

Hednesford Town Council

Community Support Grant Application Form 2026

SECTION 1

To be completed by all applicants

CONTACT AND ORGANISATION INFORMATION

Name of organisation / group	Friends of Hednesford Community Volunteers
Name of individual completing application	Keith Fitch
Position within organisation	Secretary
Address and postcode of organisation	[REDACTED]
Registered address if different to above	N/A
Company number if applicable	N/A
Charity number if applicable	N/A
Company status i.e. Charity / Not for Profit / Community Interest Company	Constituted Community Group
If part of an affiliated / national organisation please state	N/A
Does your group have a constitution or set of rules? If YES please attach a copy	Yes – attached
Does your organisation have a bank account? If YES please attach the most recent bank statement	Yes – attached
Name of bank account signatories	Darrell Mawle, Keith Fitch, Phil Bradley
Years / Months operating	Approx. 8 years
Number of volunteers if applicable	Contacts 90 Active members 20+
Number of members if applicable	
Telephone number	[REDACTED]
Email address	[REDACTED]
Website	N/A

SECTION 2

To be completed by all applicants.

ABOUT YOU

Tell us about your group / organisation (max 200 words)

Friends of Hednesford Community Volunteers work collaboratively and in partnership with other local voluntary groups. We share and expand skills, expertise and contacts to build a firm networking base enabling us to achieve more ambitious and diverse projects for the enrichment of the town, its residents, neighbours, proprietors, workforce and visitors. The group meets monthly in Hednesford Library with many of our members belong to other voluntary groups operating in the locality. This enables FoH to be purposeful, focused and innovative in our approach to the planning and execution of projects to help rejuvenate the town increasing footfall, improving the environment and enhancing the visitor experience.

Can you give a specific example of how your group / organisation has benefited the community and residents in Hednesford? (max 200 words)

Friends of Hednesford have dressed the town centre for Easter, Remembrance Day and Christmas over a number of years. Also other notable events such as the Commonwealth Games and the Coronation of the King. We have received many congratulatory comments from both members of the public and local businesses. In addition we have brought together the Heritage Collection kindly housed for us by Hednesford Library. We current have approximately 250 different book titles mainly donated by members of the local community.

SECTION 3

To be completed by Community Grant applicants

PROJECT

Please explain your project (max 200 words)

Two bookcases have been purchased recently with funding received from HTC in 2025 and this year FoH plan to fund a third bookcase ourselves to allow the collection to expand. We have identified a small number of important books missing from our collection and are looking to protect books already in the collection.

When will the project take place? Please note that grants cannot be awarded retrospectively

During Spring and Summer 2026

How will your project benefit the residents and community of Hednesford? Your answer will be used to help panel members decide on your application so please be concise. Please provide number to be engaged, anticipated outcomes, expected impact

With the collection being housed in Hednesford Library we work very closely with the Library Volunteers to ensure displays clearly illustrate our local heritage for visitors and interested groups such as local schools and the Hednesford branch of the Staffordshire Regimental Association who regularly visit the library.

Please state clearly why you believe this project or activity is required.(max 200 words)

FoH believe that the range and diversity of the projects undertaken are beneficial to the residents, friends, neighbours , visitors and the wider community by adding some colour and interest to the town centre and library.

What are your group / volunteers contributing / gaining from this project? (max 200 words)

The Friends of Hednesford contribute their time, patience, skill, expertise, life-experiences and professionalism. The social interaction required to achieve our goals is particularly important to the group as they provide the members with a sense of pride, achievement purpose and satisfaction. Being valued promotes self-esteem builds confidence and fosters respect and admiration for one and another.

If this is a new project and you want to carry it on in the future, how will you make sure it continues after the funding from the application has been used?

Whether or not our Grant Application is successful we will continue to raise funds independently to maintain the projects that are on-going and those that we have already committed to undertake until their completion. It was in November 2017 that we first dressed the town in recognition and support of the annual British Legion Poppy Appeal.

Since then we have dressed the town for Christmas, Easter, Remembrance Day and other special events including when the Commonwealth Games took place in Birmingham and the Coronation of King Charles.
We first received funding from Hednesford Town Council in 2021.

SECTION 4

To be completed by all applicants.

COSTS

The maximum grant that can be awarded is **£500.00**

Please state how much grant you are applying for and clearly detail how the grant funding is to be used? (max 200 words)

To improve the range of books presently in the collection a small number of titles have been identified. Also covers are required to protect some of the more delicate books and protective boxes.
Replacement of weather damaged display materials used for the town centre displays.
Total grant applied for £360

Please provide an itemised breakdown of costs and detail the item / quantity / cost. Not providing this information may negatively impact the outcome of your application

Six important books required for Heritage Collection: £50
Covers to protect some of the more delicate books: £100
Six -protective boxes: £30
Replacement of weather damaged display materials, including six arches for town centre displays; £180
Total grant applied for: £360

Is the total cost of the project greater than the amount applied for? Yes No

If YES, please tell us how you plan to raise the rest of the money. Please let us know if you have applied for other funding to make up the difference.

FoH plan to maintain a presence in the town and attend opportunities for further fund raising and therefore should we need to spend in excess of the amount applied for this will not be a problem..

Have you received any grants from us previously? Yes No

If YES please state the date and amount.

January 2021: £500
December 2022: £500
May 2025: £300

Have you applied for other grants to support this project? Yes No

If YES please provide details including the name of the organisation and the level of funding you received.

Please detail fundraising efforts to date to support this project / idea including any sponsorship, crowdfunding, membership fees. (max 200 words)

Data Protection Statement

We need the information we ask for on this form to assess your grant application.

By submitting this application, you are consenting to us sharing appropriate information on this application with employees, Councillors and Grant Panel members. This information may be used for publicity purposes if the grant is awarded.

Media consent form

I consent to being photographed/recorded by Hednesford Town Council and authorise that the photos / recordings may be used in the following ways:

- In publicity materials, including printed publications, promotional videos, and digital media including Hednesford Town Council website and social media
- In news releases sent to the media, including local press

Name (please print
behalf)

Keith Fitch

Signature (if under 18 a guardian must sign on



Date

25th February 2026

If you'd like us to stop using an image / recording please let us know by emailing:
matthew.johnson@hednesford-tc.gov.uk or telephone **01543 424 872**

Under the 1998 Data Protection Act, your rights include:

- Your consent to the publication of your images can be withdrawn at any time
- Your images / recordings will not be used for any other purpose without your further consent
- The contact information you have provided will only be used to contact you about these images

Conditions of use

- We will not include personal e-mail, postal addresses or telephone numbers on video, our website or in printed publications and advertising
- We may use group or class images with very general labels such as 'Winners of Council grants'
- We may use the image in literature unrelated to when the picture was actually taken
- We may include your full name with the image
- We will retain your consent form for five years; however we reserve the right to store and retain the images/recordings in our archive indefinitely

Return application forms by midnight on 28th February 2026

By Post or in person to:

Community Grant Application
Hednesford Town Council
Pye Green Community Centre
Bradbury Lane
Hednesford
WS12 4EP

By Email to:

Community Grants - Matt Johnson, Community Officer
matthew.johnson@hednesford-tc.gov.uk

Guidance Notes and Conditions of Funding

Hednesford Town Council awards grants to local organisations and community groups to assist them in achieving their aims and objectives

Please ensure that you read all the following prior to applying for the funding

Funding Guidance/ Terms and Conditions:

- Funding applications can only be accepted from groups or organisations who work within Hednesford and benefit the local community
- Please ensure that all questions on the form are completed in full and provide any additional documentation as needed to support your application
- Grants are for a maximum of £500.00 and awarded and agreed by full council. You may be awarded less than applied for
- The funding is available for start-up groups and organisations as well as those already operating and established (We do require a bank account in the groups/organisations name, relevant signatories and documentation relating to the constitution of the group)
- There are some things that will not be considered, including:
 - Applications from individuals
 - Activities that occur outside of Hednesford
 - Discrimination on the grounds of race, gender, age, disability, religion
 - Buying, selling or consumption of alcohol
 - Activities that support any political or religious activities
 - Profit-making / fundraising activities
- Statutory duties such as Education, Health or Social services for which the Central Government, Health Authority, District or County Council are the appropriate funder will not be considered; although local schools may apply for funding for items not considered statutory
- Groups / organisations must clearly state aims and objectives and provide a written constitution or governing documents in order to be eligible to apply for the funding
- The group/ organisation is required to have its own bank account in its own name, with two authorised signatories as named on the application form
- The group / organisation is required to submit accounts that have been independently considered by a qualified person for the previous financial year or in the case of a new group /organisation a budget and plan
- The Town Council has the right to reclaim the grant in the event of it not being used for the purpose as outlined on the application form
- Grant funding must be spent within 12 months of being received. Any monies not spent will need to be paid back to Hednesford Town Council unless prior written agreement has been sought from Hednesford Town Council
- Organisations receiving grant money must acknowledge the Town Council's contribution on all media/publicity work
- A representative from the organisation must be available to attend the Annual Town Assembly on Friday 10th April 2026 to collect the grant award

- All awarded organisations must complete a project report update at 6 months and 12 months detailing the positive impact that the grant funding has had for their organisation. This will be sent to you by the Community Officer for you to complete. Failure to provide satisfactory updates within the timescales given may result in the grant being recalled by Hednesford Town Council
- If you have difficulty completing the reports please contact the Community Officer

Declaration

We have read and understood the terms and criteria of the Hednesford Town Council Community Grant Scheme.

We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application, then they are liable to be recovered by Hednesford Town Council.

We will keep full records of all receipts relating to expenditure and will provide to the Council within six weeks of completing the work outlined in this application form if requested. If the group or business is dissolved and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of Hednesford Town Council.

Please sign below

Signatures authorising this application from your group or organisation
(two people must sign this form unless you are the sole company director).

Signature 1

[Redacted Signature]

Signature 1

[Redacted Signature]

Name (please print)

Keith Fitch

Name (please print)

Darrell Mawle

Date

25th February 2026

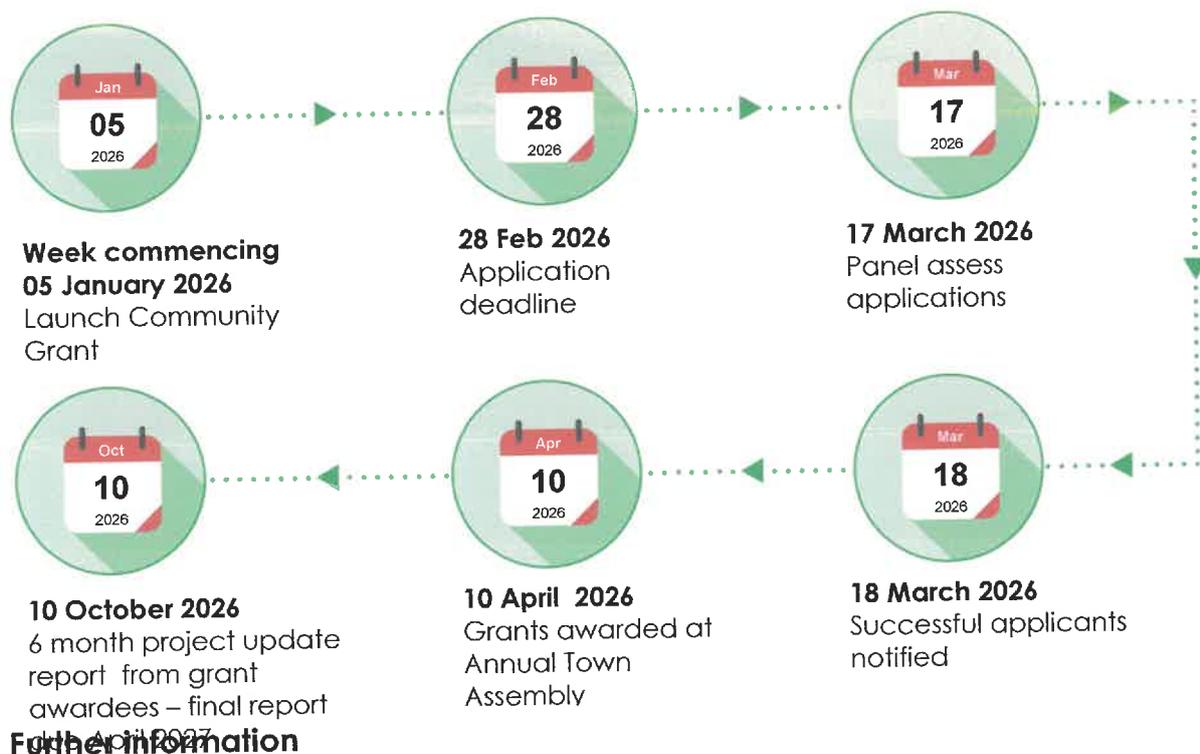
Date

25th February 2026

Please remember to include any supporting documents including your organisation constitution /rules or statement of your company aims/objectives, recent copy of organisation bank statement and any other supporting information that may assist your application.

Grant application timeline

Please note that we do not accept late entries or second applications from organisations in the same funding round.



If you have any questions or enquiries regarding the funding or application process, please contact Hednesford Town Council on **01543 424872** or visit www.hednesford-tc.gov.uk – projects and community - funding

Community Grants

Matt Johnson
Community Officer
matthew.johnson@hednesford-tc.gov.uk
01543 424872

Hednesford Town Council
Pye Green Community Centre
Bradbury Lane
Hednesford
WS12 4EP

FRIENDS OF HEDNESFORD

TREASURERS REPORT – 30th JULY 2025

GROUP FINANCES

Bank & Cash at hand as at 31st May - £1,855. This is reduced from £2,295 last year. Funds remain healthy for the group. Only a small amount of activity has occurred since the year-end, providing first aid training for Helen Dolman.

ACTIVITY

- **GROUP INCOME - £684**
 - £100 – Hednesford Town Supporters Association
 - £194 – D-Day 80 donations
 - £300 – Grant from Hednesford Town Council
 - £55 – Donation from Zimmer & Shake
 - £25 – Donation from Hednesford Library
 - £10 – donations from general public.

- **GROUP EXPENDITURE – £1,171**
 - **DONATIONS:**
 - £250 – Standing with Giants
 - £60 – Flags & flagpoles at Wetherspoon's
 - £25 – Hednesford Library volunteers
 - £50 – Happy Jacks
 - £25 – Mike Webster
 - £434– Various purchase from the grant as detailed on next page.
 - £50 – Top-up petty cash
 - £156 – Insurance
 - £27 – Thank you gifts
 - £65 – Flowers
 - £12 – Books
 - £17 – Sundry small items.

2024 CCDC GRANT – HTC PROSPERITY FUND

In January, we received a grant from CCDC for £995. To 31st May we have spent £789 of that:

- **Purchased 2024/25**
 - Various items such as pruners, paint and cable ties.
 - 3 tables
 - Litter pickers & bags
 - Replacement Christmas tree
- **Purchased previous year:**
 - 4 storage boxes
 - Ribbons for display
 - 21 wooden cut-out soldiers

A further grant of £300 was received from Hednesford Town Council in late May, this has not been spent at the time of the report.

Phil Bradley, M.A.A.T.
Treasurer
Friends of Hednesford
30th July 2025

View Mini Statement

Account: 0892996568685400

Balance Details

Available balance: **£ 1,070.63**Current balance: **£ 1,070.63**Overdraft limit: **£ 0.00**Remaining overdraft: **£ 0.00**Your balance as of: **24/02/2026**

Transactions list:

Transaction date	Bank reference	Customer reference	Type of payment	Credit amount (GBP)	Debit amount (GBP)	Balance (GBP)
16/02/2026	Summer Festival 25	Hednesford in Part	Faster Payment	£ 100.00		£ 1,070.63
04/02/2026	4988243077066540 CARD	6540 THE RANGE	Purchase		£ -7.78	£ 970.63
02/02/2026	4988243077066540 CARD	6540 WF *UK4391577	Purchase		£ -187.98	£ 978.41
29/01/2026	FoH	Miss S E Schofield	Standing Order		£ -64.25	£ 1,166.39

CONSTITUTION OF FRIENDS OF HEDNESFORD COMMUNITY VOLUNTEERS

Revised 4th August 2025

The name of the Group shall be:
FRIENDS OF HEDNESFORD COMMUNITY VOLUNTEERS

Correspondence Address

c/o Bradleys Accountants, First Floor Offices, 84-90A Market Street, Hednesford WS12 1AG.
Email..... friendsofhednesford2019@hotmail.com

Purposes, Aims & Operational Information

To promote and support, in partnership and collaboration with other key stakeholders, the social, economic and environmental rejuvenation of Hednesford for the benefit of residents and visitors alike; instilling a sense of pride and community spirit in our area and enhancing public areas whilst creating an attractive and friendly welcome to everyone.

We are a non-political group run by its members for its members. The group has a set of health and safety policies and all members are covered by public liability insurance when involved in a Friends of Hednesford activity. An Annual audit of our inventory (Decorations, Tools etc.) will be done at the beginning of each year. We will also maintain the "Local Heritage Project" which is a large number of books held in the library which covers the varied local landmarks, social history and beautiful landscapes in the Hednesford area.

Management Team

The Group shall be overseen by a Management Team consisting of the Chair, Vice Chair, Secretary and Treasurer who are appointed yearly at the AGM.

The Management team will oversee all of the activities of the group but will get a consensus from members on any major decisions.

During the year the Management Team may co-opt up to two additional people as needed (who will stand down at the next AGM).

Carrying out the Purposes and Aims

In order to carry out the purposes and aims, the Management Team shall have the power to:

Raise funds. Receive grants and donations.

Apply funds to carry out the work of the Group.

Cooperate with and support other groups and initiatives with similar purposes and aims.

Do anything which is lawful and necessary to achieve the purposes and aims of the Group.

Membership

People who support the work of the Group (and are aged at least 18 years old) can apply to the Management Team to become a member. Members are community volunteers.

Membership shall be in the form of assisting with any project or activity undertaken by the Group, or by supporting the Group in any other way such as attending meetings and sharing ideas for example.

The Secretary will keep an up-to-date membership list.

The Management Team may remove a person's membership if they believe it is in the best interests of the Group. That member has the right to be heard by the Management Team before the decision is made and can be accompanied by a friend.

General Meetings

The Management Team may call a general meeting to consult Group members. General meetings are held monthly (except for August).

All Group members will receive an email detailing the time and date of the meeting + will have an agenda attached.

Any Management Team member having a conflict-of-interest must declare it and may remove themselves from the meeting if this matter is being discussed or decided upon.

All decisions require a two-thirds majority of the available members in attendance. Minutes must be kept.

Management Team Meetings

Pre meetings of the Management Team will be held before every General meeting.

At least three Management Team members must be present to be able to take decisions.

Any Management Team member having a conflict-of-interest must declare it and must leave the meeting if this matter is being discussed or decided.

The Management Team may make reasonable additional rules to help run the Group. These rules must not conflict with this Constitution or the law.

Annual General Meeting

The AGM must be held every year with 14 days' notice given to all Group members telling them what is on the agenda.

There must be at least six Group members present at the AGM and Minutes must be kept.

Every Group member has one vote.

The Management Team shall present the annual report and accounts and then retire but may stand for Re-election.

Any Group member may stand for election on to the Management Team. Below is the schedule for an election..... If it was held in the month of July.

Positions to Elect.....

Chair

Vice Chair

Secretary

Treasurer

Litter pick Coordinator

July 1st.....Announce the election & open nominations

July 8th..... Close nominations

July 15th.....FOH members will be emailed the list of nominees + any candidate statements that are received

July 30th....Voting at AGM (in person)

July 30th.....Election result announcement

July 31st..... Management Team terms begin

Money and Property

Money and property must only be used for the Group's aims and purposes.

The Management Team must keep accounts. The most recent annual accounts can be seen by anybody on request.

The Management Team cannot receive any money or property from the Group except to refund reasonable out-of-pocket expenses

Money must be held in the Group's bank account. All cheques must be signed by any two members of the Management Team not related to each other.

If the Management Team consider it is necessary to change the Constitution, or wind up the Group, they must call a general meeting so that the Group membership can make the decision.

The Management Team must also call a general meeting if they receive a written request to do so from the majority of Group members.

Changes to the Constitution

Changes to the Constitution can be made at an AGM or a general meeting. No change to the Constitution can be made that would make the Group invalid in law.

Winding Up

Any money or property remaining, after payment of debts, on the winding up of the Group must be given to another local group or initiative with similar purposes and aims to this one.

THIS CONSTITUTION WAS ADOPTED ON..... 6th AUG 2025

By the people whose signatures appear below who will be the Management Team until the next AGM which must be held within one year of this date.

Signed: 

Chairman
Print name and address
DARRELL MAWLE
448, RAWNSLEY RD
HEDNESTORD WS12 1RB

Signed: 

Secretary
Print name and address
KEITH FITCH
8 ENSON CLOSE
HEDNESFORD WS12 4RB

Signed:
Treasurer
Print name and address:
.....
.....

This template is Charity Commission approved (2019) for "small groups with an annual income under £5,000 that do not own a building or employ people and do not intend to register with the Charity Commission.

