.C., Secretary-General of the Commonwealth, Judith Weir CBE, Master of the Queen's Music, Bruno Peek LVO OBE OPR, Pageantmaster of The Queen's Platinum Jubilee Beacons who came up with the concept for The Song for the Commonwealth linked to the lighting of the Beacons on 2nd June 2022, Roderick Williams OBE, Baritone, Graham Trew MVO, Dr Anne Gallagher AO, Director-General of the Commonwealth Foundation and Stephen Miles GRSM FGMS who adjudicated the different stages of the competition with such skill and care.

The competition has been organised by Commonwealth Resounds under the excellent and dedicated leadership of Alison Cox OBE, Founder and Chairman of this organisation - [www.commonwealthresounds.com](http://www.commonwealthresounds.com).

The overall winners are Atueyi Vincent Chinemelu (composer) from Nigeria and Lucy Kiely (lyricist) from Australia.

The song is called 'A Life Lived with Grace'

It will be available via the link below from January 2nd 2022 for all choirs to download and learn

<https://www.commonwealthresounds.com/qjib/>  
Choirs - please use this link to SIGN UP AND REGISTER to take part in this exciting event!

## WINNER Atueyi Vincent Chinemelu - Nigeria

### BIOGRAPHY

Atueyi is a 38-year-old academic musician from Anambra State in Nigeria. He is a multi-instrumentalist who plays the piano, flute, cello, trumpet, alto-sax and guitar and in 2021 he received the Department Award of Excellence from the University of Uyo, Nigeria after studying there for 5 years. Ordained as a Roman Catholic Priest in 2011 after his Theological studies, Atueyi is credited with over a hundred religious, art and secular vocal music compositions, 30 piano works, arranged and composed orchestral pieces and musical solos. Presently, he has returned to the St. Dominic Savio Seminary in Akpu, Nigeria as Music Director again whilst preparing to further his studies in music to Master and Doctorate levels.



### STATEMENT

"My joy rests on the fact that my humble effort has led to a gigantically bountiful harvest. I am so glad that my little song has attained a universal relevance and will cement the love and bond shared by all the peoples of the world as the song is sung as the Beacons are lit throughout the UK and the Commonwealth in celebration of The Queen's Platinum Jubilee on 2nd June 2022. I am happy that through our song, with the lyrics written by my friend Lucy Kiely, the love, peace and harmony promoted by the Commonwealth of Nations through their involvement in The Queen's Platinum Jubilee Beacons will become indelible in our minds and more real in our lives."

## WINNER Lucy Kiely - Australia

### BIOGRAPHY

Lucy Kiely is a 30-year-old singer-songwriter from Sydney, Australia with a passion for jazz. After graduating from the University of Sydney, Lucy wrote, recorded and independently released two EPs and one LP of all original material inspired by her travels and life experiences. Lucy's releases have enjoyed worldwide exposure across a variety of platforms. These days Lucy performs regularly as a vocalist, is writing her second full-length album and is currently a semi-finalist across nine different categories in the 2021 UK Songwriting Contest.



### STATEMENT

"To be selected as the winning lyricist on the unique occasion of The Queen's Platinum Jubilee is a once-in-a-lifetime honour and I extend my heartfelt congratulations to the winning composer. I am thrilled that my lyrics 'A Life Lived With Grace' will be performed by choirs and community singers as the Beacons are lit throughout the United Kingdom and the Commonwealth on 2nd June 2022, in celebration of Her Majesty The Queen's extraordinary 70-year reign."



# A Song for The Commonwealth

*A Life Lived with Grace*



**Many thanks to all the talented writers and composers from around the Commonwealth who submitted lyrics and music for The Queen's Platinum Jubilee Beacons Song for the Commonwealth Competition. We had an amazing response and received a large number of wonderful, heartfelt entries.**

**Bruno Peek LVO OBE OPR – Pageantmaster, The Queen's Platinum Jubilee Beacons**  
**Alison Cox OBE – Founder and Chair of Trustees – The Commonwealth Resounds**

*Special congratulations to the following people:*

#### **Writers**

Adya Rai (India), Alan Morris (UK), Amelia Moore (UK), Anjani George (India), Ann-Marie Inman (UK), Anne Jamieson (UK), Bernard Trafford (UK), Cameron Ingram (UK), Christopher Nacion (UK), Colin B Leonard (UK), David Morris (UK), David Vickers (UK), Dennis Raymond Higgins (UK), Evangeline Amoura (UK), Francis Rawlinson (UK), Henry James (Harry) Bowden (UK), Iwona Januszajtis (UK), James Peter Morris (UK), Jantel Koez (Namibia), John Baker (UK), John Schofield (UK), Karen Litchfield (UK), Kathy Macrae (UK), Katie Spies (UK), Linda Petruzzella (UK), Lindsay Jupp (UK), Lucy Kiely (Australia), M.Khurram Hammad Khiraam Siddiqui (Pakistan), Mariam Saeed Khan (Pakistan), Marie Haswell (UK), Meenakshi Gautam Chaturvedi (India), Michael Baldwin (UK), Nektarios Diamantis (Cyprus), Nemo James (UK), Nicola Martin (UK), Robert Cranmer Bentley (UK), Rodrica Rudge (UK), Sandra Robinson (UK), Sherwood Grange Care Home Residents (UK), Simon Gadd (UK), Sonia Dixon (UK), Terry Sorfleet (UK), Thomas Newman (UK), Trevor Johnson (UK), Wanda Daszynska (UK).

#### **Composers**

Adriel Sukumar (Australia), Alec Thurbin (UK), Aliyah Ramatally (Trinidad and Tobago), Andrew Dharmma (Australia), Ashley Powell (UK), Aueyi Vincent Chinemelu (Nigeria), Aurelia Walker (UK), Benji Lock (UK), Carl Simpson (UK), Carol Carns (UK), Chris Barrow (UK), Cole Lam (UK), David Hopper (UK), David Vickers (UK), Dexter Yeo (Australia), Edwede Oriwah (Nigeria), Emmanuel Ansaoku (Ghana), Eihelbert Twumasi (Ghana), Frances Yonge (UK), Fraser Broadfoot (UK), Grahame Maclean (UK), Harry Baines (UK), Helen Furnell (UK), Innocent Okechukwu (Nigeria), John Farmer (UK), Jordan Rogers (New Zealand), Jude Mark Kaganda (Uganda), Kate Sloan (UK), Kenneth Done (UK), Khadijah Simon (Antigua and Barbuda), Lea Nixon (UK), Loretta Kay Feld (UK), Luka Disho (Botswana), Mark Waters (UK), Michæl Bakare (Nigeria), Nathanael Koh (Singapore), Patrice Ewoungovo (Cameroon), Patrick Davison (UK), Paul Whitfield (UK), Pete Duval (UK), Peter Foggitt (UK), Peter Rae (UK), River Hopkins (UK), Rob Lloyd (UK), Robert E Sprague (UK), Robert Walsh (UK), Rodrica Rudge (UK), Roger Peatman (UK), Samuel Yawson (Ghana), Santosh Ebenezer Baynes (India), Stella Fullard (UK), Stephen Joseph (UK), Stephen Olusoji (Nigeria), Steven Weyman (UK).

On January 2nd 2022 at 12 noon UK GMT, the names of composers from around the world who reached the shortlist and the final will be published by The Commonwealth Resounds on their website:  
[www.commonwealthresounds.com](http://www.commonwealthresounds.com)

**Calling all choirs in cathedrals, churches, schools and also community singers in the UK and around the world.**

This is your opportunity to play a unique role in history by signing up to sing

#### **A SONG FOR THE COMMONWEALTH**

**'A Life Lived with Grace'**

**Music by Vincent Aueyi Chinemelu from Nigeria**

**Lyrics by Lucy Kiely from Australia**

From January 2nd 2022 choirs and community singers will be able to download the music and recordings of the song and they can also register their involvement by clicking on this link:  
<https://www.commonwealthresounds.com/qpb/qpbchoirs/>

# How to take part and beacon lighting ceremony

## How to take part

**Step 1:** To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to [brunopeek@mac.com](mailto:brunopeek@mac.com) as soon as possible please, but **no later than 1st June 2022**.

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job Title of Contact/Coordinator

Name of Council or Organisation

Name of Piper, if applicable

Name of Bugler or Cornet Player, if applicable

Name of Town Crier, if applicable

Name and location of Choir to be registered direct to:

[www.commonwealthresounds.com](http://www.commonwealthresounds.com)

Planting circle of seven trees Yes – No

Location of circle of seven trees

Postal address including county and postcode

Name of capital city - Commonwealth countries only

Country - ie England, Wales, Scotland, Northern Ireland,

Channel Islands, Isle of Man, UK Overseas Territory,

Commonwealth Country

Telephone number - landline

Mobile number

Email address

Beacon location - if known when registering, please include the postcode

## Public or private event

Ensure you have undertaken all the legal essentials and safety requirements on page 17 before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake

any risk assessments required and ensure everyone involved is happy and familiar with your plans. (This is your responsibility as coordinator).

## Beacon lighting ceremony - 2nd June 2022

**Please light your Beacon at 9.45pm.**

The Beacon lighting ceremony should be undertaken as follows:

**Step 2:** Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your beacon at 9.15pm. Alternatively, you may like to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon.

**Step 3:** You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to [brunopeek@mac.com](mailto:brunopeek@mac.com), including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

**Step 4:** If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

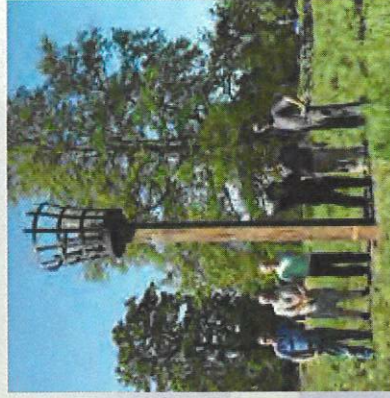
**Step 5:** Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.



Gas fuelled beacon, East Ards, Northern Ireland.



Bonfire beacon, Killyleagh, County Down, Northern Ireland.



Wood fuelled beacon brazier, Hilton, Derbyshire, England.

# Platinum Jubilee Gas-Fuelled Beacon

## Bullfinch Gas Equipment

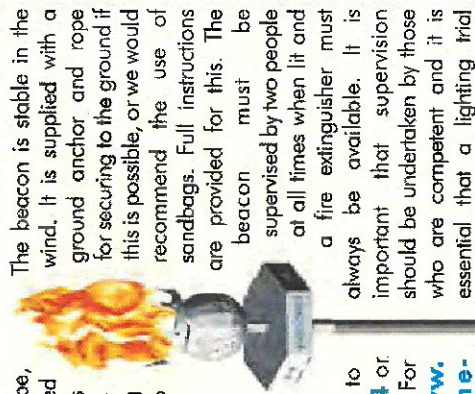
The beacon's burner-head is in the shape of a globe, representing the countries of the Commonwealth, surrounded by a Crown. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for a good three quarters of an hour.

These cylinders can be purchased from Flagas Britain who have been supplying Liquefied Petroleum Gas for over 35 years. They have the largest national delivery network in the UK, and hold the Carbon Trust Standard and Royal Warrant. Contact them as soon as possible to avoid delays or disappointment. Phone: **0800 574 574** or contact them via their website: [www.flagas.co.uk](http://www.flagas.co.uk). For their propane safety data sheet go to <https://www.flagas.co.uk/app/uploads/2-0-propane-cylinder-safety-sheet-v2-1-1.pdf>. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent. Travis Perkins, Screwfix, Plumb Centers and some DIY stores should have these as stock items, or search online.

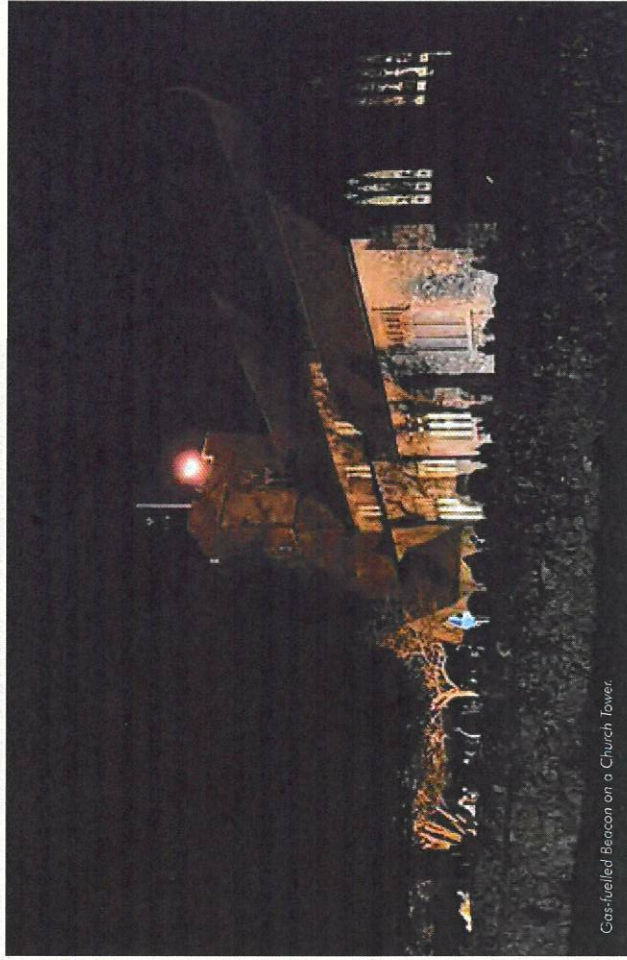
The Platinum Jubilee Gas-Fuelled Beacon Package contains:

- Burner unit with Crown & Platinum Jubilee insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.



The beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or we would recommend the use of sandbags. Full instructions are provided for this. The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available. It is important that supervision should be undertaken by those who are competent and it is essential that a lighting trial



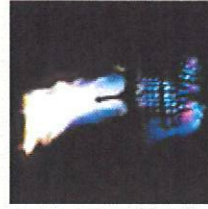
Gas-fuelled Beacon on a Church Tower.

takes place before the event to ensure that everyone is fully trained and familiar with the operation. The price of a gas-fuelled Platinum Jubilee Beacon is £490 plus VAT, including carriage to your door within UK mainland (Highlands and Islands excluded). There will be an extra charge for other areas.

Some of the benefits of this style of beacon are that it can be seen for miles once lit, is suitable for all manner of high

and low locations, is easily collapsible and once used can be stored away for later use.

To order your beacon please contact:  
Bullfinch Gas Equipment,  
Kings Road, Tyseley,  
Birmingham, B11 2AJ.  
Tel: 0121 765 2000  
Fax: 0121 707 0995  
Email: [sales@bullfinch-gas.co.uk](mailto:sales@bullfinch-gas.co.uk)  
Web: [www.bullfinch-gas.co.uk](http://www.bullfinch-gas.co.uk)



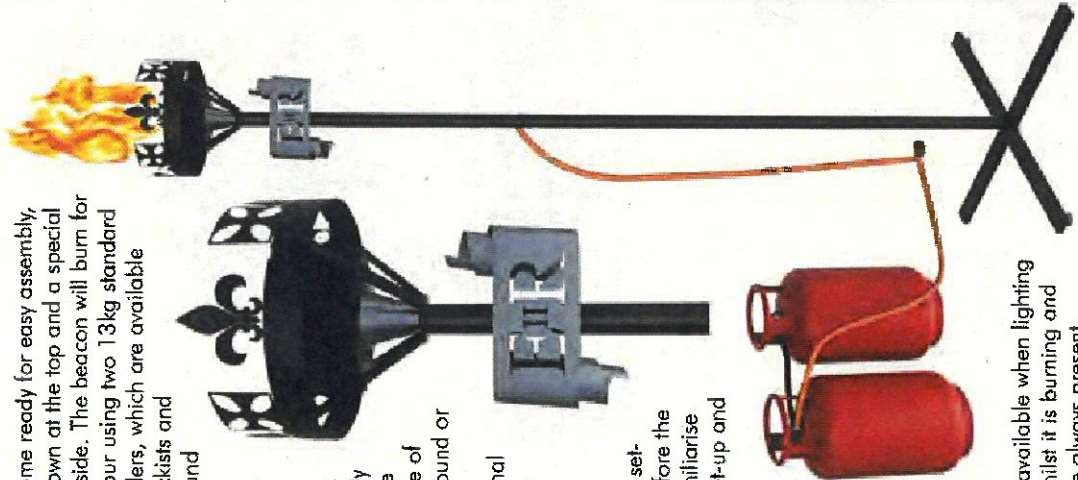
Payment by cheque, BACS transfer, or Credit/Debit Card. Last date to order to guarantee delivery by 29th May is 18th April 2022. However please enquire after this date for availability.

# Platinum Jubilee Gas-Fuelled Beacon

21CC Group Ltd

The beacon will come ready for easy assembly, designed with a crown at the top and a special date plaque underside. The beacon will burn for approximately 1 hour using two 13kg standard propane gas cylinders, which are available from most gas stockists and patrol stations around

the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.



## The Platinum Jubilee Beacon package contains:

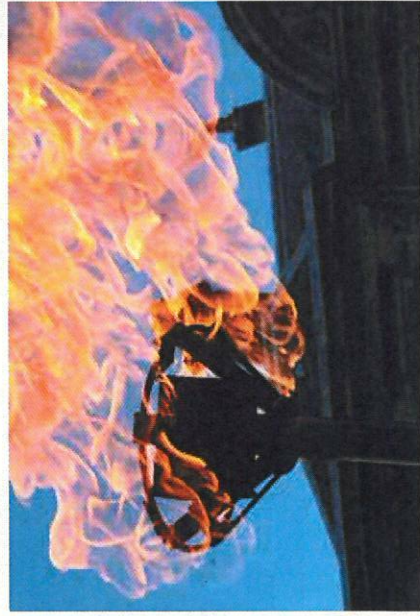
- Assembly, lighting and safety instructions
- 2m high stand and burner
- 10m hose with the regulator for connecting to the gas
- Two long-reach lighting sticks
- Spanner and leak detection fluid
- Hose and Y splitter manifold to link 2 cylinders
- No additional connections required - all you need is in the box

## Beacon Price:

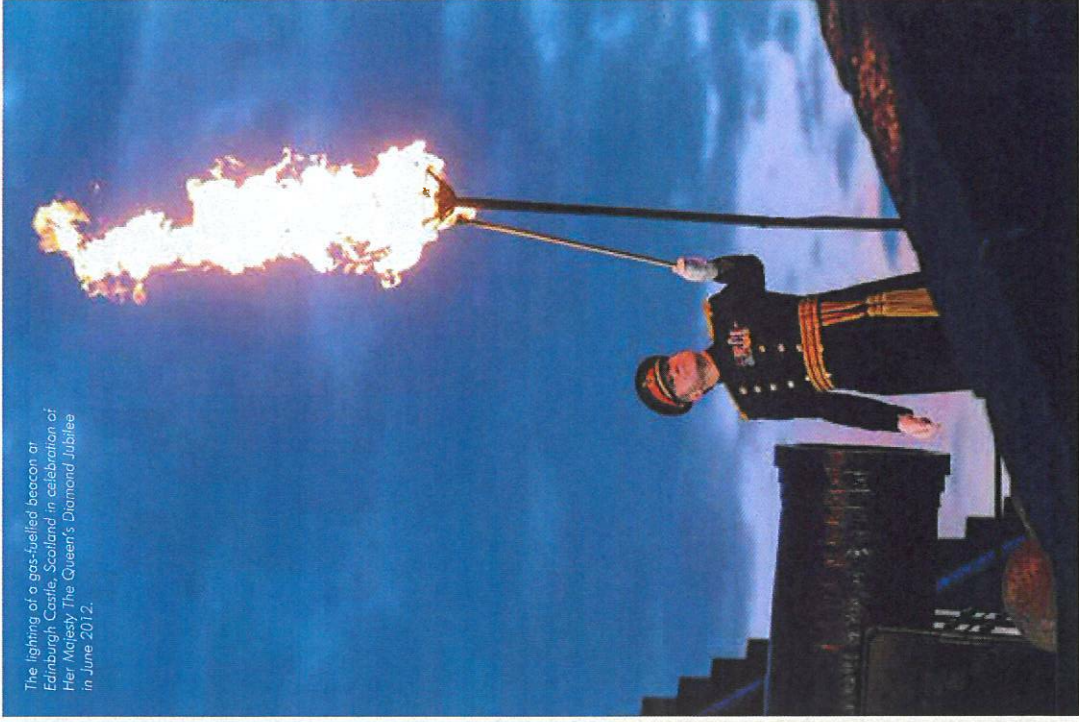
The price of our beacon is £490 + vat, including carriage within the UK mainland. An additional charge may be applied for other areas.

## Ordering & Payment

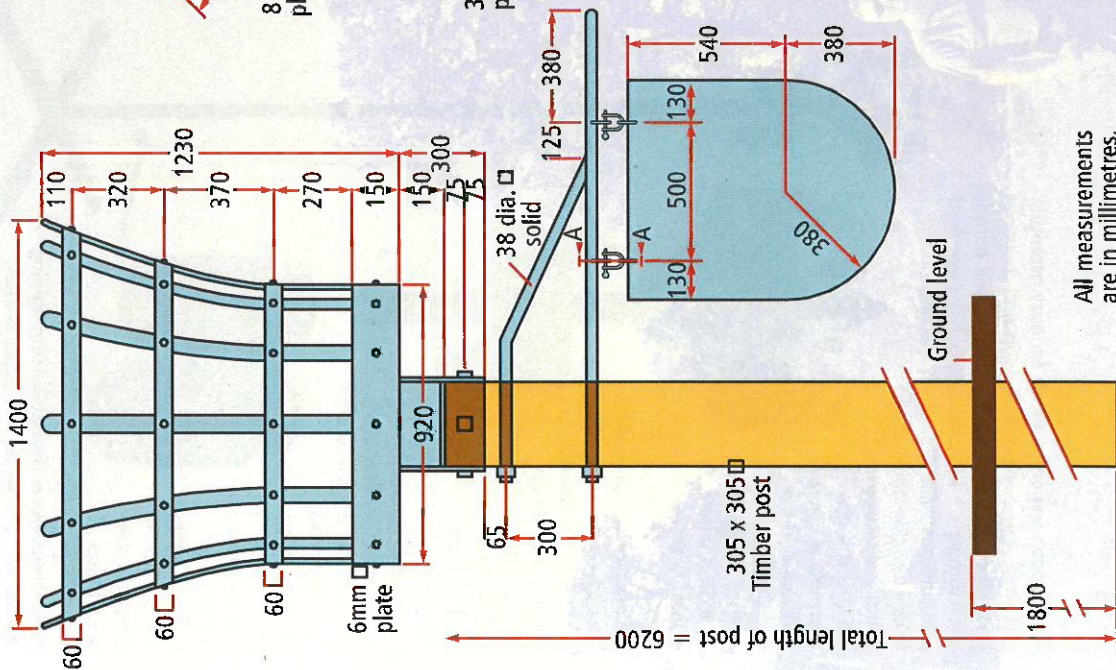
To order your Platinum Jubilee beacon, please contact 21CC Group Ltd by phone; **0131 331 4509** or email our beacon team on [beacons@21ccgroup.com](mailto:beacons@21ccgroup.com). Additional information can be found on our website at [www.21ccgroup.com/beacons](http://www.21ccgroup.com/beacons). Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before **29th April 2022** will be delivered by 31st May 2022. All orders after 29th April 2022 will be taken on a case by case basis and subject to stock availability.



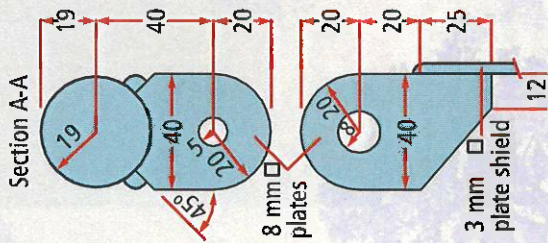
The lighting of a gas-fuelled beacon at Edinburgh Castle, Scotland in celebration of Her Majesty The Queen's Diamond Jubilee in June 2012.



# The Queen's Platinum Jubilee Beacon Brazier



All measurements are in millimetres.



## Beacon Brazier with Metal Shield

A beacon brazier will provide a permanent reminder of this unique moment in The Queen's reign. It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.

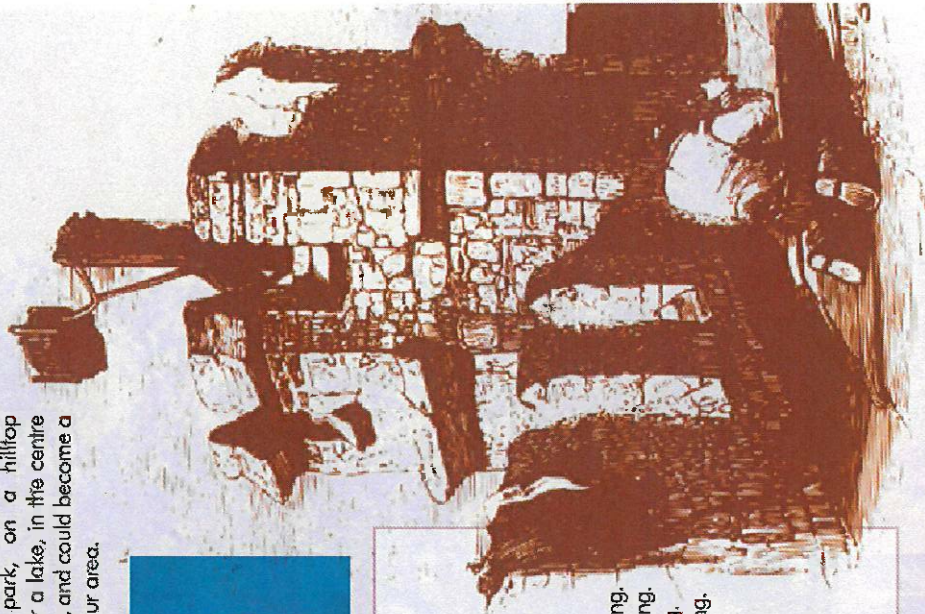


## Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.



# Bonfire Beacon

Locate the bonfire at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support.

until required. Always construct the bonfire so it collapses inwards as it burns.

**4** Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

**5** Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

**6** Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

**7** In daylight, and for several hours, and up to lighting, check that there are no children or animals playing or hiding in or round the bonfire. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the beacon.

**8** The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial

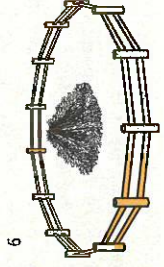
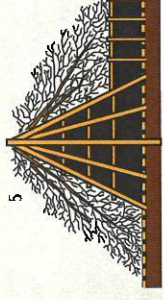
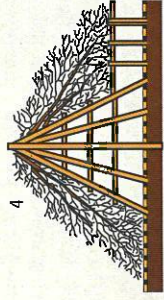
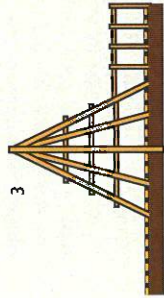
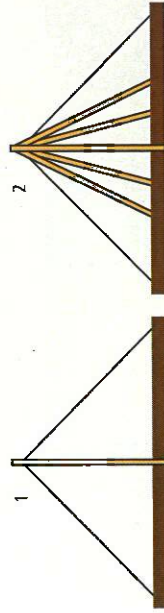
outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

**9** Lighting: the safest and recommended approach is to use paper and solid firefighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

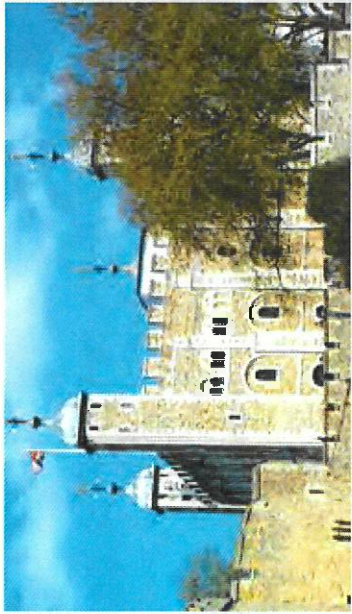
**10** To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Stour, Warwickshire, England.



▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.



*Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.*

# Legal Essentials and Safety

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

## Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licences. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

## Insurance

Unfortunately, accidents can happen at even the best organised events. Therefore, you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. beacon/bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. Therefore, to help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector.

They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity, so to obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website or telephone them on 0345 040 7702.



Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



## Emergency Services

Tell the police well in advance about the type of event you are planning, and get in touch with your local community police officer. Write to the fire brigade and ambulance service, particularly if you are planning to have a beacon/bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



## Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.



## Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licences are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licences have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



## Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



## Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and buntings, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



## All Ability Access

Access for people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.





# THE QUEEN'S PLATINUM JUBILEE BEACON TRAIL

5<sup>TH</sup> MAY - 2<sup>ND</sup> JUNE 2022

If your location is lighting a beacon anywhere in the world we also encourage you to take part in this specially designed augmented reality trail that will create buzz and awareness in the four-week run up to the lighting on the 2nd of June. The Queen's Platinum Jubilee Beacon Trail will take families on a free, whistlestop tour of Her Majesty's 70 years of service.

Families and friends in locations taking part will be able to visit seven venues around their village, town or city centre, learning about a different decade in The Queen's reign at each one. Players will learn about The Queen's part in modern history as well as engaging in a fun story with characters like Sir Barnaby Beacon. Along the trail they'll meet him and his friends from Buckingham Palace, and they'll be able see and interact with them in augmented reality.



An example trail vinyl - actual printed vinyls may vary

## How It Works for Players

To take part is very simple, players don't need to download an app or even register beforehand.



### Step 1

Players go online to find the trail map and visit the venues in their location, in any order.

### Step 2

When they visit a venue they simply find the window vinyl and scan its unique QR code.



### Step 3

A digital stamp will automatically pop up on their phone's browser and tell them about that decade in The Queen's reign.

### Step 4

Players can then choose to see the character in AR. This means that the character will appear life-sized in the player's environment, leading to perfect selfie opportunities and yelps of joy from children!



### Step 5

Once players have collected all seven of the digital stamps, they will be given information about where and when their local beacon will be lit, and encouraged to share this with their friends and family.

## How it Works for Hosts

What We Do:

- Provide all the window vinyl artworks with QR codes
- Set up your trail on the collection platform and create your digital map
- Show your trail on a central bespoke website

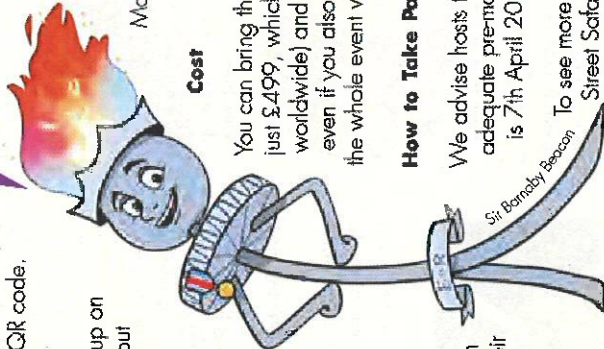


See me in AR >>>  
Scan here from a smartphone

- Run a large scale marketing campaign
- Give you a Marketing Toolkit, specially developed for the trail
- Send you a final report on user analytics

What You Do:

- Decide where you want to put up the seven trail vinyls within your area
- Give us the list so we can create your map
- Promote the event locally using the Marketing Toolkit



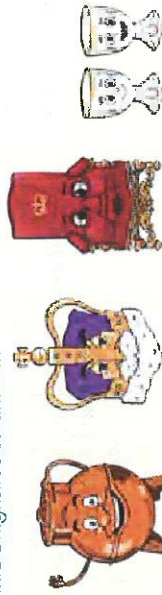
## Cost

You can bring the trail to your location for four weeks for just £499, which includes the full artwork pack (delivered worldwide) and all digital setup and assets. This means that even if you also need to purchase one of the gas beacons, the whole event would cost under £1,000.

## How to Take Part

We advise hosts to sign up as soon as possible to give adequate pre-marketing time but the deadline for applications is 7<sup>th</sup> April 2022.

To see more or to sign up as a host, please visit High Street Safari's website [highstreetsafari.com/jubilee](http://highstreetsafari.com/jubilee) or contact the project director, Stephen Blackwell, at [info@highstreetsafari.com](mailto:info@highstreetsafari.com)



# The Queen's Platinum Jubilee Beacon Tart

**Ingredients representing all 4 nations of the UK**  
**England: Cheddar Cheese** **Northern Ireland: Potatoes**  
**Scotland: Smoked Salmon** **Wales: Leek**  
 Average cost of ingredients per tart, between £3.75 & £5.00  
**The following quantities will serve TEN people.**

## Pastry

- 140 g (5 oz) plain flour
  - 35 g (1 ¼ oz) margarine
  - 35 g (1 ¼ oz) vegetable fat
  - About 1 ½ tablespoons cold water
- Or use ready-made shortcrust pastry**  
 \* 20 cm (8") loose-bottom flan tin  
 \* baking beans

## Filling

- 100 g (4 oz) Smoked salmon (trimmings or chopped small)
- 50 g (2 oz) leek
- 100g (4 oz) cooked potatoes
- 70g (2 ¾ oz) Cheddar cheese (grated)
- 200 ml (7 fl oz) single cream
- 2 large eggs (beaten)
- 1 tablespoon fresh chopped parsley
- Black pepper
- Butter or oil

1. To make pastry - place flour in bowl add the fats and rub in lightly with fingertips until mixture resembles fine breadcrumbs. Add enough cold water to bind to a soft dough, knead briefly and shape in to a ball. Wrap and chill for 30 minutes.
2. Roll out the pastry and use to line the flan tin. Prick the bottom of the pastry with a fork. Line pastry shell with foil and fill with baking beans. Place tin on a heated baking tray and bake in preheated oven at 200°C Fan (Gas 7) for 10 minutes, remove foil and baking beans, return to the oven for a further 10 minutes.
3. Reduce oven temperature to 160°C Fan (Gas 4)
4. Scrub potatoes and place in a pan of lightly salted boiling water to cook for 15 minutes. Drain and allow to cool before removing the skin and then slicing thinly.



5. Finely chop leek. Heat a little butter or oil in a small frying pan, add chopped leek to the pan and cook over a low to moderate heat, stirring occasionally, for about 10 minutes until soft but not coloured - allow to cool.
6. Mix together cream, beaten eggs, chopped parsley and plenty of ground black pepper. Layer filling in pastry case; spread smoked salmon over base of tart followed by cooked leek and then 50 g (2 oz) grated cheese (keeping remaining 20g (¾ oz) to sprinkle on top). Top with thinly sliced cooked potatoes. Sprinkle remaining grated cheese over the top then gently pour cream and egg mixture in to the tart.
7. Bake in oven for 30 - 35 minutes until filling is set and golden. Serve cold.

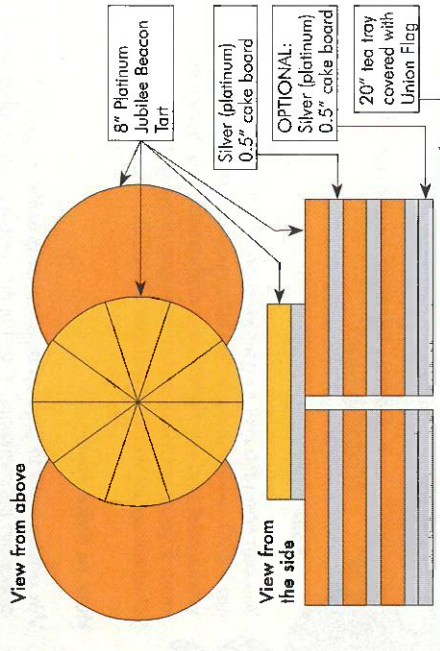
**NB** These quantities also make 18 small tarts using 8cm (3 ¼") plain round cutter and lining party tins. When making small tarts there is no need to blind bake the cases first. Bake small tarts at 160°C Fan (Gas 4) for about 30 minutes until filling is set and golden.

## Guide to serving

A construction of seven Platinum Jubilee Beacon Tarts as shown below will serve 70 guests.  
 Each tart represents a Decade of Her Majesty's reign.  
 Each slice represents a Year of Her Majesty's reign.  
 You will need: 7 x 8" freshly made Platinum Jubilee Beacon Tarts as per recipe  
 7 x 8" x 0.5" silver (platinum) cake boards

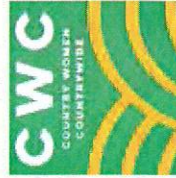
- 1 x 20" tea tray
  - 2 or 3 x Union Flag napkins
- Optional:** 2 additional silver (platinum) cake boards if greater elevation is required  
 Additional napkins to hand to guests with their slice of tart

Create two stacks of 3 x 8" tarts, each on a silver (platinum) cake board, and place side by side on a 20" rectangular tray covered with Union Flag napkins. Place a further tart centrally on top (7 tarts in total).



The above produces a 6" high stack of tarts. If further elevation is needed an additional cake board could be placed under each stack of 3 tarts.

**Once the top tart has been ceremonially cut**, remove it from the stack and set to one side to cut into ten slices. This will avoid crushing the tarts underneath. Carry out the same process for each subsequent tart, remembering to remove each one from the stack before cutting into ten. The slices can then be handed round to guests from their individual boards accompanied by napkins if desired.





**DUSTON PARISH COUNCIL**

## Grant Application Form

### 1. ABOUT YOU:

Name of applicant/organisation:

Eldean Childcare Ltd

Address of applicant/organisation:

Contact Name:	Anne-Marie Norton
Position:	Deputy Manager
Address:	Main Road
Postcode:	NN5 6PP
Email:	<a href="mailto:eldeanchildcareltd@live.co.uk">eldeanchildcareltd@live.co.uk</a>
Daytime Phone:	07898206467
Website (if applicable):	<a href="http://www.eldeanchildcare.co.uk">www.eldeanchildcare.co.uk</a>

*These contact details will be used for all correspondence relating to any grant.*

### 2. ABOUT YOUR ORGANISATION:

*This section need only be completed when organisations are applying*

What is the nature of organisation (e.g. Registered Charity, CIC, Voluntary)?	<i>Non-Profit Organisation</i>
Please provide the Charity Number (if applicable)	
How long has the organisation been established?	<i>15 years</i>

Objectives of the organisation and activities in Duston:

We aim to support children in building the skills required for learning and for life.

We aim to provide challenging, stimulating and enjoyable opportunities, taking our lead from the children and their interests whilst encouraging active learning and risk taking, in a safe and supportive environment. An environment where children are able to be themselves and build positive relationships. We believe that children learn best when they are interested, fully engaged and they feel safe and cared for. Children are at the heart of our practice.

We offer a pre-school for children aged 2+, and wrap-around care for working families with

breakfast and after school clubs. Once our new building is operational, our early years offer will be extended to children over 12 months. We care for children with special educational needs, children that have English as an additional language, vulnerable children, and families on low incomes.

Eldean Childcare's aim is to provide affordable quality childcare to ALL families in the surrounding community. A place where parents know that their children are safe and happy, with staff that nurture their children's learning and development to ensure they have the best start in life and are provided with all the skills and knowledge to support them in their future.

Our new building will enable us to extend our offer to parents within our local community. We will provide a 'community kitchen', providing hot meals for children in our care, donating meals to families who are struggling financially, and offering cookery classes to parents in the local community. These cookery classes will always end with a hot shared meal. We will offer the local health visiting team one of our rooms to use throughout the week for clinics or sessions, increasing families' access to these services. Similarly, we will be able to provide welcoming, comfortable space for professionals around the family - speech and language therapists, early years portage practitioners, health visitors, social workers and strengthening families practitioners - to work with families outside of clinical settings.

We saved £200,000 to spend on our new building, which was enough to cover all building costs, fit out and 10% contingency. However, we have run out of cash to finish our new building due to the spiralling costs of materials and labour. Without support, we will have to close our organisation - leaving local families without the support we have provided, and no new services. We are asking for £1,000 (more if possible) towards the cost of fitting toilets. This will make it possible for us to open the new building while we continue to raise funds to complete it to the standard we first envisioned.

### 3. GRANT DETAILS:

Project for which grant is required:

We are applying for this grant to fund our new building which is currently being built. The premises that we had been operating from for 10 years was a second hand double mobile building. We had been advised that our mobile building was near the end of its life and after looking into costs of a new mobile building it seemed that a new purpose-built building would be more affordable.

As we are a non-profit organisation, we had a tight budget to work with to complete the build. As we began the build it became apparent that the cost of materials, machinery, rubbish disposal and labor had skyrocketed, so much that they had doubled even tripled in price. After visits from building control, they advised us that we had to use different materials than what was included on our original plans. These materials were also double the cost of what had originally been priced.

With all these extra costs being added on every week, we have now found ourselves in an awful position. We have ran out of money to finish the build. Without the building finished we would have to close the entire setting, which would mean our current parents and future parents would be without affordable childcare.

We are applying for £1,000 (or more if possible) towards the costs of our new building.

We saved £200,000 - enough to fund all building costs and give us a 10% contingency. Work began in July 2021, with an estimated completion date of October 2021. However, costs spiralled due to material and labour shortages. Work is ongoing, but we need to raise £20,000 to complete it.

Our new building is central to our vision for delivering better services for families living in Duston, particularly those who are experiencing poverty and food insecurity.

This grant will enable us to fit the bathroom facilities.

How do you know there is a need for the work for which a grant is being requested?

We asked our existing parents and parents of the local community about their childcare needs, including the need for longer hours, care for children younger than 2 years and hot meals throughout the day. The majority of the responses said that they would like hot meals as an option for their child, which is why we have added a kitchen to our new building to allow us to provide for this need. The feedback also showed that parents would also they would also like provision for younger children, so we added another room to our building for children under two years.

How will this project benefit the parishioners/residents of Duston?

Our new building will have the greatest impact on the children who access our childcare services, including preschool and wraparound care. They will have a clean, safe, purpose built building in which to enjoy challenging, stimulating and enjoyable opportunities that encourage their interests and active learning. Providing each of them with a hot meal while in our care will ensure they don't go hungry, and provide the nutrition they need to reach their physical and mental potential. We know that this will also have a significant benefit to their parents - reducing their stress levels.

However, we are working hard to ensure that it is not just these families that benefit. We have designed our new building to be able to extend our services to reach families in need within our community, even if they do not use our childcare services. We want to provide space for local agencies to deliver their services, making them more accessible. And we want to use our community kitchen to support families experiencing food poverty in a range of ways.

Our new building is at the heart of our vision for our organisation and the services we want to deliver to families within our community. We will be incredibly grateful for your support.

Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?

We will be able to monitor the benefits by reviewing how many children are taking up spaces within each area of provision.

We will also be able to monitor by recording how many families are using our community kitchen.

We will also conduct parent and children surveys of the provision.

#### 4. FINANCIAL DETAILS:

How much money are you requesting from Duston Parish Council:

We are applying for £1,000, however if we can request anymore then we would like to. Any amount would be much appreciated, we really need as much help as we can get our building finished.

If your project will cost more than the total requested, how will the remainder be funded?

We are currently using personal funds to finance the rest of the build. We are fundraising through different methods such as 'gofundme' and raffles and we are applying for other grants.

Please give the organisation name, number and sort code of the account into which the grant should be paid by the council if your application is successful:

Eldean Childcare Ltd,  
09-01-27  
23713057

Please provide a breakdown of estimated costs for your project below and attach copies of any quotes you may have obtained

Description of estimated costs	Amount (£)
<b>Quote from Cubicle Centre for children's cubicles –</b>	<b>2,227.20</b>
Corner range of three cubicles with reduced height and shaped doors and partitions.	
Cistern box kits to suit above cubicles.	
Corner vanity unit to suit two fully recessed basins	
Total (£)	<b>2,227.20</b>

**5. SUPPORTING INFORMATION**

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts (If the organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of their written constitution / or Rules / or Details aims and purpose	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

*Please feel free to enclose additional information which could be of benefit when your application is assessed.*

**6. DECLARATION:**

“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in Duston Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.”

Signed	
Name (please print)	A.NORTON
Position	Deputy Manager
Date	13/12/2021

Please return your completed form to the address below:

The Parish Clerk  
Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

[clerk@duston-pc.gov.uk](mailto:clerk@duston-pc.gov.uk)





**Company number: 06358941**

**THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY GUARANTEE**

**ARTICLES OF ASSOCIATION  
OF  
ELDEAN CHILDCARE LIMITED**

Incorporated on 3 September 2007

Amended by special resolution on .....

Hewitsons LLP  
Shakespeare House  
42 Newmarket Road  
Cambridge  
CB5 8EP

Ref: CHKK/MJR/101114.1.8

**THE COMPANIES ACT 2006**

**PRIVATE COMPANY LIMITED BY GUARANTEE**

**ARTICLES OF ASSOCIATION**

**of**

**ELDEAN CHILDCARE LIMITED**

1. The company's name is Eldean Childcare Limited (and in this document it is called the "Charity").

**Interpretation**

2. In the Articles, unless the context requires otherwise:

"address"	means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;
"Articles"	means the Charity's articles of association for the time being in force;
"Charity"	means the company intended to be regulated by the Articles;
"clear days"	in relation to the period of a notice means a period excluding the day when the notice is given or deemed to be given, and the day for which it is given or on which it is to take effect;
"Commission"	means the Charity Commission for England and Wales;
"Companies Acts"	means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the Charity;
"document"	includes, unless otherwise specified, any document sent or supplied in electronic form;
"electronic form"	has the meaning given in section 1168 of the Companies Act 2006;
"Members"	means the members admitted to membership under the Articles;
"Memorandum"	means the Charity's memorandum of association upon incorporation;
"Objects"	means the charitable purposes of the Charity set out in article 4;
"Officers"	includes the Trustees and the Secretary (if any);
"Seal"	means the common seal of the Charity if it has one;

- "Secretary" means any person appointed to perform the duties of the secretary of the Charity;
- "Special Resolution" means a resolution passed by a majority of not less than 75%;
- "Trustees" means the company directors of the Charity, and includes any person occupying the position of director, by whatever name called. The Trustees are also charity trustees as defined by section 177 of the Charities Act 2011;
- "United Kingdom" means Great Britain and Northern Ireland;

words importing one gender shall include all genders, and the singular includes the plural and vice versa;

unless the context otherwise requires words or expressions contained in the Articles have the same meaning as in the Companies Acts;

apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

#### **Liability of Members**

3. 3.1 The liability of the Members is limited to a sum not exceeding £1, being the amount that each Member undertakes to contribute to the assets of the Charity in the event of its being wound up while he, she or it is a Member or within one year after he, she or it ceases to be a Member, for:
- 3.1.1 payment of the Charity's debts and liabilities incurred before he, she or it ceases to be a Member;
- 3.1.2 payment of the costs, charges and expenses of winding up; and
- 3.1.3 adjustment of the rights of the contributories among themselves.

#### **Objects**

4. The Charity's Objects are specifically restricted to the following:
- 4.1 To advance the education and provide for the recreation of children in Northampton and the surrounding area by the provision of:
- 4.1.1 pre-school facilities, for children under statutory school age;
- 4.1.2 after-school and other out-of school hours facilities, for children up to the age of 13; and
- 4.1.3 other childcare facilities.

#### **Powers**

5. The Charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the Charity has power:
- 5.1 to raise funds. In doing so, the Charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;

- 5.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 5.3 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011;
- 5.4 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The Charity must comply as appropriate with sections 124-126 of the Charities Act 2011 if it wishes to mortgage land;
- 5.5 to co-operate with other charities, voluntary bodies, statutory authorities and other organizations to exchange information and advice with them;
- 5.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- 5.7 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- 5.8 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 5.9 to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Trustee only to the extent it is permitted to do so by article 6 and provided it complies with the conditions in that article;
- 5.10 to:
  - 5.10.1 deposit or invest funds;
  - 5.10.2 employ a professional fund-manager; and
  - 5.10.3 arrange for the investments or other property of the Charity to be held in the name of a nominee;

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- 5.11 to provide indemnity insurance for the Trustees in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011; and
- 5.12 to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a charity.

**Application of income and property**

- 6. 6.1 Subject to the remainder of this article 6, the income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 6.2 A Trustee is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
  - 6.2.1 A Trustee may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and

subject to the conditions in, section 189 of the Charities Act 2011.

- 6.2.2 A Trustee may receive an indemnity from the Charity in the circumstances specified in article 533.
- 6.3 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Member. This does not prevent a Member receiving:
  - 6.3.1 a benefit from the Charity in the capacity of a beneficiary of the Charity;
  - 6.3.2 reasonable and proper remuneration for any goods or services supplied to the Charity.
- 6.4 No Trustee or connected person may:
  - 6.4.1 buy any goods or services from the Charity on terms preferential to those applicable to members of the public;
  - 6.4.2 sell goods, services, or any interest in land to the Charity;
  - 6.4.3 be employed by, or receive any remuneration from, the Charity, unless permitted by article 6.5.2;
  - 6.4.4 receive any other financial benefit from the Charity; unless:
    - 6.4.4.1 the payment is permitted by article 6.5; or
    - 6.4.4.2 the Trustees obtain the prior written approval of the court or the Charity Commission and fully comply with any procedures they prescribe.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

- 6.5 6.5.1 A Trustee or connected person may receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that a majority of the Trustees do not benefit in this way.
- 6.5.2 A Trustee or connected person may be employed as a senior officer of the Charity so long as:
  - 6.5.2.1 only one such Trustee or connected person is employed at any one time;
  - 6.5.2.2 the other Trustees decide that it is in the best interests of the Charity;
  - 6.5.2.3 a written contract is signed by the Trustees and the relevant party in respect of the proposed employment;
  - 6.5.2.4 the amount or maximum amount of remuneration is stated in the written contract; and

- 6.5.2.5 such remuneration does not exceed what is reasonable in the circumstances for the services being provided.
- 6.5.3 A Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Charity where that is permitted in accordance with, and subject to the conditions in, section 185 to 186 of the Charities Act 2011.
- 6.5.4 Subject to article 6.6 a Trustee or connected person may provide the Charity with goods that are not supplied in connection with services provided to the Charity by the Trustee or connected person.
- 6.5.5 A Trustee or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be 2% (or more) per annum below the base rate of a clearing bank to be selected by the Trustees.
- 6.5.6 A Trustee or connected person may receive rent for premises let by the Trustee or connected person to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper and provided that the Trustee concerned shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- 6.5.7 The Trustees may arrange for the purchase, out of the funds of the Charity, of insurance designed to indemnify the Trustees in accordance with the terms of, and subject to the conditions in, section 189 of the Charities Act 2011.
- 6.5.8 A Trustee or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.
- 6.6 The Charity and its Trustees may only rely upon the authority provided by article 6.5.4 if each of the following conditions is satisfied:
- 6.6.1 The amount or maximum amount of the payment for the goods is set out in an agreement in writing between:
- 6.6.1.1 the Charity or its Trustees (as the case may be); and
- 6.6.1.2 the Trustee or connected person supplying the goods (the "supplier") under which the supplier is to supply the goods in question to or on behalf of the Charity.
- 6.6.2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- 6.6.3 The other Trustees are satisfied that it is in the best interests of the Charity to contract with the supplier rather than with someone who is not a Trustee or connected person. In reaching that decision the Trustees must balance the advantage of contracting with a Trustee or connected person against the disadvantages of doing so.

- 6.6.4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Charity.
- 6.6.5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting.
- 6.6.6 The reason for their decision is recorded by the Trustees in the minute book.
- 6.6.7 A majority of the Trustees then in office are not in receipt of remuneration or payments authorised by article 6.4.
- 6.7 In articles 6.2 to 6.5 "Charity" shall include any company in which the Charity:
  - 6.7.1 holds more than 50% of the shares; or
  - 6.7.2 controls more than 50% of the voting rights attached to the shares; or
  - 6.7.3 has the right to appoint one or more directors to the board of the company;
- 6.8 In article 6.4 and article 43.2 "connected person" means:
  - 6.8.1 a child, parent, grandchild, grandparent, brother or sister of the Trustee;
  - 6.8.2 the spouse or civil partner of the Trustee or of any person falling within article 6.8.1 above;
  - 6.8.3 a person carrying on business in partnership with the Trustee or with any person falling within article 6.8.1 or 6.8.2 above;
  - 6.8.4 an institution which is controlled:
    - 6.8.4.1 by the Trustee or any connected person falling within article 6.8.1, 6.8.2 or 6.8.3 above; or
    - 6.8.4.2 by two or more persons falling within article 6.8.4.1, when taken together;
  - 6.8.5 a body corporate in which:
    - 6.8.5.1 the Trustee or any connected person falling within articles 6.8.1 to 6.8.3 has a substantial interest; or
    - 6.8.5.2 two or more persons falling within article 6.8.5.1 who, when taken together, have a substantial interest.
- 6.9 Sections 350-352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.

**Declaration of Trustee's interests**

- 7. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any

transaction or arrangement entered into by the Charity which had not previously been declared. A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

#### **Conflict of interests and conflicts of loyalties**

8. 8.1 If a conflict of interests arises for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles the unconflicted Trustees may authorise such a conflict of interests where the following conditions apply:
- 8.1.1 the conflicted Trustee is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
  - 8.1.2 the conflicted Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting; and
  - 8.1.3 the unconflicted Trustees consider it is in the interests of the Charity to authorise the conflict of interest in the circumstances applying.
- 8.2 In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a Trustee or to a connected person.

#### **Members**

9. 9.1 The Trustees of the Charity from time to time shall be Members.
- 9.2 A Member must be a natural person aged 16 years or older.
- 9.3 No one may be admitted as a Member if he or she would be disqualified as a Trustee under the provisions of article 35.
- 9.4 The number of Members shall be not less than two but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
- 9.5 Membership is open to other individuals (in addition to the Trustees) who:
- 9.5.1 apply to the Charity in the form required by the Trustees; and
  - 9.5.2 are approved by the Trustees.
- 9.6 The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
- 9.7 If the Trustees refuse an application under article 9.6, they must:
- 9.7.1 inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision; and
  - 9.7.2 consider any written representations the applicant may make about the decision; and



the Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

9.8 Membership is not transferable.

9.9 The Trustees must keep a register of names and addresses of the Members.

#### **Classes of membership**

10. 10.1 The Trustees may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of Members.

10.2 The Trustees may not directly or indirectly alter the rights or obligations attached to a class of membership.

10.3 The rights attached to a class of membership may only be varied if:

10.3.1 three-quarters of the Members of that class consent in writing to the variation; or

10.3.2 a Special Resolution is passed at a separate general meeting of the Members of that class agreeing to the variation.

10.4 The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of Members.

#### **Termination of membership**

11. Membership is terminated if:

11.1 the Member dies;

11.2 the Member resigns by written notice to the Charity unless, after the resignation, there would be less than two Members;

11.3 the Member is a Trustee and ceases to be a Trustee in accordance with article 355;

11.4 any sum due from the Member to the Charity is not paid in full within six months of it falling due; or

11.5 the Member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her or its membership is terminated. A resolution to remove a Member from membership may only be passed if:

11.5.1 the Member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed; and

11.5.2 the Member or, at the option of the Member, the Member's representative (who need not be a Member) has been allowed to make representations to the meeting.

#### **General meetings**

12. The Charity may hold an annual general meeting each year. The Trustees will decide whether or not to do so.

### **Notice of general meetings**

13. The Trustees may call a general meeting at any time.
  - 13.1 The minimum period of notice required to hold a general meeting of the Charity is fourteen clear days.
  - 13.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of Members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.
  - 13.3 The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of Members to appoint a proxy under section 324 of the Companies Act 2006 and article 19.
  - 13.4 The notice must be given to all the Members and to the Trustees and auditors.
14. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

### **Proceedings at general meetings**

15. 15.1 No business shall be transacted at any general meeting unless a quorum is present.
  - 15.2 A quorum is two of the total number of Members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting, or such larger number as may be decided from time to time by the Trustees.
16. 16.1 If:
  - 16.1.1 a quorum is not present within half an hour from the time appointed for the meeting; or
  - 16.1.2 during a meeting a quorum ceases to be present;the meeting shall be adjourned to such time and place as the Trustees shall determine.
- 16.2 The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 16.3 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the Members present in person or by proxy at that time shall constitute the quorum for that meeting.
17. 17.1 General meetings shall be chaired by the person who has been appointed to chair meetings of the Trustees.
  - 17.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.

- 17.3 If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- 17.4 If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the Members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.
- 18. 18.1 The Members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 18.2 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 18.3 No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 18.4 If a meeting is adjourned by a resolution of the Members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

#### **Voting at general meetings**

- 19. 19.1 Any vote by the Members present in person or by proxy at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
  - 19.1.1 by the person chairing the meeting; or
  - 19.1.2 by at least two Members present in person or by proxy and having the right to vote at the meeting; or
  - 19.1.3 by a Member or Members present in person or by proxy representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting.
- 19.2 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 19.3 The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
- 19.4 A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 19.5 If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- 19.6 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be Members) and who may fix a time and place for declaring the results of the poll.
- 19.7 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 19.8 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.

- 19.9 A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- 19.10 The poll must be taken within thirty days after it has been demanded.
- 19.11 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 19.12 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

**Content of proxy notices**

- 20. 20.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:
  - 20.1.1 states the name and address of the Member appointing the proxy;
  - 20.1.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;
  - 20.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Trustees may determine; and
  - 20.1.4 is delivered to the Charity in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.
- 20.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 20.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 20.4 Unless a proxy notice indicates otherwise, it must be treated as:
  - 20.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - 20.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- 20.5 A proxy notice must be delivered to the Charity at least 24 hours before the meeting to which it relates.
- 20.6 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that person.
- 20.7 An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

- 20.8 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 20.9 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

#### **Written resolutions**

21. 21.1 A resolution in writing agreed by a simple majority (or in the case of a Special Resolution a majority of not less than 75%) of the Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
- 21.1.1 a copy of the proposed resolution has been sent to every eligible Member;
  - 21.1.2 a simple majority (or in the case of a Special Resolution a majority of not less than 75%) of members had signified agreement to the resolution; and
  - 21.1.3 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- 21.2 A resolution in writing may comprise several copies to which one or more Members have signified their agreement.

#### **Votes of Members**

22. Subject to article 10, every Member shall have one vote.
23. In the case of an equality of votes, the person who is chairing the meeting shall not have a second or casting vote.
24. Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

#### **Trustees**

25. A Trustee must be a natural person aged 16 years or older.
26. The number of Trustees shall be not less than two and not more than five (unless otherwise determined by resolution of the Trustees).
27. The appointment of a Trustee must not cause the number of Trustees to exceed any number fixed as the maximum number.
28. Every Trustee after appointment or reappointment must sign a declaration of willingness to act as a Trustee before he or she may vote at any meeting of the Trustees.
29. The Trustees of the Charity from time to time shall be Members of the Charity.
30. A Trustee may not appoint an alternate trustee or anyone to act on his or her behalf at meetings of the Trustees.

### **Powers of Trustees**

31. 31.1 The Trustees shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any Special Resolution.
- 31.2 No alteration of the articles or any Special Resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- 31.3 Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

### **Appointment of Trustees**

32. The Trustees may resolve to:
  - 32.1 appoint a person who is willing to be a Trustee for a term of up to three years by a resolution passed at a properly convened meeting of the Trustees; and
  - 32.2 determine the rotation in which the Trustees of the Charity are to retire.
33. In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the Charity.
34. A Trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year. The Trustees may though resolve to override this provision in respect of a particular individual by a resolution of two-thirds of all the Trustees eligible to vote on the matter.

### **Disqualification and removal of Trustees**

35. A Trustee shall cease to hold office if he or she:
  - 35.1 reaches the date when the term of office to which he or she was appointed is completed and he or she is not reappointed to a further term;
  - 35.2 resigns as a Trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect);
  - 35.3 is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated;
  - 35.4 ceases to be a Member;
  - 35.5 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
  - 35.6 dies;
  - 35.7 ceases to be a Trustee by virtue of any provision in the Companies Acts or is prohibited by law from being a company director;
  - 35.8 is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or

- 35.9 is the subject of a resolution passed by at least two-thirds of all the Trustees eligible to vote on the matter, requiring that he or she be removed from office. Such a resolution shall not be passed unless the relevant Trustee has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify the removal from office, and has been afforded a reasonable opportunity of either (at his or her option) being heard by or making written representations to the Trustees.

#### **Remuneration of Trustees**

36. The Trustees must not be paid any remuneration unless it is authorised by article 6.

#### **Proceedings of Trustee meetings**

37. 37.1 The Trustees may regulate their proceedings as they think fit, subject to the provisions of the articles.
- 37.2 Any Trustee may call a meeting of the Trustees.
- 37.3 The Secretary (if any) must call a meeting of the Trustees if requested to do so by a Trustee.
- 37.4 Questions arising at a meeting shall be decided by a majority of votes.
- 37.5 In the case of an equality of votes, the person who is chairing the meeting shall not have a second or casting vote.
- 37.6 A meeting may be held by suitable electronic means agreed by the Trustees in which each participant may communicate with all the other participants.
38. 38.1 No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the Trustees in which a participant or participants may communicate with all the other participants.
- 38.2 The quorum is two of the total number of Trustees, or such larger number as may be decided from time to time by the Trustees.
- 38.3 A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
39. If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
40. 40.1 The Trustees shall appoint a Trustee to chair their meetings and may at any time revoke such appointment.
- 40.2 If no-one has been appointed to chair meetings of the Trustees or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
- 40.3 The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by the articles or delegated to him or her by the Trustees.
- 40.4 The Trustees may also appoint a Secretary, Treasurer or such other officers as they see fit (who may but need not be a Trustee).

41. 41.1 A resolution in writing or in electronic form agreed by a simple majority of all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held provided that:
- 41.1.1 a copy of the resolution is sent or submitted to all the Trustees eligible to vote; and
- 41.1.2 a simple majority of Trustees has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office within the period of 28 days beginning with the circulation date.
- 41.2 The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more Trustees has signified their agreement.

### **Delegation**

42. 42.1 The Trustees may delegate any of their powers or functions to a committee of at least one Trustee and such other persons as they think fit but the terms of any delegation must be recorded in the minute book.
- 42.2 The Trustees may impose conditions when delegating, including the conditions that:
- 42.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate;
- 42.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.
- 42.3 The Trustees may revoke or alter a delegation.
- 42.4 All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

### **Validity of Trustees' decisions**

43. 43.1 Subject to article 43.2, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee
- 43.1.1 who was disqualified from holding office;
- 43.1.2 who had previously retired or who had been obliged by the constitution to vacate office;
- 43.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;
- if without:
- 43.1.4 the vote of that Trustee; and
- 43.1.5 that Trustee being counted in the quorum;



the decision has been made by a majority of the Trustees at a quorate meeting.

- 43.2 Article 43.1 does not permit a Trustee or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if, but for article 43.1, the resolution would have been void, or if the Trustee has not complied with article 7.

#### **Seal**

44. If the Charity has a Seal it must only be used by the authority of the Trustees or of a committee of Trustees authorised by the Trustees. The Trustees may determine who shall sign any instrument to which the Seal is affixed and unless otherwise so determined it shall be signed by a Trustee and by the Secretary (if any) or by a second Trustee.

#### **Minutes**

45. The Trustees must keep minutes of all:
- 45.1 appointments of Officers made by the Trustees;
  - 45.2 proceedings at general meetings of the Charity;
  - 45.3 meetings of the Trustees and committees of Trustees including:
    - 45.3.1 the names of the Trustees present at the meeting;
    - 45.3.2 the decisions made at the meetings; and
    - 45.3.3 where appropriate the reasons for the decisions.

#### **Accounts**

46. 46.1 The Trustees must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- 46.2 The Trustees must keep accounting records as required by the Companies Acts.

#### **Annual Report and Return and Register of Charities**

47. 47.1 The Trustees must comply with the requirements of the Charities Act 2011 with regard to the:
- 47.1.1 transmission of a copy of the statements of account to the Commission;
  - 47.1.2 preparation of an Annual Report and the transmission of a copy of it to the Commission;
  - 47.1.3 preparation of an Annual Return and its transmission to the Commission.
- 47.2 The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

## Means of communication to be used

48. 48.1 Subject to the articles, anything sent or supplied by or to the Charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Charity.
- 48.2 Subject to the articles, any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or documents for the time being.
49. Any notice to be given to or by any person pursuant to the articles:
- 49.1 must be in writing; or
- 49.2 must be given in electronic form.
50. 50.1 The Charity may give any notice to a Member either:
- 50.1.1 personally; or
- 50.1.2 by sending it by post in a prepaid envelope addressed to the Member at his or her address; or
- 50.1.3 by leaving it at the address of the Member; or
- 50.1.4 by giving it in electronic form to the Member's address.
- 50.1.5 by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place, date and time of the meeting.
- 50.2 A Member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
51. A Member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
52. 52.1 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 52.2 Proof that an electronic form of notice was given shall be conclusive where the Charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- 52.3 In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
- 52.3.1 48 hours after the envelope containing it was posted; or
- 52.3.2 in the case of an electronic form of communication, 48 hours after it was sent.

## **Indemnity**

53. 53.1 The Charity shall indemnify a relevant Trustee against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.
- 53.2 In this article a 'relevant Trustee' means any Trustee or former Trustee of the Charity.

## **Rules**

54. 54.1 The Trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.
- 54.2 The bye laws may regulate the following matters but are not restricted to them:
- 54.2.1 the admission of Members and the rights and privileges of such Members, and the entrance fees, subscriptions and other fees or payments to be made by Members;
  - 54.2.2 the conduct of Members in relation to one another, and to the Charity's employees and volunteers;
  - 54.2.3 the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
  - 54.2.4 the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by the Companies Acts or by the articles;
  - 54.2.5 generally, all such matters as are commonly the subject matter of company rules.
- 54.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- 54.4 The Trustees must adopt such means as they think sufficient to bring the rules and bye laws to the notice of Members.
- 54.5 The rules or bye laws shall be binding on all Members. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

## **Disputes**

55. If a dispute arises between Members of the Charity about the validity or propriety of anything done by the Members of the Charity under these Articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **Dissolution**

56. 56.1 The Members may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the

dissolution of the Charity be applied or transferred in any of the following ways:

- 56.1.1 directly for the Objects; or
- 56.1.2 by transfer to any charity or charities for purposes similar to the Objects; or
- 56.1.3 to any charity or charities for use for particular purposes that fall within the Objects.

56.2 Subject to any such resolution of the Members, the Trustees of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the Charity be applied or transferred:

- 56.2.1 directly for the Objects; or
- 56.2.2 by transfer to any charity or charities for purposes similar to the Objects; or
- 56.2.3 to any charity or charities for use for particular purposes that fall within the Objects.

56.3 In no circumstances shall the net assets of the Charity be paid to or distributed among the Members and if no resolution in accordance with article 56.1 is passed by the Members or the Trustees the net assets of the Charity shall be applied for charitable purposes as directed by the Court or the Commission.