

**FROME TOWN COUNCIL COMMUNITY GRANTS  
GRANT FUNDING APPLICATION FORM  
£300 - £2000**

**How to use this form:** this form can be printed and completed by hand, or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	Frome Park Bowls Club – based in Victoria Park Frome.
Name and address of the person making the application on behalf of the organisation	David Whitehead
Position held in organisation	Club Secretary
Telephone	01373 452367
Email	davidcwhitehead@tiscali.co.uk
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through Frome Town Council?	Website: <a href="http://www.fromepark.bowlsclub.net">www.fromepark.bowlsclub.net</a> I believe we are linked to Frome Town Council, but if this is not the case, yes please.
Bank details  If you are successful, our preferred payment method is via BACS.	
Have you received a grant from this Council in the last 3 years? If so, for how much and what was it for?	No

What are the aims of your organisation?	We aim to provide facilities for our membership of about 75, to play either competitive or social bowls, and to provide companionship and a social outlet for many older people, also for our older members the exercise from playing bowls enables them to remain physically active. Bowls is a game for people of all ages and our membership age range is from approx. 20-90. We are continually trying to expand our membership by encouraging the people of Frome to come and try our sport. We hold 2 open days per season, one of which is part of The Frome Festival, anybody is welcome of any sex, age or ability. We also encourage people using Victoria Park, to come into the green to spectate, offering them a warm welcome, and hospitality. As we rely upon volunteers to run the club, we have teams for maintenance of the green, to maintain the flower beds around the green which are much admired by the public using the park, for catering, and cleaning, these activities again give our members the chance for companionship, outside of game time.
What is the name of the project/activity you are applying for?	Storage facility and scoreboards.
When will the project be started/finished?	We hope to start and finish the project within our closed season October 2019 – March 2020.

### Financial information

What is the <i>total</i> cost for the project/activity?  Please complete the budget breakdown attached which will be used for monitoring purposes	£3093
What is the amount of grant requested from Frome Town Council?	£2000
How much have you raised already?	£1093 - £500 from the grant agreed by Somerset Community Foundation, the remainder will come from club funds.
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No

<p>Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?</p>	<p>A grant of £500 has been agreed by Somerset Community Foundation.</p>
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## Criteria

The current town council strategy has three broad areas, one of more of which your project should address in order to qualify for funding.

- Wellbeing
- Prosperity
- Environmental sustainability

Read the terms and conditions for more guidance on this (available on FTC website at <http://www.frometowncouncil.gov.uk/your-community/fundraising-support-and-community-grants/>)

Please tell us about your project and how your project fits with these criteria

(500 words maximum)

### **The project**

We need to purchase a new storage facility, as the bunker in Victoria Park where we store our green maintenance equipment is due to be demolished. We plan to purchase a flat pack metal container type unit, which will need to be fully insulated because of the type of equipment being stored this will cost £2420, plus approx. £100 for groundwork. We also need to purchase a new set of six scoreboards the cost is £572.40. Without the storage facility the longterm future of the club would be in doubt.

### **Well being**

The club, not only provides the opportunity to play bowls both competitively, and socially, but for many of our older participants provides both physical and mental stimulus and wellbeing. Playing in a game can take upto 3 hours hence this provides physical exercise enabling our older members to remain, fit and active. As well as a sports club, we are a meeting point for people, providing companionship, and friendship for our members, many of whom are otherwise on their own. As we rely on members volunteering to run the club, this can be as an officer in an administrative role, or as a member of our green maintenance team, or our gardening team, or providing catering on match days, this again gives another opportunity for social interaction.

### **Environment**

We are based in Victoria Park, being one of the focal points in the park, which is one of the main green spaces within the town. The green and its surrounding area, which includes the main flower beds for the park, adds to the overall attractiveness and family atmosphere of the park, for not only our members, but the other users of the park. As mentioned above we are always encouraging the people of Frome to come and try our game, hence widening the usage of our facilities, and therefore the park itself.

As already mentioned, we maintain and plant the main flower beds in the park which run alongside our green, this is much admired by the park users, and regularly wins prizes in Frome in Bloom.

The container to be purchased is green, and will therefore fit in with the colour of our other building.

Please answer the following questions.

1 a) How many people will this project benefit? Our membership of 75, plus spectators who regularly use the club facilities for “an afternoon out”.

b) How many are involved in decision-making and ownership of this project? – The project will be run by our Club Committee which consists of the officers of the club and totals 12.

c) Will your project encourage more Frome residents to get involved?  
If so, how?

As a club we are always trying to increase participation by encouraging people to come and “have a go”. We run 2 Open Days per season, these are followed by a programme of coaching/training sessions where our qualified coaches give tuition in a relaxed and informal atmosphere. As already mentioned, anybody can come along and join in.

Our membership do talk to park users who stop and watch us playing always trying to encourage them to come and have a try themselves.

2. Are you partnering with other Frome groups and, if not, could you consider doing so?

We have a big overlap in membership with Frome Lions club and work very closely with them. We participate in The Frome Festival by having an Open Day during the festival normally we have about 30 people turn up to have a go at bowls and have gained 10 new members from this source alone. Each year we enter our gardens in Frome in Bloom regularly receiving commendations. Over the last 3 seasons we have run a corporate day with one of our sponsors, when their employees together with invited guests participate in a bowls tournament.

We are always open to offering our facilities for the use of other organisations, and as and when opportunities arise, we will certainly be keen to take them.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

The project is for capital expenditure and will conclude when the storage facility and scorboards are in use, but our philosophy of trying to reach out to the people of Frome to come and use our facilities and join us, not only for the opportunity of participating in our sport, but using the club as a means of meeting and interacting with other people will continue. The way we can measure this is by our membership numbers, and the number of non-members coming to “have a go”.

4. Will your project continue after this grant is spent? If so, how will it be funded?

Once the capital expenditure has been made the storage unit and scoreboard project will be at an end, but having said that as sated in point 3 our ongoing project of increasing participation will

continue. We will be able to fund this from our normal operating cashflow within our club funds.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)	Purchase storage unit & scoreboards	3093	2000
	Sub total	3093	2000
	TOTAL	3093	2000

### Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts       Bank statement or paying-in slip       Constitution   
 (to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

**Applications will not be taken to committee without all these supporting documents**

Signature 1 (person submitting form)	David Whitehead
Signature 2 (Chair or senior representative of the organisation)	Stephen West
<b>Typed entries acceptable for email applications</b>	
Date: 15/09/19	

Please return your completed application form to:

Frome Town Council, Frome Town Hall, Christchurch St West , Frome, Somerset, BA11 1EB  
01373 465757 [info@frometowncouncil.gov.uk](mailto:info@frometowncouncil.gov.uk)

013960\_079 1/ 4 00005 22697 4703 39700

## Your Statement

The Treasurer  
 Frome Park Bowls Club  
 2 The Acorns  
 Oakfield Road  
 Frome  
 Somerset  
 BA11 4FE



### Account Summary

Opening Balance	1,694.28
Payments In	483.92
Payments Out	1,297.43
Closing Balance	880.77

**21 February to 20 March 2019**

**International Bank Account Number**  
 GB75HBUK40211931506021

**Branch Identifier Code**  
 HBUKGB4131R

**Account Name**  
 Frome Park Bowls Club

**Sortcode Account Number Sheet Number**  
 40-21-19 31506021 210

### Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
<b>20 Feb 19</b>	<b>BALANCE BROUGHT FORWARD</b>			<b>1,694.28</b>
21 Feb 19	CHQ 100658	251.52 ✓		1,442.76
01 Mar 19	SO AVON SPORTS FROME PARK	319.60 ✓		1,123.16
04 Mar 19	CHQ 100659	118.00 ✓		1,005.16
05 Mar 19	CR CASH IN AT HSBC BANK PLC FROME		310.80 ✓	1,315.96
06 Mar 19	CR CHQ IN AT 402119		20.00 ✓	1,335.96
08 Mar 19	CHQ 100661	518.31 ✓		817.65
11 Mar 19	CR CASH IN AT HSBC BANK PLC FROME		153.12 ✓	970.77
18 Mar 19	CHQ 100657	40.00 ✓		930.77
20 Mar 19	CHQ 100660	50.00 ✓		880.77
<b>20 Mar 19</b>	<b>BALANCE CARRIED FORWARD</b>			<b>880.77</b>

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EA variabl
Credit interest is not paid			Debit interest		21.34%



<b>FROME PARK BOWLING CLUB</b>							
<b>INCOME AND EXPENDITURE ACCOUNT - 2017 - 2018</b>							
<b>2016-2017</b>				<b>2016-2017</b>			
<b>INCOME</b>				<b>EXPENDITURE</b>			
<b>2017 Bank Accounts B/F</b>							
£ 2,097.84	H.S.B.C. Deposit account	£ 2,098.66					
£ 6,879.62	H.S.B.C. Cheque account	£ 5,835.18					
£ 139.77	Cash	£ 262.01	£8,195.85				
£ 9,117.23							
£ 4,545.00	Subscriptions	£ 4,530.00		£ 6,689.58	Green Maintenance	£ 8,113.88	
£ 50.00	Donations	£ 314.00		£ 805.56	Pavilion Expenses	£ 496.36	
	Sundry	£ 4.70		£ 937.20	Affiliation & Comp. Fees	£ 801.00	
£ 500.00	Corporate Day	£ 250.00		£ 229.16	Officers Expenses	£ 160.04	
£ 100.00	Sponsors	£ 125.00		£ 160.00	Officers Honorarium	£ 160.00	
£ 5,195.00	Frome Lottery	£ 500.00		£ 136.50	Stationery	£ 188.55	
			£ 5,723.70	£ 537.53	Insurance	£ 566.65	
				£ 133.78	Sundries	£ 83.70	£ 10,570.18
				£ 9,629.31			
£ 3,233.50	Rink Fees	£ 3,097.50		£ 1,007.00	Travel Expenses	£ 1,070.40	
£ 770.20	Competition Fees	£ 674.00		£ 1,115.31	Teas	£ 855.10	
£ 91.00	Presention Evening Raffle - 2017	£ 85.00		£ 294.50	Trophies & Engraving	£ 263.50	
£ 345.00	Teas Donations	£ 202.00		£ 157.20	Honours Boards		£ 2,189.00
£ 311.00	Triples League	£ 334.00		£ 2,574.01			
£ 250.00	Skittles Evening Raffle	£ 83.00	£ 4,475.50		<b>Purchases</b>		
£ 5,000.70							
	<b>Fund Raising</b>				Shed	£ 500.00	
£ 980.91	Raffles	£ 759.68			Spiked Roller	£ 654.00	
£ 261.00	Quiz Evening	£ 217.00			Irrigation Pump	£ 947.92	
£ 251.88	Hire of Green	£ 185.00					
£ 314.00	Tuesday's Group	£ 372.36					
£ 173.51	Recruitment	£ 160.15	£ 1,694.19	£ 2,760.81			£ 2,101.92
£ 1,981.30	<b>BAR</b>						
£ 1,706.43	Bar Profit	£ 1,591.56			<b>2018 Bank Accounts</b>		
£ 70.00	Bar Licence	£ 70.00	£ 1,521.56	£ 2,098.66	H.S.B.C Deposit account	£ 599.41	
£ 1,636.43				£ 5,835.18	H.S.B.C Cheque account	£ 6,321.68	
£ 228.50	Sales - Shirts, Bowls, Bags & Books	£ 363.37		£ 262.01	Cash	£ 192.73	£ 7,113.82
£ 0.82	Bank Interest	£ 0.75	£ 364.12	£ 8,195.85			
£ 229.32							
			<b>£21,974.92</b>				<b>£ 21,974.92</b>
I certify that I have examined the financial records of Frome Park Bowling Club and that the Income & Expenditure account gives a true and fair account of the Club's financial position at . . . . .							

<b>FROME PARK BOWLING CLUB</b>			
<b>NOTES TO INCOME &amp; EXPENDITURE ACCOUNT 2017-2018</b>			
<b>Pavilion Expenses</b>			<b>Sundries</b>
FTC - Water & Electricity	£ 337.00		
Repairs		Club Leaflets	£ 58.00
General Provisions	£ 159.36	New Folders	£ 25.70
	<b>£ 496.36</b>		<b>£ 83.70</b>
<b>Green Maintenance</b>			<b>Officers Expenses</b>
Avon Sports Maintenance - 12 months	£ 3,835.20		
Avon Sports - Autumn & Winter work	£ 1,977.14	Stamps, Diary, Envelopes Copying	£ 86.80
Chemicals + Seed	£ 1,397.18	Printer Ink	£ 73.24
Petrol & Oil	£ 28.44		
F T C Water	£ 24.86		<b>£ 160.04</b>
Pump Inspection and Plumber	£ 306.79		
Mowers Service & Repairs	£ 315.72		
Error on Standing Order	£ 4.70		
Repairs and Maintenance	£ 223.85		
	<b>£ 8,113.88</b>		
<b><u>EXPENSES DUE OCTOBER TO MARCH (APPROX).</u></b>			
Autumn Work on the Green (APPROX.)	£ 800.00		
6 monthly payments for Green	£ 1,917.60		
Maintenance Pavilion & Green	£ 100.00		
Chemicals - Green	£ 400.00		
FTC - Water, sewage & Electricity	£ 600.00		
Mower service & Repairs	£ 500.00		
Trophies & Honours Boards	£ 500.00		
Honorarium	£ 160.00		
Affiliations and Competitions	£ 800.00		
Insurance	£ 600.00		
Stationary	£ 60.00		
Club Shirts	£ 530.00		
Misc. expenses	£ 50.00		
	<b>£ 7,017.60</b>		

FROME PARK BOWLING CLUB  
CONSTITUTION  
(As amended at AGM on 1<sup>st</sup> November 2017)

1. Title

1.1 The club shall be called *Frome Park Bowling Club*, hereafter to be referred to as “the Club” and shall be affiliated to Bowls England (BE) and Somerset Bowls Association (SBA).

2. Objects

2.1 To foster and promote the sport of lawn bowls at all levels and ages, providing opportunities for recreation and competition in compliance with all statutory requirements.

2.2 The Club both follows and promotes the Safeguarding/protection of Children, vulnerable young people and adults. There will be an elected post of Officer for this role.

3. Membership

3.1 Membership of the Club shall be open to any person who completes a membership application form. Applications received will be on display for 14 days.

3.1.1 If the application is not challenged by one or more Full Members of the Club, and the applicant pays the relevant subscription as determined by the Annual General Meeting of the Club members, membership will be accepted.

3.1.2 If an application is challenged by one or more Full members of the club this matter will be referred to the General Committee for a decision.

3.2 There shall be 5 classes of membership available. These are:

- |   |   |                     |
|---|---|---------------------|
| 3.2.1 Ordinary Member                             |   |                     |
| 3.2.2 Junior Member (i.e. under 16 years of age)  | > | (Hereinafter called |
| 3.2.3 New to Bowling Member                       |   | “Full Members”)     |
| 3.2.4 Non-Bowling Member (Social)                 |   |                     |
| 3.2.5 Social Bowling Member (casual bowling only) |   |                     |

4. Officers

4.1 The Officers of the Club shall be as follows:

President  
Honorary Secretary  
Honorary Treasurer  
Honorary Match Secretary  
Honorary Assistant Secretary  
Men’s Captain  
Mixed Matches’ Captain  
Ladies’ Captain  
Competition Secretary

Green Master  
Child and Vulnerable Persons Protection Officer  
Health and Safety Officer

- 4.2 Other Elected Posts:  
Men's Vice Captain  
Mixed Matches' Vice Captain  
Ladies' Vice Captain

4.3 Life Presidents, Vice Presidents, and Life Members may be proposed and seconded by the Committee or Full Members to be put forward for election at the Annual General Meeting. Vice Presidents may be removed at the Annual General Meeting by the same procedure. These posts are non-annual posts for service to the club.

4.4 All bowlers who are not members of a Bowling Club will be classed as temporary members of Frome Park Bowling Club on signing the Clubs Visitors Book. This does not include spectators.

## 5. Election of Officers

5.1 Officers shall be elected at the Annual General Meeting of the Club, from, and by the Full Members of the Club.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## 6. General Committee

6.1 The affairs of the Club shall be controlled by a General Committee comprising the Officers of the Club defined in 4.1 and other members elected from, and by the Full Members of the Club to make a total of 12. The General Committee shall meet at agreed intervals and not less than four times a year. At all meetings of the Committee the chair shall be taken by the President or in his/her absence or discretion by a deputy appointed by the Club or by members of the Committee then present. The quorum for a committee meeting shall be 6.

6.1.1 When an officer of the club is not an individual but is being undertaken by a committee of members (known as a sub-committee), that the sub-committee shall nominate a member of that sub-committee to attend the General Committee meetings.

6.2 The duties of the General Committee shall be:

6.2.1 To control the affairs of the Club on behalf of the Members.

6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer, and to monitor all general expenses and incomes. These should be available for reasonable inspection by the Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club Cheques: two from the three of - President, Hon. Treasurer, and Hon Secretary.

- 6.2.3 To co-opt additional members of the committee as the Committee deems necessary. Co-opted members shall not be entitled to a vote.
- 6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes the Chairperson shall be entitled to an additional casting vote.
- 6.2.5 To appoint Sub-Committees as necessary to fulfil the Club's business.

## 7. General Meetings

7.1 The Annual General Meeting of the Club shall be not later than the end of November each year. 28 clear days written notice shall be given to Full members of the Annual general Meeting by posting the notice on the notice board or circulating a copy of the notice to Members. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 21 days before a meeting. The Secretary shall have the agenda available not less than 14 days before the Meeting.

7.2 The business of the Annual General Meeting shall be to:

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the audited accounts of the year from the Treasurer.

7.2.3 Receive the annual report of the Committee from the Secretary.

7.2.4 Elect an auditor.

7.2.5 Elect the Officers of the Club as defined in paragraphs 4.1, 4.2 and 6.1, and other persons.

7.2.6 Review Club subscription rates, rink fees, and agree them for the forthcoming year.

7.2.7 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included in the agenda.

7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than six Full members of the Club. At least 21 days notice of the meeting shall be given.

7.4 Nomination of candidates for election of officers shall be indicated on a posted sheet, at least 14 days in advance of the Annual General Meeting date or at the Annual General Meeting if there are no nominations forthcoming.

Nominations can only be made by Full Members and must be seconded by another Full Member.

7.5 At all General Meetings the chair shall be taken by the President or in his/her absence, by a deputy appointed by the Club or by Full Members attending the meeting.

7.6 Decisions made at the Annual General Meeting shall be by simple majority of votes from those Full Members attending the Meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

7.7 A Quorum for a General meeting and Special General Meeting shall be Full Members and Officers of the club including 2 from the President, Hon Secretary and Hon Treasurer to make a total of 25.

7.8 Each Full member of the Club shall be entitled to one vote in each election at General Meetings.

## 8. Alterations to the Constitution

8.1 Any alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, and must be convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## 9 Dissolution

9.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

9.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

9.4 For all matters relating to Discipline, the procedures are set out in Bowls England regulation 9a.  
Disciplinary Rules in Relation to Misconduct at County level shall be applied in full.