

BERKHAMSTED TOWN COUNCIL

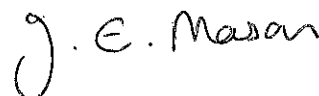
01442 800146
[enquiries @berkhamstedtowncouncil.gov.uk](mailto:enquiries@berkhamstedtowncouncil.gov.uk)
www.berkhamstedtowncouncil.gov.uk

2nd Floor
Civic Centre
Berkhamsted
Hertfordshire
HP4 3HD

3 July 2018

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on Monday 9 July 2018 at 7.30pm for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS:

Councillors	S Bateman
	C Green
	J Jones
	B Newton
	T Ritchie
	G Stevens
	G Yearwood

SUBSTITUTE MEMBERS:

Councillors	G Corry
	P Matthews
	I Reay

EX OFFICIO

Councillor	S Beardshaw	Town Mayor
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MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

OPENING MATTERS

- FP 39/18** To **elect a Chair** of the Committee for the Council year **2018/19**
- FP 40/18** To **elect a Vice-Chair** of the Committee for the Council year **2018/19**
- FP 41/18** To receive **apologies for absence**
- FP 42/18** To receive **declarations of interest** regarding items on the agenda
- FP 43/18** To approve the **minutes of the previous meeting** held on 8 May 2018.

FP 44/18 **Chair's Communications**

- (i) The Hospice of St Francis - July News
(060618)*
- (ii) NALC Newsletter
(7 June 2018)*
- (iii) HAPTC Bulletin 7 June
(8 June 2018)*
- (iv) NALC Annual Conference 2018
(120618)*
- (v) NALC Star Councils Awards
(190618)*
- (vi) Invitation to and agenda for the 9 July meeting of the Hertfordshire Criminal Justice Board (NB this is the first time the Board has met in public)
(200618)*
- (vii) HAPTC Bulletin 22 June
(270618)*
- (viii) BDCC Breakfast Meeting 4 July 2018, 7.15 – 9.15am
(220618)*
- (ix) NALC Newsletter
(270618)*
- (x) HCC Walking in Hertfordshire – Explore Hertfordshire's green spaces in July
(270618)*

*(Date circulated to Councillors)

FP 45/18 To **suspend Standing Orders to allow public participation**

FP 46/18 To **receive** a presentation by members of **The Open Door Project** in support of the grant funding application made at the Full Council meeting held on 16 April [FC 31/18 (ii) refers]. At that meeting £400 was granted towards the cost of electrical work (£1,152 had been requested).

FINANCIAL MATTERS

FP 47/18 Grant Applications

- (i) To review the funding application made to Full Council by **The Open Door Project** in the light of the information made available during the above presentation (FP 46/18).
- (ii) To **RESOLVE** that a payment of £300 be made to the **Royal British Legion** (Berkhamsted and Tring branch) towards the costs for the Remembrance Sunday service on 11 November 2018. (FP33/16 refers.)
- (iii) To consider a grant application for £1,000 made on 28 June 2018 by Parkrun Global Limited (**Berkhamsted Junior Park Run**) towards set up costs for a weekly fun run around Ashlyns School. (Papers attached.)
- (iv) To consider a grant application for £750 made on 28 June by **Berkofest** towards marquee and festival pack hire. These items are for the planned **"Kid's Zone"** where children will learn about sustainability and the dangers of some manufactured materials. (Papers attached.)
- (v) To consider making a further payment to **Berkhamsted Chamber of Commerce** towards the setting up of Event Berkhamsted. Members will recall that at the 15 January meeting of the F & P Committee an application for £1,000 was made and considered. £500 was awarded at that time with the possibility of further financial commitment on receipt of information about the new organisation's plans, structure and governance arrangements. (Papers attached.)
- (vi) To consider a grant application for £1,000 made on 19 June 2018 by **Chiltern Arts** towards the costs of Chiltern Arts Autumn Weekend **"Bach and Beyond."** There will be a day of performance and discussion with the David Rees-Williams Trio in Berkhamsted on Sunday 30 September.

FP 48/18 Income and Expenditure including Receipts and Payments Schedule

- (i) To **note and approve** the **Income and Expenditure and Variance Analysis** at 31 May 2018. (To follow.)
- (ii) Receipts and Payments Schedule for the period 1 April 2018 – 31 May 2018 has been sent to Cllrs B Newton and G Stevens for scrutiny and they will report back as appropriate at the meeting. (To follow.)

YOUTH MATTERS

FP 49 /18 Youth Town Council

Meetings of the Youth Town Council were held on 13 June and 4 July 2018.

POLICY MATTERS

FP 50/18 Sunnyside Rural Trust Leases at Sunnyside Allotments

- (i) To **RESOLVE** that during the course of these discussions and at the Chair's discretion, under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded because publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings
- (ii) To **nominate** a small group to discuss with Sunnyside Rural Trust the renewal of the main lease which expires in 2019 and the shorter annual leases. The Trust would wish to review the lease terms to ease the administrative burden on both parties and achieve greater security of tenure.
- (iii) To **RESOLVE** that following discussions the group should make a recommendation on the options to Full Council.

JEM 3 July 2018

5. Briefly describe the project or purpose for which you require a grant

Junior Park Run Berkhamsted will be at 9am every Sunday (bar occasional exceptions). It is a free event run by volunteers and offers 4-14 year olds a 2km, timed course. Adults can run with them but are not timed.

6. How will the project benefit the community or residents of Berkhamsted?

The run will promote community participation in healthy recreation for the younger population of Berkhamsted. It also creates opportunities for members of the community to volunteer.

7. Is your organisation VAT registered? Yes No. Vat number.....

8. When do you intend to start the project? September 2018

Completion date? N/A

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project) £3000 required by Parkrun as initial set up costs to cover:

Football cone markers / Waymarkers (poles & tape) / Scanning equipment / Timing equipment / Laptop for processing results / HQ costs for website & social media set up / Training for cone volunteers

Continue on separate sheet if necessary

VAT (if applicable) £.....

Total estimated cost of project £ 3000

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation £.....

Funds that you intend to raise yourself from events: £.....

Grants or loans applied for / confirmed from other organisations: £1500 *Herts Council*
Dacorum

Grant requested from Berkhamsted Town Council £ 1000

TOTAL FUNDING OF PROJECT £ 3000

10. Please give details of any reserves or savings held by your organisation
.....

11. Who should cheque be made payable to? *money is paid*
directly to Parkerun Global limited

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name LOUISE PLYKE

Signed *Louise Plyke*

Position Volunteer Event Director Date 28/6/18

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents MUST be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date. *Parkerun's accounts are all available on the Companies*
2. UP-TO-DATE statements of any investment accounts. *House*

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council. *website.*

When completed, this form together with supporting documents should be sent to:

The Town Clerk
161 High Street,
Berkhamsted, HP4 3HD

5. Briefly describe the project or purpose for which you require a grant

WE ARE RUNNING A KID'S ZONE AND CONCENTRATING ON THE ENVIRONMENTAL IMPACT FOR BOTH THE SITE AND LOCALITY, THIS IS A GREEN INITIATIVE AND WILL ENCOURAGE CHILDREN TO USE ENVIRONMENTAL MATERIALS WE NEED TO HIRE A MARQUEE AND ONE FOR THE BOOK SITE PLUS BUY IN SUSTAINABLE MATERIALS, QUOTES ARE ATTACHED

6. How will the project benefit the community or residents of Berkhamsted?

CHILDREN WILL LEARN ABOUT SUSTAINABILITY AND THE DANGERS OF MANUFACTURED MATERIALS AND TAKE THIS MESSAGE BACK TO THEIR HOMES AND SCHOOLS. THIS SHOULD LEAD TO A BETTER UNDERSTANDING OF OUR ENVIRONMENT AND CONSEQUENTLY HELP IN THE PUSH TOWARDS RECYCLING AND ENERGY SAVINGS, FROM SMALL BEGINNINGS, SAVINGS WILL BE MADE

7. Is your organisation VAT registered? Y/N Vat number. NO

8. When do you intend to start the project? AUGUST 8 / START NOW

Completion date? AUGUST 8 / SEPT

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

see ATTACHED breakdown of cost, ~~attached~~

Continue on separate sheet if necessary

VAT (if applicable) £ -

Total estimated cost of project £ 9550

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation £..... 114

Funds that you intend to raise yourself from events: £..... 200

Grants or loans applied for / confirmed from other organisations: £..... ED+A.CARE

CHAMBER OF COMMERCE 250
HERTS CC 1200
1200

Grant requested from Berkhamsted Town Council £... 750

TOTAL FUNDING OF PROJECT £ 9560

10. Please give details of any reserves or savings held by your organisation
..... 12500 HELD BACK FOR CONTINGENCY + SETUP COSTS

11. Who should cheque be made payable to? BERKOFEST

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name PHYLLIS ELLWORTH

Signed [Signature]

Position COMMITTEE MEMBER Date 28/6/18

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents MUST be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be sent to:

TheTown Clerk
161 High Street,
Berkhamsted, HP4 3HD

Berkofest Estimated Income/Expenses Account for 2018 Event

Expenses	£
Artists	1100
Stage	1100
Sound	1000
Insurance	600
Toilets	550
Bin Hire	150
Security	1400
Miscellaneous	600
Website	1000
Marketing	500
Licences	200
Marquee	500
PRS	250
Bus Service	350
Contingency	250
Total Estimated Costs	9550



QUOTE

Emma Norrington

Date
26 Jun 2018

Expiry
10 Jul 2018

Quote Number
QU-01806

Reference
Package 1 - SR/mix - 5
SEP 18

VAT Number
220326558

The Event Flag Hire
Company LTD
Hollybush Farm
Acton Turville
Badminton
South Gloucestershire
GL9 1HL
01454 219326

Description	Quantity	Unit Price	VAT	Amount GBP
Rental of - EFH Package 1: 6 x SILK & RIBBON Flags (FESTIVAL MIX), carbon poles & ground spikes 25m x TRIANGULAR Bunting (FESTIVAL MIX). Including FREE next day return courier	1.00	215.00	20%	215.00

EVENT DATE: Saturday 8th September 2018
SEND OUT: WEDNESDAY 5th September 2018
(estimated to arrive pre 4pm Thursday 6th - You will be given a 2hr delivery window)
COLLECT: Monday 10th September 2018

DELIVERY/COLLECTION ADDRESS: 48 Granville Road,
Northchurch, Berkhamsted, HP4 3RN
NAME: Emma Norrington
NUMBER: 07899 858486
EMAIL: emman72@hotmail.com

Subtotal	215.00
TOTAL VAT 20%	43.00
TOTAL GBP	258.00

Terms

Please click ACCEPT TO CONFIRM THIS ORDER.
You will then be sent an INVOICE to pay TO SECURE THIS ORDER.
TERMS & CONDITIONS.

Acceptance of our invoice constitutes your acceptance of our T & C - Full details can be found on our website.
Please take the time to read our T's & C's, especially to charges for loss/damage of flags/bunting & additional courier charges. All bunting needs to be returned folded please. If not a 40p per meter charge will be automatically applied.



S

To Emma Norrington
Kids Creative Zone – Berkofest
48, Granville Road,
Northchurch
Hertfordshire
HP4 3RN

Berkofest Music Festival
Marquee Quote

June 20th 2018

Dear Emma,

Please accept this letter as our quotation to provide two standard scout marquee, either separate or joined together at this years Berkofest, being held over the weekend of the 8th / 9th September 2018. Our charge would be £500.00.

This includes delivery / erection and dismantling. We would prefer to erect them on Thursday 6th September, as that's when our team is available, and dismantle / remove the following week if possible.

Naturally we hope this event goes well.

Your **cheque**, made out to “**1st St Albans Scout Group**” should be sent to :-

Steve Lindsay, Chair – 1st St Albans Scout Group, **24, Lindum Place Verulam St Albans Herts – AL3 4JJ**

Or paid by direct credit to our bank account at 20.74.09 a/c no 20766380

Many thanks

Yours truly,

Steve Lindsay MBE ACIB

Chairman 1st St Albans Scout Group,

01727 761876 / 07775 544344 – ordosteve@btinternet.com

1st St Albans Scout Group

Group Chairman: Steve Lindsay MBE ACIB 24, Lindum Place, Verulam, St Albans, Hertfordshire, AL3 4JJ Tel 01727 761876

Mobile 07775 544344 **email** ordosteve@btinternet.com **website** <http://www.scouts.org.uk>.

Group Scout Leader: Mr T.R. Cavender 6 Hillside Road, Leighton Buzzard, Bedfordshire, LU7 8BU Tel 01525 377222 **Mobile** 07703 442084.

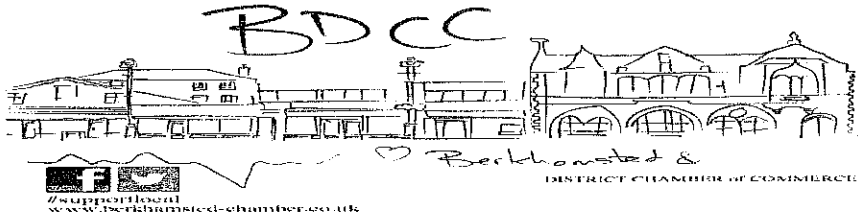
Treasurer: Bob Allam 10, St Stephens Close, St Albans, Herts AL3 4JJ Tel 01727 838454

Secretary: Sue Campbell 5, Claudian Place, St Albans, Herts AL3 4JE Tel 01727 861261

Patron HM The Queen **President** HRH The Duke of Kent **Founder** Robert Baden-Powell OM **Chief Scout** Bear Grylls

Registered Charity no. 302571

47/18 (v)



Janet Mason
Town Clerk
Berkhamsted Town Council

Pete Klawortz
Chair

~~XXXXXXXXXXXX~~
Berkhamsted
Herts HP4 3DJ
4.6.18

Dear Janet
Re Events Committee
Attached are the minutes placing the Awards Committee under the
aegis of the BDCC and the new BDCC constitution, re the Councils
request. Can you please release the extra £500

Best Regards

From: Pete Elsworth peteels@virginmedia.com

Subject: Minutes of the meeting held on 25th May 2018 11.00 AM at the great hall at BTHT

Date: 29 May 2018 at 11:57

To: John Gerry j@jpgerry.com, Ian Reay ianmreay@yahoo.co.uk, BerkoFest charlie@berkofest.com, Amanda Giles amandajaks@yahoo.co.uk, Derek Simpson simpson.derek@btconnect.com, Richard Thompson RThompson@Berkhamstedschool.org, Leadfreak Ltd alex@leadfreak.co.uk

1. Present - Peter Elsworth (PE) Chair, Ian Reay (IR), Charlie Hussey (CH)
2. Apologies - John Gerry, Amanda Giles, Richard Thompson, Alex Thackray
3. The minutes of the meeting of April 20th were approved
4. There were no matters arising
5. The final logo design was agreed and passed on to Alex Thackray
6. PE received a report from Alex Thackray that he expected the web site to be completed by the end of June
7. For the purpose of governance it was agreed that the events committee would be part of the Berkhamsted Chamber of Commerce and the following was agreed:

" The events committee is a sub-section of the Berkhamsted and District Chamber of Commerce (BDCC) and has adopted the constitution of the BDCC as its governance"
8. It was agreed that we should start to approach the list of organisations that have been previously identified as possible users. PE to speak with John Gerry.
9. When we go live Charlie Hussey will run, the administration, Peter Elsworth finances, and Alex Thackray the website
10. PE stated that the Town Meeting presentation went well
11. There was no other business and the meeting closed at 11.25 AM
12. The date of the next meeting will be advised

CONSTITUTION OF BERKHAMSTED AND DISTRICT CHAMBER OF COMMERCE.

ADOPTED ON 11TH APRIL 2018

1. NAME

The name of the group shall be "The Berkhamsted and District Chamber of Commerce" (BDCC)

2. AIMS

The aims of BDCC shall be to help and improve the trading and commercial interests of its members.

3. POWERS

In order to achieve its aims BDCC may:

- a) Raise money
- b) Open bank accounts
- c) Take out insurance
- d) Employ staff
- e) Acquire and manage buildings
- f) Organise courses and events
- g) Work with other groups and exchange information
- h) Do anything which is lawful which will help to fulfil its aims

4. MEMBERSHIP

a) Membership of BDCC shall be open to any person over the age of 18 or any organisation, company, partnership or sole trader living or located in the Berkhamsted and District area who is interested in helping BDCC to achieve its aims, willing to abide by its rules and pays an annual subscription as agreed by the Management Committee.

b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference religion or belief.

c) Every member whether individual, company, partnership or sole trader shall have one vote at General Meetings.

d) The membership of any member may be terminated for good reason by the Management Committee, but the member has the right to be heard by the Management Committee before a final decision is made.

5. MANAGEMENT

- a) BDCC shall be administered by a Management Committee of the Officers and not more than 9 other members elected at BDCC's Annual General Meeting (AGM)
- b) The Officers of the Management Committee shall be: The Chairperson, the Treasurer and the Secretary.
- c) The Management Committee shall meet at least 9 times a year.
- d) The Chairperson shall Chair all meetings of BDCC, except when he/she is absent than a Chairperson shall be appointed solely for that meeting.
- e) The quorum of the Management Committee meetings shall be 5 members.
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Management Committee may by a two-thirds majority vote and for good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- h) The Management Committee may appoint another member of BDCC as a Committee member to fill a vacancy provide the maximum number is not exceeded.

6. DUTIES OF THE OFFICERS

a) Chairperson

- Chair meetings of BDCC and of the Committee
- represent BDCC at functions/meetings that BDCC has been invited to
- act as spokesperson for BDCC when necessary

b) Secretary

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee in consultation with the Chairperson
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within BDCC

c) Treasurer

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

7. FINANCE

- a) Any money obtained by BDCC shall be used only for BDCC
- b) Any bank accounts opened for BDCC shall be in the name of BDCC
- c) There should be three nominated officials to sign cheques and bank transfers, but only one signature is required.

8. ANNUAL GENERAL MEETING (AGM)

- a) BDCC shall hold an AGM in the month of April

b) All members shall be given at least 14 days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 8 members.

c) The business of the AGM shall include:

- Receiving a report from the Chairperson on the activities over the year
- receiving a report from the Treasurer on the finances of BDCC
- electing a new Management Committee
- considering any other matter

9. EXTRAORDINARY GENERAL MEETING (EGM)

An EGM may be called by the Management Committee or by any 5 members to discuss an urgent matter. The Secretary shall give all members 14 days' notice of any EGMs together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10. ALTERATIONS TO THE CONSTITUTION

Any changes to the Constitution must be agreed by at least two-thirds of those members present and voting at an AGM.

11. DISSOLUTION

BDCC may be wound up at any time if agreed by two-thirds of those members present and voting at an AGM. In the event of winding up, and assets remaining after all debts have been paid shall be given to another Chamber of Commerce.

THIS CONSTITUTION WAS ADOPTED AT AN AGM OF THE GROUP ON

..... (Date)

Signed By:

Chairperson:

Secretary:

Treasurer:

Other Committee Members:

47/18 (vi)

Townclerk

From: UK Local Councils <admin@localcouncils.org>
Sent: 19 June 2018 15:34
To: Enquiries
Subject: formResults : Grant Application Form
Attachments: Balance sheet for the past financial year.pdf; Bank statement.pdf; Bank reconciliation as at the last balance sheet date.pdf

UK Local Councils - Grant Application Form

Message Sent From : <http://www.berkhamstedtowncouncil.gov.uk/grant-application-form.html> by 95.146.94.68 @ 2018-06-19 15:33:24

Name of Organisation :
Chiltern Arts

Name :
Naomi Taylor

Address :
[REDACTED]

Postcode :
HP4 2FZ

What is the nature of your organisation's activity? :

Founded in 2017, Chiltern Arts brings the highest quality classical music and arts to the Chiltern Hills and surrounding areas. Through an annual concert series, education programmes and a young artist platform, we reach out to new and existing audiences and inspire and engage musicians and concert-goers of all ages.

Artists performing in the 20 events held over the 2017-18 season included the award-winning choir Tenebrae, Tasmin Little, Academy of Ancient Music and Orchestra of the Age of Enlightenment 'Experience' Ensemble. Chiltern Arts also launched 'Take Note' ? an annual competition which in its inaugural year offered a platform for emerging instrumental and vocal ensembles to learn from those at the top of their profession and compete to perform in the festival. The 2018 programme attracted audiences of c.1,300, engaged around 150 local school children and formed a new Festival Chorus comprising 70 singers of all ages.

It is on this success that we now wish to build our 2018-19 festival programme, featuring an Autumn Weekend 28th-30th September and the Chiltern Arts Festival 9th-17th February 2019. Artists appearing in the 2018-19 season include pianist Steven Osborne, baritone Roderick Williams, violinist Fenella Humphreys, and the Ryedale Festival Opera Company performing a new production of Mozart's Cosi fan Tutte.

Is your organisation a registered charity? Yes/No number :
Yes
Other: 1171596

Is your organisation part of, or affiliated to, any national organisation? If yes please give details :
No

What is the catchment area covered by your organisation? :

Chiltern Hills (including parts of Hertfordshire, Buckinghamshire, Oxfordshire and Bedfordshire)

Briefly describe the project or purpose for which you require a grant :

The Chiltern Arts Autumn Weekend, "Bach & Beyond" features four events across the Chilterns. Beginning on Friday 28th September, we open with a concert from Fenella Humphreys in Hambleden, who will perform a selection of works from her award-winning album, Bach2theFuture; on Saturday 29th September harpsichordist Alastair Ross will join other early music performers in Great Missenden for an evening of music by Bach and his contemporaries; and on Sunday 30th September we come to Berkhamsted for a day with the David Rees-Williams Trio, who will perform a selection of sophisticated jazz arrangements of works by the great Johann Sebastian Bach and other classical giants. We have also invited David to join Classic FM's Katie Breathwick for an afternoon talk to discuss his work with the trio and his experience of mixing these two distinct musical genres so successfully. It is for these two events that we are now seeking funding from the Town Council.

The afternoon event on the Sunday is planned to take place at The Berkeley Wine Bar and Art Gallery, and the evening concert venue will be either the Town Hall or St Peter's Church.

The purpose of the Autumn Weekend is to launch the Festival programme, making as many people as possible aware of the work that Chiltern Arts is doing across the region.

We are very grateful to Berkhamsted Town Council for considering the Chiltern Arts Autumn Weekend for a grant at this time.

How will the project benefit the community or residents of Berkhamsted? :

By bringing events to Berkhamsted, Chiltern Arts is offering the residents of Berkhamsted the opportunity to experience the highest quality classical music right on their doorsteps without the hassle and expense of a journey into London. Events and Festivals such as Chiltern Arts provide opportunities for new and existing communities of arts lovers to grow and develop, and in developing the Chiltern Arts audience in Berkhamsted, it gives us the opportunity to bring more events to the town in the future, where we know they will be well-received.

Using Berkhamsted as one of our launch venues will also draw non-residents into the town, making them aware of local businesses and bringing local businesses the opportunity to attract more customers from outside the town.

We have a good ongoing relationship with The Berkeley, and hope to continue building relationships with other local businesses in order to strengthen our reputation in the area further. We plan to discuss the opportunity to offer a pre-concert dinner with some local restaurants in order to give them the opportunity to market directly to our audience members. We hope to return to Berkhamsted for the Festival in February, and conversations are underway with various venues and organisations in the town to continue developing our relationships.

Is your organisation VAT registered? Yes/No number :

No

When do you intend to start the project? :

Late July / August 2018

Estimated Cost of Project (Please provide a breakdown of the total cost of your project) :

Confirmed Fee for David Rees-Williams Trio 1,700 Predicted Fee for David Rees-Williams (talk) 200 Predicted Fee for Katie Breathwick (interviewer) 200 Predicted venue hire for Town Hall or St Peter's Church inc. use of piano 350 Piano Tuning for Evening Concert 80 Predicted venue hire for The Berkeley 200 Administration for Autumn Weekend 550 Publicity Budget for Autumn Weekend 500 Programme Printing for Autumn Weekend 200 Production Team and Equipment 400 Predicted PRS costs 120

VAT (if applicable) :

Total estimated cost of project :

4,500

Funds immediately available from your organisation :

1,500

Funds that you intend to raise yourself from events :

2,000 (predicted ticket and programme sales)

Grants or loans applied for / confirmed from other organisations :

0

Grants requested from Berkhamsted Town Council :

1,000

Total funding of project :

4,500

Please give details of any reserves or savings held by your organisation :

Chiltern Arts does not have any reserves or savings.

Please note, as we have only been established since February 2017 and our year end was April 5th 2018, our first year accounts are not yet prepared; I have attached a Financial Statement with a balance sheet showing the financial position at the end of the Financial Year, but can send the accounts on when they are ready if you require them.

We also do not have a bank reconciliation available, but I have attached the statement that covers the Financial year-end, highlighting the bank balance at the time of the year end.

Who should cheque be made payable to? :

Chiltern Arts

--

UK Local Councils

Chiltern Arts Financial Statement: Year End 5th April 2018

Income and Expenditure Breakdown

Ticket & Bar / Merchandise Sales	39,577.59
Ticket Sales for Future Events	4,080.88
Grants and Donations	62,477.01
Memberships	3,440.00
Advertising Income	500.00
Income	110,075.48
Staff Fees and Expenses	-34,663.87
Artist Fees and Expenses	-88,971.04
Venue Hire	-7,110.30
Production and Event Costs	-13,186.39
Marketing PR and Distribution	-16,829.33
Website and Branding Costs	-6,109.62
Office and Admin	-2,133.39
Merchandise	-290.4
Insurance	-998.24
Expenditure	-170,292.58
Net Loss	-60,217.10

Balanced By

Cash	17,444.42
Loan	-80,000.00
Fixed assets	906.08
Stock	4,056.60
Accrued income	1,984.80
Creditors	-4,609.00
Net assets	-60,217.10

NB: All figures are draft figures, ahead of full accounts and independent examiners report. Full accounts can be provided when available if requested. A further breakdown of income and expenditure figures can also be provided if requested.

Notes to Financial Statement:

Gift Aid is yet to be claimed, and is estimated at approximately £16,000
 PRS is yet to be paid and is estimated at approximately £2,000

The £80,000 loan has payment terms of interest-free repayments over ten years, as agreed by the Board of Trustees.

BUSINESS CURRENT ACCOUNT

CHILTERN ARTS
1171596
COMMUNITY ACCOUNT

Branch Details	Your current details	Period	2 May 2018 to 1 Jun 2018
BERKHAMSTED 199 HIGH STREET BERKHAMSTED HERTS HP4 1AW	MRS NAOMI TAYLOR CHILTERN ARTS [REDACTED] BERKHAMSTED HERTFORDSHIRE HP4 2FZ	Previous Balance	£19,736.13
		Paid out	£6,268.15
		Paid in	£3,292.21
		New Balance	£16,760.19

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					19,736.13
2 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 02/05/18 0905 , PH1000000771054400	43.27		19,779.40
	DIRECT DEBIT	STRIPE , STRIPE-AHCFEVBSCM5		59.28	19,720.12
3 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 03/05/18 0845 , PH1000000775056100	86.55		19,806.67
4 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 04/05/18 0847 , PH1000000780903100	43.27		19,849.94
8 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 08/05/18 1123 , PH1000000792454400	86.54		19,936.48
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 08/05/18 1128 , PH1000000795951400	64.81		20,001.29
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 08/05/18 1124 , PH1000000792721000	64.81		20,066.10
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 08/05/18 1129 , PH1000000795010300	108.28		20,174.38
	ONLINE TRANSACTION	WYCOMBE ABBEY , CHILTERNARTS090218, VIA ONLINE - PYMT , FP 07/05/18 10 , 52211828080631000N		100.00	20,074.38
	ONLINE TRANSACTION	HIGGS PRINTING , 240216-C245 , VIA ONLINE - PYMT , FP 07/05/18 10 , 32212214260233000N		95.00	19,979.38
	ONLINE TRANSACTION	CHRISTOPHER GLYNN , CAAPR18 , VIA ONLINE - PYMT , FP 07/05/18 10 , 34211943878934000N		1,665.00	18,314.38
9 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 09/05/18 0845 , PH1000000797835000	43.27		18,357.65
10 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 10/05/18 0846 , PH1000000805058500	173.08		18,530.73
	DEBIT CARD TRANSACTION	5013 09MAY18 , POST OFFICE , COUNTER , BERKHAMSTED GB		203.00	18,327.73

BUSINESS CURRENT ACCOUNT

Account number: 64146073

Sort code: 60-02-21

BIC: NWBKGB2L

IBAN: GB89 NWBK 6002 2164 1460 73

 CHILTERN ARTS
 1171596
 COMMUNITY ACCOUNT

Branch Details	Your current details
BERKHAMSTED 199 HIGH STREET BERKHAMSTED HERTS HP4 1AW	MRS NAOMI TAYLOR CHILTERN ARTS [REDACTED] BERKHAMSTED HERTFORDSHIRE HP4 2FZ

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
14 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 14/05/18 0851 , PH1000000816449600	43.27		18,371.00
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 14/05/18 0844 , PH1000000813419500	130.01		18,501.01
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 14/05/18 0854 , PH1000000817064100	42.52		18,543.53
	AUTOMATED CREDIT	CAF18050977394CF , 18050977394CF	150.00		18,693.53
15 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 15/05/18 0845 , PH1000000822755800	66.98		18,760.51
16 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 16/05/18 0847 , PH1000000829068000	88.52		18,849.03
17 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 17/05/18 0844 , PH1000000831628700	43.27		18,892.30
	ONLINE TRANSACTION	DORCHESTER ABBEY, INV-0342 , VIA ONLINE - PYMT , FP 16/05/18 10 , 02223329796719000N		75.00	18,817.30
	ONLINE TRANSACTION	MICHAEL DUSSEK , CAFEST100218 , VIA ONLINE - PYMT , FP 16/05/18 10 , 59223025913298000N		1,000.00	17,817.30
	DEBIT CARD TRANSACTION	5013 16MAY18 , SOUTH OXFORD DISTR, WALLINGFORD GB		21.00	17,796.30
18 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 18/05/18 0848 , PH1000000838397000	43.08		17,839.38
21 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 21/05/18 0851 , PH1000000844531500	104.33		17,943.71
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 21/05/18 0850 , PH1000000844812700	35.37		17,979.08
	DIRECT DEBIT	STRIPE , STRIPE-AHCFEVBSCM5		49.20	17,929.88
22 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 22/05/18 0846 , PH1000000851577700	35.37		17,965.25

BUSINESS CURRENT ACCOUNT

CHILTERN ARTS
1171596
COMMUNITY ACCOUNT

Branch Details	Your current details
BERKHAMSTED 199 HIGH STREET BERKHAMSTED HERTS HP4 1AW	MRS NAOMI TAYLOR CHILTERN ARTS [REDACTED] BERKHAMSTED HERTFORDSHIRE HP4 2FZ

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
23 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 23/05/18 0849 , PH1000000856536700	66.78		18,032.03
24 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 24/05/18 0842 , PH1000000859858200	43.27		18,075.30
29 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 29/05/18 0850 , PH1000000875246700	43.27		18,118.57
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 29/05/18 0847 , PH1000000877686300	65.01		18,183.58
	ONLINE TRANSACTION	JAMES EAVES - AF , TAF18-CHAF01 , VIA ONLINE - PYMT		1,050.00	17,133.58
	ONLINE TRANSACTION	OXFORD EVENT HIRE , CHILTERNARTS26084 , VIA ONLINE - PYMT , FP 29/05/18 10 , 04141215803795000N		285.00	16,848.58
30 May 2018		600221 30MAY 1001		400.00	16,448.58
	DIRECT DEBIT	STRIPE , STRIPE-AHCFEVBSCM5		39.52	16,409.06
31 May 2018	CREDIT	600221	1,250.50		17,659.56
	AUTOMATED CREDIT	TYRER CHRISTOPHER , DONATION , FP 30/05/18 2340 , FP18150010047680	30.00		17,689.56
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 31/05/18 0847 , PH1000000889730100	86.35		17,775.91
1 Jun 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 01/06/18 0846 , PH1000000894493100	210.43		17,986.34
	ONLINE TRANSACTION	SW PRODUCTIONS , SI-221CABENEDETTI , VIA ONLINE - PYMT , FP 31/05/18 10 , 41204221099499000N		420.00	17,566.34
	ONLINE TRANSACTION	BROKER NETWORK , 19272/CHIL02CT01 , VIA ONLINE - PYMT , FP 31/05/18 10 , 03204609568016000N		806.15	16,760.19

Deposit Guarantee Scheme Information

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your online statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

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BUSINESS CURRENT ACCOUNT

CHILTERN ARTS
1171596
COMMUNITY ACCOUNT

Branch Details	Your current details	Period	30 Mar 2018 to 1 May 2018
BERKHAMSTED 199 HIGH STREET BERKHAMSTED HERTS HP4 1AW	MRS NAOMI TAYLOR CHILTERN ARTS [REDACTED] BERKHAMSTED HERTFORDSHIRE HP4 2FZ	Previous Balance	£17,180.90
		Paid out	£1,665.00
		Paid in	£4,220.23
		New Balance	£19,736.13

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					17,180.90
3 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 03/04/18 0900 , PH1000000649341800	49.20		17,230.10
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 03/04/18 0901 , PH1000000658182500	146.55		17,376.65
4 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 04/04/18 0840 , PH1000000661017500	67.77		17,444.42
6 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 06/04/18 0847 , PH1000000671024200	98.60		17,543.02
9 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 09/04/18 0851 , PH1000000680487200	172.10		17,715.12
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 09/04/18 0850 , PH1000000680929200	197.20		17,912.32
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 09/04/18 0848 , PH1000000677803000	172.30		18,084.62
10 Apr 2018	CREDIT	600221	1,754.80		19,839.42
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 10/04/18 0846 , PH1000000681806300	149.78		19,989.20
11 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 11/04/18 0845 , PH1000000688062900	147.80		20,137.00
12 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 12/04/18 0848 , PH1000000692121200	98.60		20,235.60
13 Apr 2018	ONLINE TRANSACTION	CHRISTOPHER GLYNN, CAMAR18 , VIA ONLINE - PYMT , FP 13/04/18 10 , 51125522559523000N		1,665.00	18,570.60
16 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 16/04/18 0853 , PH1000000706311400	151.56		18,722.16
17 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 17/04/18 0849 , PH1000000711260600	49.20		18,771.36

BUSINESS CURRENT ACCOUNT

 CHILTERN ARTS
 1171596
 COMMUNITY ACCOUNT

Branch Details	Your current details
BERKHAMSTED 199 HIGH STREET BERKHAMSTED HERTS HP4 1AW	MRS NAOMI TAYLOR CHILTERN ARTS [REDACTED] BERKHAMSTED HERTFORDSHIRE HP4 2FZ

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
18 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 18/04/18 0847 , PH1000000717132000	221.90		18,993.26
19 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 19/04/18 0846 , PH1000000720096200	48.35		19,041.61
20 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 20/04/18 0846 , PH1000000724749900	44.26		19,085.87
23 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 23/04/18 0858 , PH1000000732787300	51.18		19,137.05
24 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 24/04/18 0849 , PH1000000739435300	93.46		19,230.51
27 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 27/04/18 0848 , PH1000000750736100	98.60		19,329.11
30 Apr 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 30/04/18 0855 , PH1000000758879000	122.90		19,452.01
	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 30/04/18 0855 , PH1000000757689600	154.31		19,606.32
1 May 2018	AUTOMATED CREDIT	STRIPE PAYMENTS UK, STRIPE , FP 01/05/18 0843 , PH1000000764981000	129.81		19,736.13