

APPLICATION FOR GRANT FROM CLAYGATE PARISH COUNCIL

1. YOUR ORGANISATION

(Name, address & description of activities. How long has your organisation been in existence)

Claygate Village Association (CVA), registered charity no 284181, formed in 1946.
Its aim is to preserve and enhance the village nature of Claygate.

Activities: Christmas Lights Event, Open Gardens, Get-involved day,
Claygate in Bloom - volunteers care for the tubs in the shopping streets and some village
flowerbeds. We have also helped to plant and care for the highway garden sites in the past.

INDIVIDUAL CONTACT DETAILS

Vanessa Relleen, vreleen@gmail.com, 07595 908160

2. REASON FOR GRANT

(Brief description of the project or scheme and how it will benefit Claygate – Full details to be provided separately if necessary.)

The Green is an important area in the centre of the Village. It has been allowed to get very overgrown and is much in need of regeneration. The overgrown shrubs and weeds need removing and replacing.

Two quotes are attached from local contractors for the hard work. We favour the lower one from GA Landscapes for £2,940

And we estimate that new plants will cost up to £2,000

Our enthusiastic team of volunteers will do the planting.

They will also water the new plants if they can access the water supply next to the trough.

- Is there still a hose pipe in the manhole?

TOTAL COST OF SCHEME / PROJECT:

Approx. £5.000

VALUE OF GRANT APPLIED FOR:

£5.000

If the landscaping invoice is paid directly by CPC, perhaps some VAT could be claimed back.

3. FOR ALL APPLICATIONS OVER £500 PLEASE EXPLAIN WHY THE PROPOSED ACTIVITY CANNOT BE REASONABLY FUNDED FROM INCOME AND/OR RESERVES.

The CVA has no income and keeps reserves to a minimum.
We rely on grants for all projects

4. FOR ALL APPLICATIONS OVER £500, IF THE GRANT IS TO BE THE 'SEED' FUNDING SOURCE, PLEASE SHOW OTHER SOURCES OF FUNDING THAT WILL CONTRIBUTE ONCE AN INITIAL AMOUNT IS RAISED.

None

5. FOR ALL APPLICATIONS OVER £500, IF CLAYGATE PARISH COUNCIL IS TO BE THE PROVIDER OF LAST RESORT, PLEASE SHOW OTHER FUND-RAISING ACTIVITIES OR SOURCES OF FUNDING

None planned in 2026

6. FOR ALL APPLICATIONS OVER £500 THE GRANT SHOULD BE MATCH-FUNDED OR SOME OTHER RESOURCE PROVIDED I.E. LABOUR, PLEASE GIVE INFORMATION.

Our volunteers provide free labour which has already amounted to approx 25 hours for the initial clearance

7. PLEASE GIVE DETAILS ON HOW YOUR ORGANISATION IS MITGATING CLIMATE CHANGE.

Our Christmas lights are all LEDs,
We put drought-friendly plants in the tubs
We support blue heart verges in Claygate

8. PLEASE GIVE DATES AND AMOUNTS OF ANY PREVIOUS GRANTS FROM CLAYGATE PARISH COUNCIL

November 2025 - £1000 Christmas Lights event, towards stage & tree
February 2025 - £187 Claygate Get Involved day hire of Village Hall
November 2024 - £500 Christmas Lights event, towards stage
November 2024 - Christmas tree (paid direct to Andy's Gardening Services)
November 2023 - £500 Christmas Lights event, towards stage
November 2023 - Christmas tree (paid direct to Andy's Gardening Services)
March 2023 - £500 plants for Foley Triangle bed
January 2023 - £385 Christmas tree
November 2022 - £500 Christmas Lights event, towards stage
March 2022 - £166 hall hire for Get Involved day
October 2019 - £400 new tubs for The Parade

FOR ALL APPLICATIONS OVER £500 THE FOLLOWING INFORMATION **MUST** BE INCLUDED WITH THE APPLICATION FORM:

1. CONSTITUTION
2. RECENT ACCOUNTS (unless the organisation is just setting-up)
3. PROJECT PLAN
4. A STATEMENT OF FUNDING SOURCES (including information about approaches for funding which were unsuccessful)

FOR ALL APPLICATIONS ONCE THE FUNDING HAS BEEN USED, COPIES OF INVOICES AND A SHORT REPORT OF HOW THE MONEY HAS BEEN SPENT WILL BE REQUIRED.

Signed.......... Date.....23-1-26.....

Please return to Parish Clerk, Claygate Village Hall, Church Road, Claygate, Surrey, KT10 0JP a minimum of 14 days before the relevant full Council Meeting (dates available on the Parish Council Website).

If you have any queries please contact the Parish Clerk on 01372 467000 or email clerk@claygateparishcouncil.gov.uk

CLAYGATE VILLAGE ASSOCIATION

INCOME AND EXPENDITURE FOR THE YEAR ENDED 30/09/2025

	2025	2024		2025	2024
INCOME	£	£	EXPENDITURE	£	£
Claygate in Bloom			Claygate in Bloom		
Donations	100		Plants	548	488
Elmbridge BC grant for tubs	235		New tubs	235	
Plant Sale	493	394	Printing/refreshments	67	
Open gardens	1,042	250			
	<u>1,870</u>	<u>644</u>		<u>850</u>	<u>488</u>
Christmas lights 2024 *			Christmas lights 2024 *		
Surrey County Council grant	2,000	1,000	Stage	2,514	2,275
Claygate Parish Council Grant	500	500	Other event costs	1,344	1,412
Holy Trinity Church	400	400			
Claygate Traders	570	810			
Income on the night	596	550			
	<u>4,066</u>	<u>3,260</u>		<u>3,858</u>	<u>3,687</u>
General			General		
Bank Interest less chgs	467	107	Hall hire/AGM	273	299
Merchandise sales	425	425	Insurance	373	334
CPC grant get involved day	187		CVA Website/mailings	33	259
			Merchandise purchase	804	
			Get involved Day/Flower Show	257	
			Sundry		99
	<u>1,079</u>	<u>532</u>		<u>1,740</u>	<u>991</u>
Totals for CTWF		<u>125</u>			<u>4,659</u>
Total income	<u>7,015</u>	<u>4,561</u>	Total Expenditure	<u>6,448</u>	<u>9,825</u>
Surplus/(deficit) inc CTWF	567	(5,264)			

* Claygate Parish Council paid directly for the Tree on the Green Christmas 2023 & Christmas 2024

BALANCE SHEET AS AT 30/09/2025

	2025	2024		2025	2024
Total funds			Net Assets		
Brought forward	14,504	19,768	Deposit account	3,332	4,384
Plus Surplus/(Less deficit)	567	(5,264)	Current accounts	2,805	728
	<u>15,071</u>	<u>14,504</u>	petty cash	174	135
Represented by:			Shawbrook 60 day notice	4,423	10,000
Reserve fund	2,407	2,407	Shawbrook expiry Feb 26	6,000	
Christmas lights fund	208	-	Prepayments (stage)	1,337	1,257
Claygate in Bloom fund	3,767	2,747	Deferred income (SCC grant)	(3,000)	(2,000)
General fund	8,689	9,350			
	<u>15,071</u>	<u>14,504</u>		<u>15,071</u>	<u>14,504</u>

L M Huff, Treasurer

FUND MOVEMENT REPORT AS AT 30/09/2024

	RESERVE	CHRISTMAS LIGHTS	CLAYGATE IN BLOOM	CLAYGATE THE WAY FORWARD	GENERAL
OPENING BALANCE	6332	182	2591	-69	10732
INC/EXP SURPLUS/(DEFICIT)		-427			
INC/EXP SURPLUS/(DEFICIT)			156		
INC/EXP SURPLUS/(DEFICIT)				-4534	
INC/EXP SURPLUS/(DEFICIT)					-459
CTWF SURVEY REPORT	-3925			3925	
OTHER MOVEMENTS		245		678	-923
CLOSING BALANCE	2407	0	2747	0	9350

Claygate Village Association

CONSTITUTION, FUNCTIONS & RULES

1. Name

The title of the Association shall be the Claygate Village Association.

2. Membership

Membership of the Association shall be open to all residents of the Claygate ward of Elmbridge Borough aged 18 and over, and to residents aged 18 and over of other streets outside the said Claygate ward but in the immediate vicinity thereof provided that the interests of such residents are primarily centred in Claygate.

3. Objects

The Association is established for the public benefit in the area comprising the Claygate ward of Elmbridge Borough (which area is hereinafter referred to as 'the Village') and has the following purposes:

- a) the promotion of high standards of planning, architecture and amenities.
- b) the preservation, protection, development and improvement of features of public or historic interest and of amenities.
- c) the support of charitable objectives for the benefit of the Village as may be selected by the Committee.

In furtherance of the said purposes but not otherwise the Association acting through its Committee (as referred to in Clause 6) shall endeavour so far as it may be able:

- d) to provide a medium through which residents of the Village may express their views on local matters in non-party political spheres and pursue such issues with the appropriate authorities.
- e) to co-operate with the parish, borough and county authorities, and other statutory bodies, voluntary organisations, charities and persons having aims similar to those of the Association.
- f) to promote research into subjects directly concerned with the aims of the Association and to publish the results of any such research.

to make surveys and prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest within the village.

- g) to publish papers, reports and other literature.
- h) to hold meetings, lectures and exhibitions.
- i) to promote or assist in promoting activities of a charitable nature in the Village.
- j) to raise funds and to invite and receive contributions from any person or persons by way of subscription, donation or otherwise, provided that the Association shall not undertake any trading activities as its primary purpose.
- k) to do all such other things as are necessary for the attainment of the said purposes.

4. Non-party political status

The Association shall be entirely non-party political and shall not have any association, connection or link with any political party.

5. Officers and Trustees

The Association at its AGM may elect as its titular head a person who will be its President and who will be at liberty to attend all or any meetings of the Committee (although not required to do so) and may participate in an executive capacity in the activities of the Association.

The Association at its AGM will elect from among its Members a Chairman, a Vice-Chairman, Secretary and Treasurer.

All offices will be honorary and their holders shall be charity trustees.

The Association at its AGM may in addition elect up to a further 10 charity trustees

All Officers and charity trustees will retire annually and be eligible for re-election

6. The Committee

The charity shall be managed by a committee of charity trustees who are appointed at the AGM.

- a) The Committee shall consist of all Officers and trustees as well as co-opted Members of the Association. Committee membership shall be not fewer than six nor more than 30 members of the Association.
- b) Trustees may appoint up to 2 additional trustees during the year (up to the limit set in clause 5). They will stand down at the next AGM and be eligible for re-election.
- c) Trustees may fill any officer or committee member vacancy arising during the year by co-option.

7. Application of Income and Property

The income and property of the charity shall be applied solely towards the promotion of the objects.

A charity trustee is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.

None of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity.

8. Payment for the supply of goods and services

The amount or maximum amount of the payment for any goods and services will be set out in writing between the charity and the 'supplier'.

Any single purchase over £3,000 will require a minimum of three competitive quotes to be presented to the Committee

The amount or maximum amount of the payment for any goods will not exceed what is reasonable in the circumstances for the supply of the goods or services in question.

9. Taking of financial or expenditure decisions by charity trustees

Any decision may be taken either:

- at any meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a minimum of 3 of the charity trustees.

Meetings held by electronic means must comply with rules for meetings, including the taking of minutes to be issued to the Secretary for the records and for presentation at the subsequent Committee meeting.

10. Committee Meetings

The Committee shall hold at least five meetings during the year. At least seven days' notice of such meetings shall be given, except in case of emergency.

The quorum for the Committee meeting shall be six. At least 3 Trustees need to be present in order for the meeting to take decisions.

Every member of the Committee has one vote, though only Trustees are able to vote on matters relating to the finances or expenditure of the charity. In the event of the voting being equal the Chairman shall have a casting vote (in addition to their personal vote).

Trustees are under a duty to declare any conflict of interest, actual or apparent, arising in respect of any business or matter. The Trustee shall withdraw from the meeting whilst such business or matter is discussed if their interest is a commercial or financial one, or if requested to do so by other Trustees. They shall not be counted in the quorum and shall not participate in any decision making relating to the said business or matter.

Minutes will be kept of every meeting

The charity trustees shall appoint sub-committees to carry out the detailed work of the Association on such activities as may from time to time be decided by the Committee. The trustees may delegate any of their powers or functions to a sub-committee of two or more trustees and the terms, including financial expenditure, of any such delegation will be recorded in the minute book.

All acts and proceedings of any sub-committees must be fully and promptly reported to the secretary in writing for distribution to the trustees.

The Committee shall appoint the members of the sub-committees from amongst its own members. A sub-committee shall have power to co-opt additional members provided that members of the Committee shall comprise at least one third of any such sub-committee.

A sub-committee must comprise at least 2 trustees in order to make any financial or expenditure decisions outside the main Committee meetings (as set out in clause 6). Minutes of all financial or expenditure decisions will be kept.

11. Annual General Meeting

The Annual General Meeting (AGM) shall be held in November every year and 14 days' notice shall be given to Members.

There must be 20 Members present for the meeting to be quorate.

Every member has one vote. In the event of the voting being equal the Chairman shall have a casting vote (in addition to their personal vote). In the event the votes for the election of Chairman are equal the President will have a casting vote (in addition to their personal vote).

Members shall elect Officers and the Committee (charity trustees) to serve for the next year.

Any member may stand for election as an Officer or Trustee.

The Officers will present the annual report and Accounts for the last complete year ending 30th September.

Resolutions, other than those for the elections of Officers and the Committee, shall be in the hands of the secretary of the Association not later than 10 days before the date of the meeting.

12. Special General Meetings

A Special General Meeting shall be called within 14 days of receipt by the Chairman of the Association of a requisition signed by not fewer than seven Members, provided that the object of such meeting and the resolution to be considered at it shall be specified on the requisition and shall be considered by the Committee as being relevant to the purposes of the Association.

The quorum for such a meeting shall be 15 Members.

13. Meetings

The Association shall call meetings of its membership at such times as may be thought necessary by the Committee.

14. Subscription

If the membership of the Association at an AGM or Special General Meeting so decides an annual subscription of an approved amount shall be collected from Members then the Committee shall use its best endeavours to ensure that such subscriptions are collected.

15. Accounts

The accounts of the Association shall be made up annually to 30th September countersigned by the treasurer and examined and certified by an auditor to be appointed by the membership at the AGM.

16. Amendments

This constitution may be amended by a two-thirds majority of Members present at an AGM or Special General Meeting, provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Association to cease to be a charity at law.

17. Removal from the Committee

Members of the Committee who fail to attend three consecutive meetings of the Committee without prior apologies shall cease to be members of the Committee.

18. Termination of Membership

Membership of the Association comes to an end if:

- the member dies, or, moves from the area (as defined in 2); or
- the member sends a notice of resignation to the charity trustees; or
- any sum of money owed by the member to the Association is not paid in full within six months of its falling due; or
- the charity trustees decide that it is in the best interests of the Association that the member in question should be removed from membership, and pass a resolution to that effect.

19. Retirement and removal of charity trustees

A charity trustee ceases to hold office if he or she:

- retires by notifying the Association in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- is absent without the permission of the charity trustees from three consecutive Committee meetings and the trustees resolve that his or her office be vacated;
- dies;
- is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

In addition a charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a General Meeting of the members called for that purpose and properly convened.

A resolution to remove a charity trustee shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the Members of the Association.

20. Winding-up

The Association may be dissolved by a two-thirds majority of members voting at an AGM or Special General Meeting of the Association, confirmed by a two-thirds majority of members voting at a further Special General Meeting held not less than 14 days after the previous meeting. If a motion for the dissolution of the Association is to be proposed at an AGM or Special General Meeting this motion shall be specifically referred to when notice of the meeting is given.

In the event of the dissolution of the Association the available funds of the Association shall be transferred to such one or more charitable institutions, having objects similar to

those of the Association, as shall be chosen by the Trustees and approved by the meeting at which the decision to dissolve the Association is confirmed.

On dissolution the minute book and other records of the Association shall be deposited with Civic Voice and / or a local museum.

If the Association is wound up, the members of the Association have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9th November 2016

GA Landscapes

70 Roebuck Road
Chessington, Surrey, KT9 1JX
United Kingdom

Website www.galandscapes.co.uk
Mobile 07906 792525
Email gerald@galandscapes.co.uk



G.A. Landscapes

Landscape Construction & Tree Surgery

Issued To:

Mr Steve Wells
The Claygate Village Association

SALES QUOTE

Issue Date 03/12/2025
Expiry Date 02/01/2026
Number SQ-157

Description	VAT %	Net
Work to carry out clearance of Ivy , Symphoricarpus , Pittosporum Buddleja and any other associated unwanted planting. Grub out all roots and clear all arising debris from site. Import compost and dig over all planting beds to prepare for replanting. Rake soil to finished levels and leave site clean and tidy.	20.00	2,450.00

VAT Rate	Net	VAT	Total Net	Total VAT	TOTAL
Standard 20.00% (20.00%)	£2,450.00	£490.00	2,450.00	490.00	£2,940.00

Deliver To:

Mr Steve Wells
Claygate Green
Claygate
Surrey
KT10 0JL

March Garden Landscapes Ltd
Company No. 14427542
18 Winern Glebe,
Byfleet,
Surrey
KT14 7LT



Claygate Village Green
Address

Valid from - 04/12/2025
Valid to - 04/01/2026

No.	Details	Price (£)
1	Clearance of the agreed "pointy end" of the village green, including the removal of all scrub, leaves, roots, and aged shrubs, starting from the edge of the lawn and extending to the far point. Selected shrubs will be pruned, shaped, and reduced as previously discussed.	£3070.00

The ground will be renovated to a depth of 300 mm, with all roots removed and approximately 6 m³ of Bury Hill organic soil conditioner imported and incorporated in preparation for future planting.

All costs include labour, materials, and the removal and disposal of all waste.

Subtotal(s)	£3070.00
VAT (20%)	£614.00
GBP Total(s)	£3684.00