

Iminster Town Council



Dear Councillor

A meeting of the **FINANCE & POLICY COMMITTEE** which you are summoned to attend will be held on **Tuesday 19th March 2013** on the rising of the **PLANNING COMMITTEE** meeting. The meeting will be held in the Council Chamber, Council Offices, North Street, Iminster.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris
Town Clerk

12-03-13

Date

FINANCE & POLICY AGENDA

1. **Apologies for absence**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
 - a) To confirm the minutes of the meeting held on 29th January 2013 as a correct record.
 - b) To consider the action list relating to the Finance & Policy committee (attached).
4. **Insurance Quotations**
To consider the quotations from our insurance company and make recommendations. (Quotations to follow).
5. **Financial Monitoring**
To receive information about the Finance and Policy expenditure and commitments to date when compared with the 2012/13 budget. (Report to follow)
6. **Draft Grants Policy 2013/14**
To consider the draft grants policy drawn up by the Town Clerk (see attached)
7. **Grant application from Iminster Cricket Club.**
To consider the grant application made by Iminster Cricket Club for improvements to the communal changing facilities.
8. **Rent Increases 2013/14**
To consider increasing the rents for clubs in Iminster for 2013/14.

Ilminster Town Council

Finance & Policy Committee Minutes

A meeting of the Finance and Policy Committee was held on 29th January 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

Present

Chair: Cllr D Miller
Councillors: P Burton, C Goodall, A Lawson, J Pallister, A Shearman, S Shepherd,
J Sothern, E Taylor, L Vijeh and P Whaites

In Attendance

J Norris (Town Clerk)
M Shelley (Deputy Town Clerk)
M Clayton (Senior Administrator)

1. Apologies for Absence

Apologies for absence were received from Councillors S Austin and R Swann.

2. Declarations of Interest

No declarations of interest were made in respect of any items on the agenda

3. Minutes of previous Finance and Policy Committee meeting.

RESOLVED

- (i) to confirm the minutes of the meeting held on 13th November 2012 as a correct record subject to the following amendment:

Agenda item number 1, third bullet point down should read 'Cllr Taylor stated that for any future events the Town Council were planning to run, they need to ensure there are clear and transparent written agreements with organisations on the splitting of revenue from activities linked to the event rather than a gentleman's agreement'.

- (ii) to update action list relating to the Finance and Policy committee.
The Town Clerk reported to members that Somerset Webservices are the preferred new supplier of the website and they have issued the Council with an initial invoice of £1,000 to be paid in advance of work starting. This matter will be taken to the next Full Council meeting for a decision.

4. Budgets and Precept for 2013/14.

The Town Clerk informed the committee of the following:

- The setting of the budgets and the precept is a very important task.
- The decision last year to increase the precept by 39% was a very brave decision, and has left the Town Council in a better situation than if it had not been increase by this amount.
- The Government have changed the way it pays council tax benefits to the District Council. They now give them a grant which the District Council can choose to pass onto the Town and Parish Councils subject to them meeting a certain criteria.
- Ilminster is one of the most badly affected Councils in South Somerset due to this new scheme.

Iminster Town Council Finance & Policy Committee Minutes

- There will not be any capping for Town and Parish Councils this year.
- The Council needs to plan for the future as the District Council's grant could be taken away after 2013/14.

The Chair started discussions by explaining the precept options that have been calculated and asked Councillors to make sure they are aware of all the figures that have previously been discussed for each budget item before a precept amount can be proposed.

Comments which were raised included the following:

- If the precept has no change then the Council will not be able to maintain the service it provides at the moment and would not be able to start new projects that need doing.
- The budget figures need to include a contingency amount that is just an emergency fund for unforeseen expenditure such as Legal Costs. The Town Clerk will investigate whether legal costs are covered by our insurances.
- The Council could stop the grant scheme so that the precept does not have to increase as much.
- The Council need to be aware that there will be further cut backs in the future by Somerset County Council which will affect funding.
- Staff pay could be frozen if contracts of employment allow this. The Town Clerk will look into this matter but advised the committee that staff expenditure has already been reduced as the Council no longer pay overtime for extra hours worked.
- Staffing hours could be reduced once the administration is up to date and running efficiently.
- The Council need to look externally for revenue streams.

After further debate the following was proposed:

RESOLVED to RECOMMEND that the budget and precept be increased to £236,100.

5. Grants

The Town Clerk explained what the Council's grant policy is at present which includes that it does not have a ceiling limit for grants and that there is a time period when organisations can apply for a grant.

The Councillor's discussions included the following:

- The Council should let organisations apply for a grant throughout the year, not just for a selected time period. This way everybody would not be awarded at the same time and organisations wouldn't feel that there is a rush to put in an application for something they do not really need at that time.
- Some agencies/organisations would not get help for funding unless they have received a grant from the Town Council, however small the grant is.
- Some organisations get matched funding from the District Council, so if the Town Council does not give these applicants a grant they will lose the matched funding and the club/organisation could stop running.
- The Council's grant policy should be equal and fair for all organisations.
- Grants are not to keep an organisation afloat.

RESOLVED that the Town Clerk writes up a draft grants policy and procedure for 2013/14

Ilminster Town Council

Finance & Policy Committee Minutes

6. Grant Application

The Town Clerk informed the committee that a grant application has been made from the Ilminster Football Club for the dismantling of the football stand.

The committee's discussions included the following:

- The grant should be given for the full amount because the lease is not clear as to who is responsible for the stands
- The Football Club may be able to do the work themselves if they work to adequate Health and Safety requirements and they have the appropriate insurance.
- The Council will be able to scrap the metal which can be offset against the cost of the work.
- Further quotes will be needed which clearly state that The Council will be retaining the metal.

RESOLVED to RECOMMEND

- a) That the Town Clerk obtains at least 3 quotations for the safe dismantling of the Southern end of the football stand, the quotations to include a breakdown of staffing and equipment costs and give a timescale for the work to be undertaken.
- b) That the Football Club be invited to submit a quotation for undertaking the dismantling work and that the value of such quotation be considered as their contribution towards the costs i.e. if they wished to use voluntary labour this would be classed as an "in kind" contribution.
- c) That following consultation with the Chairs of the Open Spaces and Finance & Policy Committees the Town Clerk is given delegated authority to accept the quotation which provides best value for money.
- d) That the scrap metal from the dismantled stands is the property of the Council but the value of such scrap metal can be offset against the grant requested by the Football Club.

7. Cemetery Fees

The Chair explained the burial comparison sheet and how our costs compare with Chard and Crewkerne Town Councils.

The Town Clerk explained that investigations have been made into our Open Spaces Wardens digging ashes plots for the Town Council rather than employing someone to do it. The fee for this would be about £30.00.

RESOLVED to RECOMMEND that cemetery fees for Ilminster Town Council be increased as follows:

- (1) Burial plot fee increase by 10%
- (2) Ashes Plot fee increase by 20%
- (3) All other burial fees increased by the current inflation rate of 3.1%

8. HR Policies

This matter was deferred to Staffing Committee Meeting on Monday 4th February 2013.

Ilminster Town Council Finance & Policy Committee Minutes

9. Budget Monitoring

The Town Clerk explained that the documents are to keep members informed of the budget situation and to show what the Town Council has spent and will expect to spend this year.

10. Health & Safety Training

The Town Clerk explained that the Town Council must provide free health and safety training for all employees. There is an online facility which enables staff to carry out the training at their own leisure, at a cost of £45.00 per person.

Councillor Vjeh may have access to free training which she will let the Town Clerk have details on.

RESOLVED to RECOMMEND that unless it is possible to source free health and safety training to a level at least equivalent of that provided by the British Safety Council, Ilminster Town Council employees undertake the British Safety Council E learning packages Introduction to Workplace Health & Safety; Manual handling; Fire safety; Display Screen Equipment.

The meeting closed at 21:42

Chair's signature & Date

Action List update for Finance and Policy meeting on 19th March 2013

Date	Minute and Topic	Action (To Do)	Action By	Action Taken	Completion Date
29.01.13	Item 3a	Amend item number 1, third bullet point down to read 'Cllr Taylor stated that for future events the Town Council were planning to run, they need to ensure there are clear and transparent written agreements with organisations on the splitting of revenue from activities linked to the event rather than a gentleman's agreement'.	Michelle	Minutes amended 30.01.13	complete
29.01.13	Item 4 Budgets and Precept	The Town Clerk will investigate whether legal costs are covered by our insurances.	Joy/Marilyn	Met Loss Adjusters – waiting for their report(as at 10.03.13).	
29.01.13	Item 4 Budgets and Precept	The Town Clerk will look at contracts to see whether staff pay can be frozen	Joy		
29.01.13	Item 4 Budgets and Precept	RESOLVED to RECOMMEND that the precept be increased by 20%	Joy	Take to Full Council on 05.02.13	complete
29.01.13	Item 5 Grants	RESOLVED that the Town Clerk writes up a draft grants Policy and Procedure for 2013/14	Joy	Draft grant Policy is an item on agenda 19.03.13	Complete
29.01.13	Item 6 Grant Application	RESOLVED to RECOMMEND a) That the Town Clerk obtains at least 3 quotations for the safe dismantling of the Southern end of the football stand, the quotations to include a breakdown of staffing and equipment costs and give a timescale for the work to be undertaken. b) That the Football Club be invited to submit a Quotation for undertaking the dismantling work and		Take to Full Council 05.02.13	Recommendation changed at Full Council on 05.02.13

Action List update for Finance and Policy meeting on 19th March 2013

		that the value of such quotation be considered as their contribution towards the costs i.e. if they wished to use voluntary labour this would be classed as an "in kind" contribution. c) That following consultation with the Chairs of the Open Spaces and Finance & Policy Committees the Town Clerk is given delegated authority to accept the quotation which provides best value for money. d) That the scrap metal from the dismantled stands is the property of the Council but the value of such scrap metal can be offset against the grant requested by the Football Club.			
29.01.13	Item 7 Cemetery Fees	RESOLVED to RECOMMEND that cemetery fees for Ilminster Town Council be increased as follows: (1) Burial plot fee increase by 10% (2) Ashes Plot fee increase by 20% (3) All other burial fees increased by the current inflation rate of 3.1%	Marilyn/Joy	Take to Full Council on 05.02.13	Complete
29.01.13	Item 10 Health & Safety Training	Find out if Cllr Vjeh can get free Health & Safety training RESOLVED to RECOMMEND that unless it is possible to source free Health & safety training to a level at least equivalent of that provided by the British Safety Council, Ilminster Town Council employees undertake the British Safety Council E learning packages, Introduction to Workplace Health & Safety, Manual Handling, Fire Safety, Display Screen Equipment.	Joy	Free training is available but only as part of another course (10.03.13)	Complete
29.01.13	Item 10		Joy	Take to Full Council on 05.02.13	Complete

**FINANCIAL MONITORING
(28.02.13)**

*Circulated at
meeting*

Heading No	Heading	Budget 2012/2013	Actual 28.02.13	Balance	Forecast/Committed	Comment
110	Precept	£205,873.00	£205,873.00	£0.00		
	Finance & Policy Income					
214	Interest - Bus Res	£15.00	£22.09	-£7.09		
218	Interest - Bonus Saver	£2,100.00	£2,076.74	£23.26	£550.00	
220	Dividends	£10.00	£9.36	£0.64		
221	Donations	£300.00	£335.00	-£35.00		
222	Civic Evening	£0.00	£0.00	£0.00		
224	Christmas Lights	£1,000.00	£1,807.49	-£807.49		
232	Miscellaneous	£0.00	£349.65	-£349.65		
234	VAT Repayments	£0.00	£19,140.49	-£19,140.49		
240	Jubilee Celebrations	£0.00	£1,460.08	-£1,460.08		
241	Jubilee Charities	£0.00	£1,030.22	-£1,030.22		
	Total	£3,425.00	£26,231.12	-£22,806.12	£550.00	
	Finance & Policy Expenditure					
350	Employees	£65,050.00	£56,536.75	£8,513.25	£5,736.28	
351	Training	£500.00	£92.28	£407.72	£75.00	
352	Health & Safety	£100.00	£39.55	£60.45		
354	Insurance	£613.00	£615.93	-£2.93		
355	Ilminster in Bloom	£400.00	£385.68	£14.32		
356	Grants	£7,000.00	£6,320.00	£680.00	£800.00	
357	Presentation Evening	£400.00	£363.33	£36.67		
358	Services/Rents	£5,000.00	£6,915.43	-£1,915.43	-£34.32	£99 BT credit
360	Purchases (Sundries)	£300.00	£264.49	£35.51	£77.11	
361	Maintenance	£1,900.00	£1,544.85	£355.15	£123.39	
362	Website	£400.00	£1,473.50	-£1,073.50	£1,000.00	
363	Bank Charges	£450.00	£432.36	£17.64	£72.71	
364	Supplies	£1,440.00	£1,724.53	-£284.53		
365	Audit Fees	£950.00	£200.00	£750.00		
366	Professional Fees	£1,500.00	£1,252.90	£247.10	£525.00	
367	Election Expenses	£2,000.00	£0.00	£2,000.00		
368	Members	£1,200.00	£197.00	£1,003.00		
369	Civic Evening	£0.00	£0.00	£0.00		
374	Christmas Lights	£2,800.00	£3,457.49	-£657.49		
378	Advertising	£500.00	£2,512.00	-£2,012.00		
379	Miscellaneous	£220.00	£317.45	-£97.45		
380	Reserves	£1,956.00	£0.00	£1,956.00		
385	Contingency/Unallocated	£5,000.00	£0.00	£5,000.00		
390	Jubilee	£2,500.00	£3,435.98	-£935.98		
391	Olympic Torch	£250.00	£81.10	£168.90		
	Total	£102,429.00	£88,162.60	£14,266.40	£8,375.17	
	Open Spaces Income					
412	Grants	£160.00	£10,000.00	-£9,840.00		
430	Rents	£5,456.00	£5,166.55	£289.45		

**FINANCIAL MONITORING
(28.02.13)**

leading lo	Heading	Budget 2012/2013	Actual 28.02.13	Balance	Forecast/ Committed	Comment
31	Claims	£0.00	£25.00	-£25.00		
32	Miscellaneous	£0.00	£1,708.23	-£1,708.23		
		£5,616.00	£16,899.78	-£11,283.78	£0.00	
	Open Spaces Expenditure					
50	Employees	£45,949.00	£41,951.38	£3,997.62	£4,259.79	
51	Training	£750.00	£350.00	£400.00	£150.00	
52	Health & Safety	£620.00	£728.16	-£108.16	£142.40	
54	Insurance	£3,475.00	£3,319.50	£155.50		
55	Vehicle Insurance	£375.00	£0.00	£375.00		
56	Play Equipment Inspection	£395.00	£375.00	£20.00		
58	Services/Rents	£4,060.00	£6,274.52	-£2,214.52	£52.00	
59	Fuel	£2,100.00	£2,308.81	-£208.81	£70.00	
60	Purchases	£1,900.00	£7,817.12	-£5,917.12	£2,224.54	
61	Maintenance	£4,875.00	£8,091.81	-£3,216.81	£300.00	
63	Toilets	£3,534.00	£3,760.69	-£226.69	£1,058.83	
74	Miscellaneous	£0.00	£307.14	-£307.14	£327.00	
80	Reserves	£23,657.00	£0.00	£23,657.00		
85	Contingency/Unallocated	£21,888.00	£0.00	£21,888.00		
90	Skatepark		£67,442.30	-£67,442.30	£6,420.70	
	Total	£113,578.00	£142,726.43	-£29,148.43	£15,005.26	
	Cemetery Income					
26	Burial Fees	£5,900.00	£5,860.00	£40.00	£159.00	
30	Lodge Rents	£6,000.00	£5,500.00	£500.00	£500.00	
	Total	£11,900.00	£11,360.00	£540.00	£659.00	
	Cemetery Expenditure					
54	Insurance	£1,350.00	£1,308.35	£41.65		
58	Services/Rents	£561.00	£314.61	£246.39		
60	Purchases	£600.00	£0.00	£600.00		
61	Cemetery Maintenance	£0.00	£542.00	-£542.00		
62	Cemetery Lodge	£1,503.00	£977.50	£525.50	£48.00	
74	Miscellaneous	£0.00	£0.00	£0.00		
80	Renewals & Reserves	£4,279.00	£0.00	£4,279.00		
	Total	£8,293.00	£3,142.46	£5,150.54	£48.00	
	Market House Income					
32	Miscellaneous	£154.00	£151.00	£3.00		
	Total	£154.00	£151.00	£3.00	£0.00	
	Market House Expenditure					
54	Insurance	£1,095.00	£1,063.84	£31.16		
58	Services/Rents	£253.00	£243.97	£9.03		
62	General Maintenance	£350.00	£50.00	£300.00		
63	Miscellaneous	£0.00	£0.00	£0.00		
80	Renewals & Reserves	£970.00	£0.00	£970.00		

FINANCIAL MONITORING
(28.02.13)

Heading No	Heading	Budget 2012/2013	Actual 28.02.13	Balance	Forecast/Committed	Comment
	Total	£2,668.00	£1,357.81	£1,310.19	£0.00	
	Ilminster Sports Initiative - Income					
2000	ISI	£0.00	£0.00	£0.00		
2100	Sports Building Project	£0.00	£0.00	£0.00		
2101	Interest - Bonus Saver	£0.00	£26.20	-£26.20		
	Total	£0.00	£26.20	-£26.20	£0.00	
	Ilminster Sports Initiative - Expenditure					
2200	Sports Building Project	£0.00	£0.00	£0.00		
2600	ISI	£0.00	£0.00	£0.00		
	Total	£0.00	£0.00	£0.00	£0.00	
	TOTAL INCOME	£226,968.00	£260,541.10		£1,209.00	
	TOTAL EXPENDITURE	£226,968.00	£235,389.30		£23,428.43	
	TOTAL NET BALANCE	£0.00	£25,151.80			

ILMINSTER TOWN COUNCIL
GRANT APPLICATIONS – **POLICY AND GUIDANCE NOTES**
2013 - 2014



Suggested text additions are in blue, suggested deletions have a line through them

1. Ilminster Town Council awards grants annually to *local* organisations who have charitable objectives and operate on a not-for-profit basis. Grants are expected to enable such organisations to develop projects which can clearly demonstrate their direct benefit to the citizens of Ilminster.

NB: In this context local means that the organisation is based within the parish of Ilminster or that it provides services / activities for Ilminster residents.

2. Grants awarded through this process are drawn from a ~~much reduced~~ **limited** budget and are intended to attract applications for limited amounts. ~~Whilst no ceiling is imposed, applicants are asked to bear this factor in mind and to ensure that all relevant information is provided.~~ **Grants from Ilminster Town Council are therefore limited to a maximum of £???????** (NB. The limit could be set per project or per year; Chard Town Council have a cap of £1,000)
3. **Applications should be for specific, discrete provision e.g. purchase of a particular piece of equipment; Applications for ongoing assistance or where reliance is placed upon continued grant funding are unlikely to be successful.**
4. **A grant application should not exceed 80% of the total cost of the project / activity and the grant application should be supported by information on how the balance of funding is being met.** The question on the application form seeking information on other sources of fund raising must be completed as the Council would normally expect its grant to support a project rather than to meet its costs.
5. **Grant applications will NOT be considered from:**
 - Private business ventures
 - Other local authorities
 - Any political body
 - Pressure or lobbying groups
6. **The Town Council will not make grants to organisations whose accounts are not in good order.**
7. **Other than in exceptional circumstances the Town Council will not fund:**
 - **running costs**
 - **projects which are properly the subject of statutory funding**
 - **Retrospective applications**
8. **The Town Council requires any organisation applying for a grant to comply with the spirit and the letter of the law in respect of providing an equal and non-**

discriminatory service to all eligible for its services. Any evidence that this is not the case will disqualify an organisation from being offered a grant, or if a grant has already been offered will result in the offer being rescinded.”

9. Applications must be submitted on the form provided and be accompanied all the relevant documents including financial information. Where the application is related to the provision of an ongoing service, a plan showing how the organisation intends to meet future funding requirements, without recourse to continued grants from the Town Council should be included.
10. Applications submitted without the required supporting documents will be returned and only considered when **ALL** the required information is submitted.
11. The following documents / information should accompany the grant application form:
 - (a) For all organisations which have been in existence for longer than 12 months a copy of the organisation’s latest audited accounts and balance sheet must accompany the application. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant must be submitted instead. Where such statements have both been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors. The statements must show the **total** balance of funds for the organisation.
 - (b) a copy of the organisation’s constitution or rules
 - (c) information that demonstrates the project / activity has been sensibly costed and planned
12. Applications will be considered by the Council at its meeting on 19th June 2012 by the Finance and Police Committee who will make a recommendation to Council.

Members will be provided with a copy of the grant application and supporting documentation. ~~have a list of all valid applications and will receive a briefing by the Clerk on the detail. The Town Council may request an organisation to attend a meeting to make a presentation on the work of their organisation and / or their grant application.~~

Council and Committee meetings are open to the public and there is a section available for public questions. ~~The Council would welcome applicants who wished to give a presentation to compliment the application.~~

~~It is intended that successful applicants will be invited to the Annual Town Meeting to give a presentation on the use of the grant in the context of the work of the organisation as a whole.~~
13. All successful applicants will be informed in writing of the Town Council’s decision regarding their grant application.

14. Organisations who have a grant application approved will be advised of any conditions relating to the grant including that:
- (a) The grant awarded may be used only for the purpose specified and unless reasons are given for the delay which satisfy the Town Clerk, must be used within 12 months of the date of award of the grant.
 - (b) Grants are paid only upon receipt of invoices justifying the expenditure. Use of pro forma invoices is acceptable when agreed in advance by the Town Clerk.
 - (c) The Town Council reserves the right to withdraw the grant offer or to seek reimbursement as appropriate in the event of an organisation's failure to comply with the any-conditions of award.

15. All queries should be directed to

The Town Clerk
Ilminster Town Council
Council Offices
North Street
Ilminster
TA19 0DG

Tel: 01460 52149

Fax: 01460 55642

E-mail: town.council@ilminster.gov.uk



**ILMINSTER TOWN COUNCIL
GRANT APPLICATION FORM 2013/14**

Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation

2. Name of person submitting the application.....

Position held in organisation

Address.....

.....

.....

Tel. No.....

Email.....

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

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4. Total anticipated cost of project £.....

(Please enclose supporting estimates)

5. Amount of grant sought from Town Council and % of total project cost £.....

%

6. Please give details of applications made to other grant making bodies in respect of this project
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted

7. Please provide details of the contribution that will be made by your organization to the Project.

.....

8. ~~Most recent copy of your accounts supplied~~ YES/NO.....

9. Has your organisation received a grant from this Council within the last 3 years?

YES/NO If YES, please provide details.

.....

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts
- Evidence project costings are reasonable

Please return the completed form to

Iminster Town Council

Council Offices

North Street

Iminster

Somerset

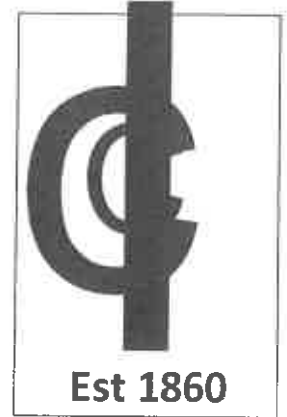
TA19 0DG



ILMINSTER CRICKET CLUB

PLAYING THE GAME

FOR 150 YEARS



The Mayor
Ilminster Town Council
North Street
Ilminster

Paul Knight
9 Blackdown View
Ilminster
TA19 0BB

15 February 2013

Dear Roger

An opportunity has arisen for the cricket club to make improvements to the pavilion with the help of an EWCT Small Grant. Grants are being offered to specifically for the improvement of communal changing facilities especially where environmental benefits accrue. Improved energy utilisation and water saving devices add extra weight to an application.

With the facilities at the front of the pavilion dating back to 1970 and those at the rear 1990 they are energy inefficient and in desperate need of improvement. Carol Goodall will confirm this judging by her comments when she inspected the facility during the 2012 cricket season.

The EWCT grant is limited to £4000 and must be match funded. Unfortunately the club has no funds at the moment for investment in any projects as it is still paying off the remaining £1000 to complete payment for the new nets.

As the council have access to a sum of Section 106 funding (as mentioned at the recent meeting regarding facilities at the Rec) the club would like to ask the council to consider helping the club and the other users of the pavilion by making a grant available to carry out this improvement work.

I have an initial quotation that covers all the work required of £13,750. This includes all labour and I am sure that with the use of club manpower and some negotiation on materials we will be able to reduce this cost to a reasonable £10,000. We would be asking the council to grant us £6000 towards this project and feel it is an opportunity that should not be missed.

As always a swift response (if only in principle) will be appreciated as we have until 16th March to make an application to the EWCT and if granted 4 months to complete the work.

A copy of the quotation is attached.

I look forward to hearing from you.

Kind regards

Paul Knight
Chairman



ILMINSTER CRICKET CLUB

PLAYING THE GAME

FOR 150 YEARS



**CLUB
MARK**



ADRIAN SIMS
PLUMBING & HEATING SERVICES
GAS, OIL CENTRAL HEATING INSTALLED & REPAIRED
BATHROOMS FITTED & TILED



132 Canal Way, Ilminster
Somerset TA19 9DH
Tel/Fax: 01460 57058
Mobile: 07778805529
as@plumbheat.fsbusiness.co.uk

Date:

Toilets

-2 close coupled toilets with soft close seats are to be supplied. To control the water they will have dual flush.

Showers

-The showers are to be panelled out in respetex white shower boarding and a sliding door is to be installed.

Ceiling

-Is to be plaster boarded and plastered ready for decorating.

Walls & Floor

-The walls and floor are to be tiled; all adhesives and tiles are included in the price.

Lights

-These are to be installed for energy saving and a new extraction fan on a timer is also included.

*Electrics for the installation is also included in the price

-All labour and plumbing materials for the complete installation are included.

Total Cost of Installation: £13,750.00 (Exc.VAT)

Jim, if there are any queries or questions on the above contract please do not hesitate to contact me.

Yours sincerely

A. Sims



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ADRIAN SIMS
PLUMBING & HEATING SERVICES
GAS, OIL CENTRAL HEATING INSTALLED & REPAIRED
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Date:

10.02.13

Ref. 1356

Mr J Sainsbury
Ilminster Cricket Club
Ilminster
Somerset

Re: Price for installation of new hot water system & alterations to first team showers & toilets

Price includes:-

Boiler

-Installing 1 LPG condensing 34 cdi system boiler and balance flue.

Cylinder

-Installing 2 210 litre pressurised cylinders to run the showers and hot water.

-System is to have fuel saving controls including cylinder stats and motorised valves and time clock.

Showers

-Showers are to be controlled by Mira Rada 320 thermostatic mixer and to feed 4 timed flow shower valves and heads to control the water being used.

Urinals

-1 x 2 bowl urinal pack is to be supplied and controlled by cisterniser to control water when it is not being used.

Basins

-2 basins are to be supplied for the men's and ladies toilets with push button taps.