

HAYTON PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602

Email: clerk@Hayton-pc.gov.uk www.haytonparishcouncil.org.uk

Wednesday, 8 January 2025

Dear Councillor

You are summoned to attend the **Hayton Parish Council Meeting** that will be held at Heads Nook Village Hall on **Wednesday 15 January 2025** at 7.00 PM. The Public and Press are invited to attend.



Clerk

AGENDA

- 109. APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence
- 110. MINUTES OF THE COUNCIL MEETING held on 20 November 2024** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 20 November 2024 (attached).
- 111. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**
- Register of Interests: Councillors are reminded of the need to update their register of interests
 - To declare any personal interests in items on the agenda and their nature
 - To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - To make any requests for dispensation
- 112. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public
- 113. PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.
- 114. CUMBERLAND COUNCILLOR REPORTS – to receive** items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)
- 115. POLICE MATTERS – to resolve** whether to submit any matters to the Local Focus Hub.
- 116. PLANNING APPLICATIONS** - You may view the details on the Planning Authority website (Cumberland.gov.uk) where parishioners can submit their own observations directly

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- a. To note the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

24/0719	Netherton Farm, Talkin, Brampton, CA8 1LR	Erection Of Extension To Farm Buildings To Roof Over Cattle Pens; Erection Of Extension To Existing Cattle Shed	Np observations
24/0702	Inwood, Hayton, Brampton, CA8 9JY	Erection Of Single Storey Rear Extension To Provide En-Suite Bedroom & Open Plan Kitchen/Diner/Lounge Together With Raised Patio	No observations
24/0703	5 Eden Cottages, Little Corby, Carlisle, CA4 8QL	Formation Of Sunroom Over Existing First Floor Balcony With External Staircase (Retrospective)	No observations

- b. To Note the following applications were granted approval

24/0590	14 Cairn Crescent, Corby Hill, Carlisle, CA4 8QH	Demolition Of Existing Garage & Utility; Erection Of Two Storey Side Extension To Provide Garage & Internal Alterations To Ground Floor With 2no. En-Suite Bedrooms Above Together With Single Storey Rear Extension To Provide Kitchen & Snug
24/0578	Park House, Heads Nook, Brampton, CA8 9BS	Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 22/0370 (Demolition Of Cottage And Erection Of Replacement Dwelling) To Revise The House Type (Part Retrospective)

117. FINANCE

- a. **Payments- to authorise** schedule of payments totalling £994.55 (VN 62-68)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Already paid							
62	28/11/2024	WaterPlus	0	Allotment water fee	8.86	0.00	8.86
63	31/12/2024	WaterPlus	0	Allotment water fee	8.64	0.00	8.64
To be paid/authorised							
64	16/01/2025	Nicholas Phillips	0	Clerk's Salary	733.38	0.00	733.38
65	16/01/2025	HMRC	0	HMRC	165.94	0.00	165.94
66	16/01/2025	Nicholas Phillips	0	Clerk's Expenses	23.73	0.00	23.73
67	16/01/2025	WJP Software Ltd	IN24-1003	Website fee	20.00	4.00	24.00
68	16/01/2025	RO Lamb Memorial Reading Room	Room Hire - Hayton PC	Room Hire	30.00	0.00	30.00

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- b. **Monthly reconciliation (November and December 2024) – to receive and note** the reconciliation and balances checked by Cllr Culley.
 - c. **Monthly budget update- to receive and note**
 - d. **Receipt – to note** receipt from Barclays Bank, Interest £85.74 R05.
118. Grant to 1st Hayton Brownies and Guides – to resolve whether to make a grant payment.

119. Councillors' reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

120. Date of next meeting

The next meeting of the Parish Council will take place on 19 February 2025 in Hayton Reading Room at 7.00pm.

Agenda items to be submitted to the Clerk by 12 noon on 7 February 2025.

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Minutes of the Hayton Parish Council meeting held on Wednesday 20th November 2024 at 7.00pm in Talkin Village Hall.

Present: G Clubbs (Chair), I Blythe, D Byers, C Culley, H Denby, J Dowling, R Hayton, G Jackson, R Tinnion

Also Present: N Phillips (Clerk/RFO), Cumberland Councillor R Dobson

89. APOLOGIES FOR ABSENCE -

90. MINUTES OF THE COUNCIL MEETING held on 16 October 2024 - authorised the chair to sign, as a correct record, the minutes of the meeting held on 16 October 2024.

91. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION – no new declarations

- a. Register of Interests: Councillors are reminded of the need to update their register of interests
- b. To declare any personal interests in items on the agenda and their nature
- c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
- d. To make any requests for dispensation

92. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To decide whether there are any items of business which require exclusion of the press and public – item 98 although no public presence,

93. PUBLIC PARTICIPATION none present.

94. CUMBERLAND COUNCILLOR REPORTS—received the following items for information: Border Fellside and North Carlisle Network Event at Scotby Village Hall 26 November. Cumberland Budget in preparation and about to go out to consultation with a survey followed by the executive setting a budget to be voted on by the council members. Fibrus poles – many complaints about poles. Esk Quarry – as a result of the re-opening there has been some concern amongst residents with some reported breaches of the planning conditions in place and speeding through Heads Nook. Cllr Dobson was asked if Cumberland Council could arrange a speed survey.

95. POLICE MATTERS –resolved not to submit any matters to the Local Focus Hub but to ask Cumberland Council to look at parking enforcement on Yellow Lines within Hayton Village, particularly at school pickup times.

96. PLANNING APPLICATIONS -

- a. resolved to submit observations on the following application as detailed

24/0656	1 Toppin Castle Cottages, Heads Nook, Brampton, CA8 9AX	Erection Of Single Storey Side Extension With Roof Mounted Solar Panels To Front Elevation; Erection Of Detached Garage With Roof
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		Mounted Solar Panels To Side Elevations; Creation Of New Vehicular Access
No observations		

b. Noted the following applications were granted approval

23/0854	Land to south east of Cedar Barn, How Mill, Brampton, CA8 9JY	Erection Of 1no. Dwelling
24/0574	Greenholme Lodge Barns, Corby Hill, CA4 8QT	Variation Of Condition 1 (Approved Documents) Of Previously Approved Listed Building Consent 22/0294 (Conversion And Extensions To Create 7no. Dwellings (Revised Application) (LBC)) (Previously Approved By Listed Building Consents 06/0994 & 13/0203) For Amendments To The Plans & Elevations, External Materials, Landscaping, External Lighting & External Doors

97. FINANCE

a. **Payments- authorised** schedule of payments totalling £3397.34 (VN 50-61)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
50	11/11/2024	Proludic Ltd	SIN009737	Playground equipment	470.05	94.01	564.06
51	13/11/2024	Sally's Warwick Bridge Ltd	INV 200	Room Hire	31.67	6.33	38.00
52	21/11/2024	Nicholas Phillips	0	Clerk's Salary	932.42	0.00	932.42
53	21/11/2024	HMRC	0	HMRC	260.52	0.00	260.52
54	21/11/2024	Nicholas Phillips	0	Clerk's Expenses	8.02	0.00	8.02
55	21/11/2024	Talkin Village Hall	Room Hire - Hayton Parish Council	Room Hire	30.00	0.00	30.00
56	18/12/2024	Nicholas Phillips	0	Clerk's Salary	733.38	0.00	733.38
57	18/12/2024	HMRC	0	HMRC	165.94	0.00	165.94
59	21/11/2024	Solway Garden and Landscapes		Christmas Tree Delivery	100.00	20.00	120.00
60	21/11/2024	Rowleys	Hayton PC	Christmas Trees -	425.00	0.00	425.00
61	21/11/2024	Countrywide Grounds Maintenance	602665	Grass Contract (Martha's Well)	100.00	20.00	120.00

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- b. **Monthly reconciliation (October 2024) –received and noted** the reconciliation and balances checked by Cllr Culley.
 - c. **Monthly budget update- received and noted**
98. Grass contract –received the submitted tender documents and resolved to authorise the Clerk to appoint Green Team as they provided the lowest quote.
99. Budget 2025-26
 - a. agreed the budget headings and figures for 2025-26
 - b. noted the revised forecast of outturn and updated budgets for 2024-25
 - c. resolved to levy a precept on Cumberland Council of £20500 for 2025-26
100. Footpath between Hayton Church and Community Field – Hayton Community Association has agreed to fund improvements to the footpath and is seeking permission from Hayton Parish Council and support to seek agreement from the footpath officer at Cumberland Council. **Resolved** to gain permissions for the work and for the Chair to speak to the landowner.
101. One way System proposal for Quarry Traffic as suggested by Cumberland Councillor Dobson –resolved that the Parish Council is **not** in support of the proposal. Councillors discussed in detail that whilst residents in Heads Nook would benefit from the proposed change it would then be detrimental to the residents of How Mill who would have the vehicles passing in both directions. The quarry had also made contributions towards the roadway at Cairn Bridge which they would then not be able to be used. The road way in Heads Nook has been strengthened in the past whilst those roadways in How Mill are less suitable, un-reinforced roads.
102. Encroachment onto footways in Hayton –resolved to take the following actions for councillors to report any issues to the clerk.
103. **Cumberland Council response to Freedom of Information request** –received and noted.
104. **Request from HCP for support for a proposal to provide flower tubs at entrance to Hayton Village** –resolved to support the proposal, subject to Highway Authority approval, which will be funded by HCP.
105. Securing a gov.uk domain –authorised the clerk to take advantage of the current funding opportunity for a free gov.uk domain and email service.
106. **Clerk’s verbal report:** to receive feedback on the following items
 - a. Road sweeping in Hayton – requested road sweeping to take place
 - b. Grass in roads in Faugh – have requested road cleaning team to attend.
 - c. Cairn Bridge embankment fence – to note the Clerk has written to the Assistant Director to raise concern and ask for a copy of risk assessment.
 - d. Planning Training Session attended 19/11/2024 – some interesting feedback on how decisions are made with 95% of decisions delegated to Officers.
 - e. New field access on Brier Lonning – Cumberland Highways have written to land owner to inform them of the correct procedures and how to bring the entrance up to the approved standard.

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107. Councillors' reports and items for future agenda

Reading Room committee meeting took place and Cllr Dowling appraised them about insurance.

108. Date of next meeting

The next meeting of the Parish Council will take place on 15 January 2025 in Heads Nook Village Hall at 7.00pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 3 January 2025.

Meeting closed 20:40

Hayton Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
62	Allotments	28/11/2024		Community		Allotment water fee	WaterPlus	Z	8.86		8.86
63	Allotments	31/12/2024		Community		Allotment water fee	WaterPlus	Z	8.64		8.64
64	Clerk Salary	16/01/2025		Community		Clerk's Salary	Nicholas Phillips	Z	733.38		733.38
65	HMRC	16/01/2025		Community		HMRC	HMRC	Z	165.94		165.94
66	Travel and Office expenses	16/01/2025		Community		Clerk's Expenses	Nicholas Phillips	Z	23.73		23.73
67	Website	16/01/2025		Community	IN24-1003	Website fee	WJP Software Ltd	S	20.00	4.00	24.00
68	Room rental	16/01/2025		Community	Room Hire - Hayto	Room Hire	RO Lamb Memorial Readin	Z	30.00		30.00
Total									990.55	4.00	994.55

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Ref.	Employee Name	Process Date	N.I. Number
4	Mr. N Phillips	31/01/2025	

Payments	Units	Rate	Amount
Salary	58.50	15.0800	882.18

Deductions	Amount
PAYE Tax	148.80
National Insurance	0.00

Mr. N Phillips 14 Twickenham Court Carlisle Cumbria CA1 3TW Hayton Parish Council Tax Code: 165T Dept: Tax Period: 10 Payment Method: Cheque	This Period		Year To date	
	Total Gross Pay	882.18	Total Gross Pay TD	8821.87
	Gross for Tax	882.18	Gross for Tax TD	8821.87
	Earnings for NI	882.18	Tax paid TD	1487.80
			Earnings For NI TD	8821.87
			National Insurance TD	7.38
	Payment Period	Monthly		
			Net Pay	733.38

Hayton Parish Council
Form P32 - Employer Payment Record

Tax Month From: 10 **Date From:** 06/01/2025 **Tax District/Reference:** 783/VZ90381
Tax Month To: 10 **Date To:** 05/02/2025 **Accounts Office Reference:** 783PH00166975

1 - PAYE Income Tax:	148.80
2 - Student/Postgraduate Loan Deductions:	0.00
3 - Net Income Tax:	148.80 (1 + 2)
4 - Gross National Insurance:	17.14
5 - Employment Allowance:	0.00
6 - Total SMP Recovered:	0.00
7 - NIC Compensation on SMP (if due):	0.00
8 - Total SPP Recovered:	0.00
9 - NIC Compensation on SPP (if due):	0.00
10 - Total ShPP Recovered:	0.00
11 - NIC Compensation on ShPP (if due):	0.00
12 - Total SAP Recovered:	0.00
13 - NIC Compensation on SAP (if due):	0.00
14 - Total SPBP Recovered:	0.00
15 - NIC Compensation on SPBP (if due):	0.00
16 - Total NIC Deductions:	0.00
17 - Net National Insurance:	17.14 (4 minus 5 minus 16)
18 - Apprenticeship Levy:	0.00
19 - Termination Payments Class 1A NICs	0.00
20 - Employer NI to Pay:	17.14
21 - Total Amount Due:	165.94 (3 + 17 + 18 + 19)

Note: If there is a value in box 16 displayed above you must submit an Employer's Payment Summary (EPS) to HMRC.

Tax Refund Received	0.00
SMP/SPP/ShPP/SAP/SPBP Funding Receive	0.00
Total SMP	0.00
Total SPP	0.00
Total ShPP	0.00
Total SAP	0.00
Total SPBP	0.00
Small Employer Statutory NIC Compensation Percentage	3.00 %

You can pay your employers' PAYE and National Insurance online at <https://www.tax.service.gov.uk/pay-online/epaye>

Hayton Parish Council

Clerk's Expenses January 2025

Postage				VAT		Total
Agenda postage						£ 1.65
Travel	Miles	@per mile				
To post agendas on noticeboards	12.2	£ 0.52				£ 6.37
Defibrilator Check	30.1	£ 0.52				£ 15.71
			Totals	£ -	£ 23.73	£ 23.73

WJP Software Limited

Office 10, Bedale Hall, North End,, Bedale,, North Yorks,, DL8 1AA

Telephone: 01677 392001
Mobile: 07769970448**Email:** james.proctor@wjps.co.uk
Website: www.wjps.co.uk**VAT Number**
GB 110 437659**Customer** Hayton Parish Council
Reference
Invoice Address c/o Parish Clerk
Delivery Address c/o Parish Clerk**Invoice Number** IN24-1003
Invoice Date 12/12/2024
Due Date 11/01/2025

Description	Qty/Hrs	Price/Rate	Discount	Net	% VAT	VAT	Total (£)
REGISTRATION OF .gov.uk DOMAIN NAME (.gov.uk REGISTRATION)	1.00	50.00	50.00	0.00	20.00	0.00	0.00
O365 EMAIL (O365 Email)	1.00	45.00	25.00	20.00	20.00	4.00	24.00
Office 365 Email Setup (O365 SETUP)	1.00	25.00	25.00	0.00	20.00	0.00	0.00

Discount	100.00 (£)
Total Net	20.00 (£)
Total VAT	4.00 (£)

Total	24.00 (£)
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Notes

AMENDED VERSION

* Central Government Funding Applied £100*

Please note that you can pay directly into our bank account.
Please quote the invoice number.

Sort Code: 40-40-22 / Account Number: 01742582

Account Name: WJP Software Limited / Bank: HSBC

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	20.00	4.00	24.00

Terms and ConditionsThe total must be paid within 30 days of the date at the top of the invoice.
If you have any problems with this invoice please contact info@wjps.co.uk

Hayton Parish Council

8 January 2025 (2024-2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Income															
Precept															
Bank interest															
Administration															
Clerk Salary	10,207.80	698.73	709.13	703.93	703.93	703.93	703.93	703.93	932.42	733.38	733.38			7,326.69	2,881.11
HMRC		158.65	148.25	153.45	153.45	153.45	153.45	153.45	260.52	165.94	165.94			1,666.55	-1,666.55
Annual Payroll	186.18	174.00												174.00	12.18
Insurance	1,324.66														1,324.66
Audit fees	128.40		100.00				210.00							310.00	-181.60
Travel and Office expen	214.03		7.72	23.43	7.72		96.90	8.02	8.02		23.73			175.54	38.49
Office accommodation (267.50														267.50
Training	214.03														214.03
Room rental	288.90		30.00	30.00	30.00		30.00	30.00	61.67		30.00			241.67	47.23
Bank charges															
Grounds Maintenance															
Grass contract	2,781.98		1,065.00	532.50	532.50	532.50	532.50		100.00					3,295.00	-513.02
Trees	1,069.97														1,069.97
Hayton Playing Field	106.97								470.05					470.05	-363.08
Heads Nook Playing Fie	106.97														106.97
Talkin Signpost project															
General maintenance															
Repairs and Maintenanc	374.48														374.48
Seats and Noticeboards	1,069.97		190.00											190.00	879.97
Bus Shelters	321.00														321.00
Church Clock	199.08														199.08
Subscriptions and lice															
Subscriptions	513.60		875.45	24.99										900.44	-386.84
Website	160.50		190.21								20.00			210.21	-49.71

Hayton Parish Council

8 January 2025 (2024-2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Miscellaneous															
AED batteries	535.03				592.94									592.94	-57.91
Allotments	85.63	20.73	10.71		10.93	8.86	8.86	8.64	8.86	8.64				86.23	-0.60
Christmas trees and light	428.00								525.00					525.00	-97.00
Miscellaneous							1,000.00							1,000.00	-1,000.00
	20,584.68	1,052.11	3,326.47	1,468.30	2,031.47	1,398.74	2,735.64	904.04	2,366.54	907.96	973.05				
														Total:	17,164.32
														Variance:	3,420.36

Hayton Parish Council

8 January 2025 (2024-2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Income															
Precept	19,500.00	19,500.00												19,500.00	
Bank interest				85.10			85.43			85.74				256.27	256.27
Administration															
Clerk Salary															
HMRC															
Annual Payroll															
Insurance															
Audit fees															
Travel and Office expen															
Office accommodation (
Training															
Room rental															
Bank charges															
Grounds Maintenance															
Grass contract															
Trees															
Hayton Playing Field	106.97														-106.97
Heads Nook Playing Fie	106.97														-106.97
Talkin Signpost project															
General maintenance															
Repairs and Maintenanc															
Seats and Noticeboards															
Bus Shelters															
Church Clock	99.48														-99.48
Subscriptions and lice															
Subscriptions															
Website															

Hayton Parish Council

8 January 2025 (2024-2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Miscellaneous															
AED batteries															
Allotments	85.63														-85.63
Christmas trees and light															
Miscellaneous															
	19,899.05	19,500.00		85.10			85.43			85.74					
														Total:	19,756.27
														Variance:	-142.78

**HAYTON PARISH COUNCIL
APPLICATION FOR FINANCIAL ASSISTANCE**

Please complete and return to Nick Phillips Clerk Hayton Parish Council 14
Twickenham Court, Carlisle CA1 3TW e. clerkhaytonpc@gmail.com

Name of Organisation

1st Hayton Brownies & Guides

Contact details

Name	Chloe Harrison
Address	2 Fell View, Milton, CA8 1JE
Telephone number	07592069722
Fax	N/A
E-mail address	Chloeharrison97@outlook.com

Brief description of the project (where appropriate please include a map of the site and/or photographs of the relevant features)

We are taking the Brownies and Guides to Glasgow Science Centre for an amazing Sleepover with other Brownies and Guides.
We are looking at providing transport to help get to Glasgow – possibly a coach or train
Depending on numbers and which ends up being cheaper.

Details of local support for the project (Please include evidence of need from local surveys or committee meetings)

Estimated cost of project

£1000 for transport

Please give details of other funding or fundraising secured for the project
(including details of your own contribution)

Parents will be paying £15 for the sleepover cost and max of £15 towards transport (if Needed)

Please give details of any other annual financial assistance or grants received/pledged

N/A for this trip

Amount requested

£500

Estimated start and end date of the project

8th February to 9th February 2025

Hayton Parish Council seeks assurance that those in receipt of a grant, uses best practice and are aware of current legislation eg food hygiene and licensing law and energy efficiency measures.

Or explain how the Village Hall Committee has kept up to date with good practice and changes in legislation.

Please also include:

- Three written quotations or estimates
- For specialist projects with limited suppliers, one quotation will be acceptable.
- A copy of your most recent audited accounts
- Your latest bank statement.

Signature of Chairman

CAHarrison

Date

18th December 2024