

BERKHAMSTED TOWN COUNCIL

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2nd Floor
Civic Centre
Berkhamsted
Hertfordshire
HP4 3HD

4 March 2019

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 11 March 2019 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	B Newton (Chair) J Jones (Vice Chair) S Bateman C Green T Ritchie G Stevens G Yearwood
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SUBSTITUTE MEMBERS:

Councillors	G Corry P Matthews I Reay
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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 13/19** To receive **apologies for absence**
- FP 14/19** To receive **declarations of interest** regarding items on the agenda
- FP 15/19** To approve the **minutes of the previous meeting** held on 8 January 2019.
- FP 16/19** **Chair's Communications**
- (i) Chiltern Society Events - February and March 2019
(06-02-19)*
 - (ii) NHS Herts Valley CCH - Meeting to share options for developing hospital provision in West Herts on 7 March 2019 at Shendish Manor 7 – 9 pm
(19-02-19)*
 - (iii) Berkhamsted Citizens Association February Newsletter
(20-02-19)*
 - (iv) Public Health eNews - a newsletter from Hertfordshire's Public Health Service
(01-03-19)*

*(Date circulated to Councillors)

- FP 17/19** To suspend **Standing Orders to allow public participation**

FINANCIAL MATTERS

- FP 18/19** **Grant Application**

To consider the following grant applications:

- (i) To **consider** a grant application from Mr P Elsworth on behalf of Berkofest requesting £300 towards the cost of redesigning a website to market a book festival in Berkhamsted on Sunday 12 May 2019. (Papers attached.)
- (ii) To **consider** a grant application from Northchurch United Charities requesting £450 towards the cost of the charity's projects. This is to enable it to disburse funds to individuals in financial straits and community groups based in the town to support those of any age who are disabled or disadvantaged due to restrictions imposed by health or infirmity or difficult circumstances. (Papers attached.)
- (iii) To **consider** a grant application from The Hospice of St Francis requesting £1,086 to purchase a syringe driver for the community team (Papers attached although the accounts have been sent to councillors by e-mail.)
- (iv) To **consider** a grant application from Chiltern Open Air Museum for £500 towards the cost of making 10 of the 30 costumes needed for a new project to bring buildings, such as the Rossway Granary from Berkhamsted, and the ordinary Chilterns people who lived in them, back to

life through the use of costumed interpreters. (Papers attached although the accounts have been sent to councillors by e-mail.)

FP 19/19 Income and Expenditure including Receipts and Payments Schedule

- (i) To **note and approve** the Income and Expenditure and Variance Analysis at 28 February. (To follow)
- (ii) **Receipts and Payments Schedule for the period 1 December 2018 – 28 February 2019** has been sent to Cllrs B Newton and G Stevens for scrutiny and they will report back as appropriate at the meeting. (To follow)

FP 20/19 Account Signatories

In view of the forthcoming elections to authorise the Town Clerk to seek two additional signatories for the current account.

FP 21/19 Investment Strategy

- (i) To **approve** the transfer of Saffron Building Society funds (£83,861) from the corporate maturity account (0.20% per annum AER) to a Saffron Building Society one year fixed rate bond (1.5% per annum AER). The opportunity will also be taken to review the signatories and the amount deposited will be topped up to £85,000;
- (ii) To **note** that further savings accounts will be sought to mitigate the risk associated with holding balances over £85,000 in individual accounts.
- (iii) On receipt of the precept in April to **approve** the transfer of £38,800 to the Santander deposit account (balance at 31 January 2019 £46,165). Interest rate currently 0.35% per annum.

FP 22/19 Pension matters – to receive a short verbal report from the Town Clerk on the following

- (i) Hertfordshire Pension Fund's Annual Employers Forum 16 January 2019
- (ii) McCloud Appeal Court Judgement
- (iii) 2019 – Triennial Valuation.

POLICY MATTERS

FP 23/19 Berkhamsted Town Council Privacy Notices

To **review** the document prepared by the Town Clerk prior to ratification at Full Council on 18 March 2019 (to follow).

FP 24/19 Festive Lighting 2019

- (i) To **receive** an update following HCC seminar on 25 February 2019 attended by the Town Clerk

- (ii) To **discuss** installation of additional infrastructure, tendering and project timing issues in the light of the above.

FP 25/19 Review of standing Orders and Financial Regulations

To **note** that this review will take place at Full Council on 18 March 2019.

YOUTH MATTERS

FP 26/19 Youth Town Council

To **note** that meetings were held on 6 February and 6 March 2019.

FP 27/19 EXCLUSION OF PRESS & PUBLIC

To **RESOLVE** that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that 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.

FP 28/19 Update on awarding of budgeted projects and costs

(i) Extension to water system at Sunnyside New Allotments

Three quotes were sought and the work will include two new water tanks and the repair and repositioning of an existing tank damaged by an unidentified vehicle. The work will be undertaken by Agripower.

(ii) Restoration of vandalised astro turf area to grass

Three quotes were sought and the work will include the removal of the carpet, the concrete sub surface, remove from site, replace subsoil, top soil, seed and replace Heras fencing until seed has taken. The work will be undertaken by Agripower.

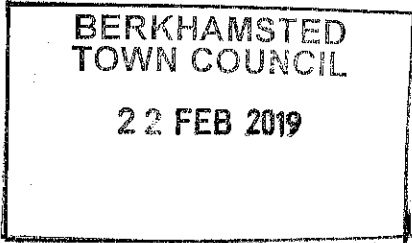
FP 29/19 Sunnyside Rural Trust Lease Renewal

To **discuss** legal issues arising.

FP 30/19 DCK Accounting Solutions

To receive feedback following the first day of the contract.

JEM 04-03-19



BERKHAMSTED TOWN COUNCIL
MINOR GRANTS (up to £1,000)
APPLICATION FORM

Name of Organisation:

...Berkofest..Book Festival...- This is a new Festival for Berkhamsted backed by
Berkofest, Town Hall Trust and Rectory Lane
Project.....

Correspondence Address:

NamePeter
Elsworth.....

Address
.....

.....Berkhamsted Herts
.....

Postcode ...HP4
3DJ.....

Contact details ...E Mailaddress as
above.....

1. What is the nature of your organisation's activity?
.....To run a Berkhamsted Book Festival on Sunday May 12th using both the Old
Town Hall and the Rectory Lane Project as the main sites for the Festival
.....

2. Is your organisation a registered charity? YES/NO* number
.....No.....

3. Is your organisation part of, or affiliated to, any national organisation?
YES/NO*

If yes please give details:

.....No.....
.....
.....

4. What is the catchment area covered by your organisation? ...Berkhamsted and District.....
.....
.....

5. Briefly describe the project or purpose for which you require a grant
.....The grant will be used to pay for some of the expense of redesigning a website to market the Book Festival to the catchment area.....
.....
.....
.....

6. How will the project benefit the community or residents of Berkhamsted?
.....There will be a number of local authors involved as well as some named authors eg Lisa Jewell , Erin Kelly, Rowena Coleman and Derek Pringle. They will be involved in Q&A sessions, book reading and workshops. The workshops will include a range of projects including, photography, acting, well-being, comedy improvisation, story-telling and self-publishing. In order to encourage children to take part there is a writing competition for children split into three age categories. There will also be a Little Spirits workshop at Rectory Lane and creative writing for adults.

The project will be heavily publicised with a view to encourage residents in Berkhamsted and the local district to attend and participate in some of the interactive workshops. It is hoped that they will then see the festival as an annual town event and help to enhance Berkhamsted's community spirit. The, fact that the Town Mayor and/ or Deputy Mayor will open the event will also demonstrate that the Town is supportive.
.....
.....
.....
.....

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

8. When do you intend to start the project ?...Planning now.....

Completion date ?.....May 12th.....

9. FINANCIAL ASSESSMENT

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

.....Attached to this application
.....
.....
.....

Continue on separate sheet if necessary

VAT (if applicable)
£.....None.....

Total estimated cost of project £2,650_____

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

Funds immediately available from your organisation

Nil

Funds that you intend to raise yourself from events:
£1300.....

Grants or loans applied for / confirmed from other organisations: £800 HCC...B&M Care £250.....

Grant requested from Berkhamsted Town Council
£... 300.....

TOTAL FUNDING OF PROJECT £__£2650

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

Berkofest being the main sponsor will cover any shortfall. The Town Hall and Rectory Lane will also help by defraying 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 ...Peter Elsworth.....

Signed 

Position ...Committee Member.....

Date..... 22/2/19

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.

In this case there are none as it is a new festival, if you wish to see the accounts for Berkofest and the Town Hall trust they can be provided

2. UP-TO-DATE statements of any investment accounts.

None

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

BUDGET FOR BERKHAMSTED BOOK FESTIVAL Sunday May 12th 2019

<u>Expenses</u>	£
IT and Website	900
Authors	500
Advertising and marketing	500
Security on 12th	250
Insurance	200
Printed Tickets	100
Costs of providing teas	100
Sundry Expenses	<u>100</u>
Total Costs	<u>2650</u>
<u>Income</u>	
Herts CC Grant	800
B&M Care	<u>250</u>
Total	1050
Shortfall	<u>1600</u>

There will be an admission price charge of £ per head on the day or advanced sales of 2 for £7.50. Which means that at least 300 customers visit the festival. There will be a sale of refreshments tea, coffee and cakes.

BERKHAMSTED TOWN COUNCIL
MINOR GRANTS (up to £1,000)
APPLICATION FORM

Name of Organisation:

Northchurch United Charities.....

Correspondence Address:

Name

Mrs Rosemary [redacted].....

Address

~~0207 250000~~
[redacted]

Postcode

~~HP20 1BX~~
[redacted]

Contact detailsas above

1. What is the nature of your organisation's activity?

Disbursement of funds to individuals in financial need and to organizations supporting disadvantaged children and elderly people in Berkhamsted and Northchurch

2. Is your organisation a registered charity? YES/number ...207010.....

3. Is your organisation part of, or affiliated to, any national organisation?

NO

4. What is the catchment area covered by your organisation?

Northchurch and Berkhamsted

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

To enable Northchurch United Charities to disburse funds to individuals in financial straits and community groups based in the town to support those of any age who are disabled or disadvantaged due to restrictions imposed by health or infirmity or difficult circumstances.

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

It helps the well-being of those who might be housebound or unable to join in clubs or activities with their peers by supporting the costs of provision of transport and hiring of venues for these clubs.

7. Is your organisation VAT registered ? No

8. When do you intend to start the project ? Ongoing.....

Completion date ?.....Annual

9. FINANCIAL ASSESSMENT

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

Happy Wanderers Club £100.....

Berkhamsted & Tring Stroke Club £250.....

Berkhamsted Under-5s Group £250

20 Individual beneficiaries £900 (20 x £45)

Continue on separate sheet if necessary

VAT (if applicable)

£...0.....

Total estimated cost of project £1,500_____

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

Funds immediately available from your organisation £371.....

Funds that you intend to raise yourself from events: £0.....

Grants or loans applied for / confirmed from other organisations: £800 (comprising £300 from Northchurch Parish Council, £250 from Sunnyside Church, £250 from St Mary's Church Northchurch)

Grant requested from Berkhamsted Town Council £450.....

TOTAL FUNDING OF PROJECT £1,500_____

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

See attachments

11. Who should cheque be made payable to?

Northchurch United Charities

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.

NameRosemary North.....

Signed

Position Clerk to the Trustees..... Date.....10 Jan 2019.....

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:

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

Date	Detail	Deposit	Current	Total	Row Labels	Deposit a/c	Current a/c	Total
b/f		£1,323.55	£821.73	£2,145.28	Benef cash		-£1,000.00	-£1,000.00
28/04/2017	Interest	£0.01		£2,145.29	Berk Town C		£450.00	£450.00
31/05/2017	Interest	£0.01		£2,145.30	Berk Under 5s		-£250.00	-£250.00
31/05/2017	COIF	£156.29		£2,301.59	COIF	£637.45		£637.45
30/06/2017	Interest	£0.01		£2,301.60	Happy Wanderers		-£150.00	-£150.00
31/07/2017	Interest	£0.01		£2,301.61	Interest	£0.29		£0.29
11/08/2017	Sunnyside		£250.00	£2,551.61	Monday club		-£150.00	-£150.00
31/08/2017	COIF	£173.48		£2,725.09	Nch Parish C		£300.00	£300.00
31/08/2017	Interest	£0.01		£2,725.10	Stroke Club		-£250.00	-£250.00
29/09/2017	Interest	£0.01		£2,725.11	Sunnyside		£250.00	£250.00
31/10/2017	Interest	£0.01		£2,725.12	Transfer	-£800.00	£800.00	£0.00
13/11/2017	Transfer	-£800.00	£800.00	£2,725.12	(blank)	£1,323.55	£821.73	£2,145.28
15/11/2017	Benef cash		-£1,000.00	£1,725.12	Grand Total	£1,161.29	£821.73	£1,983.02
22/11/2017	Monday club		-£150.00	£1,575.12				
30/11/2017	Interest	£0.04		£1,575.16				
30/11/2017	COIF	£153.84		£1,729.00				
30/11/2017	Berk Under 5s		-£250.00	£1,479.00				
30/11/2017	Stroke Club		-£250.00	£1,229.00				
15/12/2017	Nch Parish C		£300.00	£1,529.00				
31/12/2017	Interest	£0.04		£1,529.04				
29/01/2018	Happy Wanderers		-£150.00	£1,379.04				
31/01/2018	Interest	£0.05		£1,379.09				
28/02/2018	Interest	£0.04		£1,379.13				
28/02/2018	COIF	£153.84		£1,532.97				
29/03/2018	Interest	£0.05		£1,533.02				
03/04/2018	Berk Town C		£450.00	£1,983.02				
		£1,161.29	£821.73	£1,983.02				

BERKHAMSTED TOWN COUNCIL
MINOR GRANTS (up to £1,000)
APPLICATION FORM

Name of Organisation:

The Hospice of St Francis

Correspondence Address:

Name:

Kirsty Biggar, Trusts Fundraiser

Address:

Spring Garden Lane, off Shootersway, Northchurch, Berkhamsted

Postcode:

HP4 3GW

Contact details:

01442 869 555

trustfundraising@stfrancis.org.uk

1. What is the nature of your organisation's activity?

The Hospice of St Francis in Berkhamsted, provides outstanding palliative and end of life care for around 1,000 patients with serious or life-limiting illnesses in Hertfordshire and Buckinghamshire each year, receiving an outstanding rating from the Care Quality Commission in 2016. We also put an emphasis on providing support to patient's families, for whom life limiting illness also creates significant emotional and practical challenges.

As a leading centre of excellence, our care is amongst the best in the country and our core services include:

- A 14-bed Inpatient Unit offering end of life care and palliative rehabilitation for up to 300 patients a year;
- A community nursing team who made 2,584 visits last year to support patients in their own homes and has, this Autumn, expanded into a 7-day 'St Francis at Home' community service;
- An health and wellbeing centre - The Spring Centre – that provides various outpatient rehabilitation-focussed courses, creative and complementary therapies, support groups and a programme of workshops and classes all aimed at promoting independence, self-management and boosting confidence;

- A bereavement service offering 1:1 therapy and support groups, pre and post bereavement;
- Children's Services providing 1:1 and group therapy activities for 110 children;
- Respite, training and social opportunities for 150 carers a year through our Carers Support Service;
- Nationally-recognised training and education programmes for internal and external healthcare professionals including collaborative working with other local hospices;
- A phenomenal volunteer base of 1,200 well-trained and dedicated volunteers – 387 of whom are Berkhamsted residents - who are involved in all aspects of the Hospice's services and enable us to deliver these services in a more cost-effective way.

2. Is your organisation a registered charity? YES * number: 280825

3. Is your organisation part of, or affiliated to, any national organisation? NO *

If yes please give details:

4. What is the catchment area covered by your organisation?

Our catchment area covers North West Hertfordshire, including Berkhamsted, and the Chilterns areas of Buckinghamshire

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

Regulating difficult symptoms is an important part of end of life care and we do everything possible to make our patients as pain-free as possible through the administration of medicine and effective symptom management. Syringe drivers deliver medication from the syringe to a needle just under the skin, helping to reduce symptoms by delivering a steady flow of medication continuously or at timed intervals. Administering medication in this manner greatly reduces the risk of side effects and is less disturbing to patients - particularly those who are unable to take medication orally – meaning that they can focus on what's important to them; it will also have the added benefit of reducing the anxiety of family members who don't want to see their loved one in pain. We are applying for a grant to purchase a syringe driver for our community team. "Having our own syringe driver in the office would be a huge benefit to support patient care particularly in the final stages of someone's life or for urgent symptom control when patients are no longer able to take oral medication." Caroline Wheeldon, Head of Community Nursing at The Hospice of St Francis.

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

Patients living in our catchment area and accessing our services are facing the heartbreak and fear of a chronic and life-limiting illness that they will ultimately die from. The Hospice of St Francis holds a special place in the hearts of many

Berkhamsted residents and we strongly believe that every life is precious and everyone in all settings should receive high quality care as they face the end of their life. Recently a Berkhamsted patient was discharged home from hospital for end of life care. One of our community nurses was contacted to administer prescribed medication and provide support to the patient and their family. Unfortunately, the Community nursing team do not have its own designated syringe driver and had to request one from the District Nurse. Standard procedures required a further assessment by the District Nurse before the syringe driver could be started, which caused delay in administering the pain relief medication causing the patient and family further distress. This situation could have been avoided if there had there been a designated syringe driver for the community team, saving precious time and costs as well as ensuring a continuity of care for the patient and support for the family. A grant for the purchase of a designated community syringe driver will ensure that situations like these can be avoided and that no further distress is caused.

7. Is your organisation VAT registered ? Y/N Vat number: 123 3350 57

8. When do you intend to start the project ?

Once funding for the purchase of the syringe driver has been secured.

Completion date?

Syringe drivers have a lifespan of approximately four years.

9. FINANCIAL ASSESSMENT

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

1 x Syringe driver @ £995 each

1 x Lockbox @ £91 each

Total: £1,086

Continue on separate sheet if necessary

VAT (if applicable) £: N/A

Total estimated cost of project: £1,086

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: £.....

Grant requested from Berkhamsted Town Council £1, 086

TOTAL FUNDING OF PROJECT £1,086

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

At 31st March 2018, the Hospice's unrestricted reserves represented approximately 5.7 months of charitable spending. The Board of Trustees reviews the level of unrestricted reserves regularly to ensure that the Hospice's operations are sustainable.

11. Who should cheque be made payable to?

Hospice of St Francis (Berkhamsted) LTD

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: Kirsty Biggar

Signed: K. Biggar

Position: Trusts Fundraiser

Date: 17/01/2019

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

Townclerk

From: UK Local Councils <admin@localcouncils.org>
Sent: 28 February 2019 11:00
To: Enquiries
Subject: formResults : Grant Application Form
Attachments: Audited or independently examined accounts.pdf

UK Local Councils - Grant Application Form

Message Sent From : <https://www.berkhamstedtowncouncil.gov.uk/grant-application-form.html> by 213.105.78.27 @ 2019-02-28 10:59:19

Name of Organisation :
 Chiltern Open Air Museum

Name :
 Gill Whitehead

Address :
 Chiltern Open Air Museum

Postcode :
 HP8 4AB

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

Chiltern Open Air Museum was founded in 1976 with the aim of rescuing threatened buildings. Our mission is to tell the story of the Chilterns through historic buildings, landscapes and culture for the enjoyment, inspiration and learning of present and future communities.

35 historic buildings, including the Rossway Granary from Berkhamsted, have now been saved and rebuilt at the site, and there are more in store. The Museum only accepts buildings that would otherwise be demolished.

An integral part of the Museum's work is its award* winning schools programme where over 20,000 school children of all educational needs benefit annually from themed workshops linked to the National Curriculum. The Museum has set up a hardship fund for schools who cannot afford the cost of workshops or who have a significant proportion of children with special educational needs and shortly Egerton Rothesay School from Berkhamsted will be having a fully funded visit.

Many other schools from Berkhamsted have, and continue, to take part in our school workshops including Greenway Primary & Nursery School; Thomas Coram C of E School; Potten End First School; Swing Gate Infant & Nursery School and Berkhamsted Prep.

The Museum could not run without the help of its 200 volunteers who help in all areas across the site. This includes many residents of Berkhamsted and, in addition, our Operations Manager lives in Berkhamsted. We offer flexible voluntary roles so that even those who work can get involved as well as seasonal work in our cafe and shop which many students, including those in Berkhamsted, take on over their summer and Christmas holidays.

(* Multiple Sandford Awards for Heritage Education and the Learning Outside the Classroom Award)

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

Yes

Other: 272381

Is your organisation part of, or affiliated to, any national organisation? If yes please give details :

Museums Association

Association of Independent Museums

Group for Education in Museums

Rural Museums Network

Institute for Outdoor Learning

South East Museums Development Programme Bucks Business First

What is the catchment area covered by your organisation? :

National but with a focus on Bucks, Herts, Oxon, Berks and Middx.

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

Costumed Interpretation

WHY

The Museum is starting a new project to bring our buildings, such as the Rossway Granary from Berkhamsted, and the ordinary Chilterns people who lived in them, back to life through the use of costumed interpreters.

Visitors will be able to watch real people invoking the real people of long ago. The authenticity and quality of the costumes will create an immersive environment in which visitors can see what our historic buildings looked like when they were lived in by ordinary people. Interacting with costumed professionals can be educational and an unforgettable experience.

Textiles and costume are some of the most evocative communicators of time, place and history. Our challenge is to make clothes that the ordinary person would have worn to plough the fields, shoe a horse or scrub the floor.

The buildings we are looking to interpret range from the 1826 Toll House to the 1947 Prefab. This time saw huge changes in society, not least in clothing and fashion.

We want to create the clothes of the farmyard and the hearth using original techniques where possible.

HOW

We will work in 12 week blocks to research, design and create costumes for each of the different time periods to make every aspect of the clothes.

We are pulling together a group of volunteer sewers of all ages and from all areas including Berkhamsted, who will help create costumes from the bottom up. We want our visitors to understand what it was like to black a lead stove in stays during an August heatwave! This will provide our volunteers with an enriching learning experience and make them feel actively involved in the development of the Museum.

Where possible we will source costume materials sustainably. For example from charity shops and recycling charities such as Work Aid in Chesham.

As our interpreters come in all shapes and sizes (!), costumes will be made as adaptable as possible (ie drawstring waists, cross over dresses) so that the number of costumes required is kept to a minimum but without sacrificing authenticity.

FUNDING

As even a simple 1840s working dress can have six or seven metres of fabric, not including the petticoats, we will need help in purchasing fabrics and patterns to make our project happen.

We have costed out the materials needed and concluded that 50 per costume will enable us to create an authentic outfit as sustainably as possible.

A 500 donation from Berkhamsted Town Council will therefore allow us to create ten costumes out of a total of 30 needed.

Maintaining our collection of 35 historic buildings, a 45 acre site with a working farm, gardens and parkland and running an award winning learning programme for schools is an expensive business and accounts for most of our operating costs. As the Museum receives no government funding or regular grants, we therefore often apply for grants to cover the costs of projects such as this one.

SUMMARY

This is an exciting project involving local volunteers, including those from Berkhamsted, that will be documented and shared with the public throughout, and transform the visitor experience for guests.

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

VOLUNTEER OPPORTUNITIES

Many residents of Berkhamsted already help at the Museum in both volunteer and paid roles. This project will create further flexible volunteer opportunities such as making the costumes which will provide volunteers of all ages with an enriching learning experience and make them feel actively involved in the development of the Museum.

We are also looking for weekend volunteer costumed interpreters who will bring our buildings to life and greatly enrich the visitor experience. There is a large body of research which shows that volunteering can play a major role in combating loneliness and stress. It is also a good way to learn new skills and boost one's CV.

Our flexible volunteering opportunities fit with the Hertfordshire County Council Corporate Plan 2017 - 2021:

Opportunity to take part in recognising the contribution of volunteering towards improving health and well being, the prevention of isolation and mental health problems, and supporting individuals in both their personal and career development.

PRESERVING & SHOWCASING THE HERITAGE OF BERKHAMSTED The visitor experience when looking around our unique collection of 35 heritage buildings will be greatly enhanced by costumed interpreters who will bring the past to life. This includes the Rossway Granary from Rossway Home Farm in Berkhamsted. We rescued the granary from demolition and rebuilt it at the Museum. It was built in 1802 and we know this because we have a receipt from a builder for 73 10s Od! The Granary reflects the history of the ordinary Berkhamsted working man which is not often recorded - for instance the building has Victorian graffiti inscribed into the wooden panels with the names and heights of some of the farm children - such as Jack Hadden (the Hadden family had owned the Farm since 1683.) The Museum has preserved this unique piece of Berkhamsted's heritage that would otherwise have been lost.

SUPPORT FOR LOCAL BUSINESSES

We will source a significant amount of materials needed to make the costumes from charity shops in Berkhamsted, where our Operations Manager lives, and from other local businesses such as Berkhamsted Arts & Crafts.

Is your organisation VAT registered? Yes/No number :

Yes

Other: 417142772

When do you intend to start the project? :

March 2019

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

We have costed out the materials needed and concluded that 50 per costume will enable us to create an authentic outfit as sustainably as possible.

A 500 donation from Berkhamsted Town Council will therefore allow us to create ten costumes out of a total of 30 needed.

Maintaining our collection of 35 historic buildings, a 45 acre site with a working farm, gardens and parkland and running an award winning learning programme for schools is an expensive business and accounts for most of our operating costs. As the Museum receives no government funding or regular grants, we therefore often apply for grants to cover the costs of projects such as this one.

VAT (if applicable) :

Total estimated cost of project :

1500

Funds immediately available from your organisation :

500

Funds that you intend to raise yourself from events :

0

Grants or loans applied for / confirmed from other organisations :

applied to Chalfont St Giles Show for 500

Grants requested from Berkhamsted Town Council :

500

Total funding of project :

1,500

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

Designated: 412,130

Unrestricted: 407,564

Designated Funds are set aside by the Museum Board of Trustees for the security of the Museum including the possible need to purchase the freehold of the land depending on the outcome of the current negotiations with the landlord Comer Homes.

Who should cheque be made payable to? :
Chiltern Open Air Museum Limited

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UK Local Councils