



## NOTES OF WAR MEMORIAL RESTORATION PROJECT WORKING GROUP

Date of Meeting: 18<sup>th</sup> May 2023 (Zoom). 19:00 – 19:45 hrs  
Purpose of Meeting: Establish outline project plan, roles and responsibilities.

PRESENT: Sue Grant, Colsterworth & District Parish Council (CADPC), Clerk  
Caroline Hainsworth, Treasurer – CFoR and Cllr CADPC  
David Heath-French, Chair – CFoR  
Debi Heath-French, CFoR

APOLOGIES: Cllr Terry Neale

### 1. BACKGROUND

The Parish Council has passed two resolutions that has allowed the Project to move forward as a partnership between Colsterworth and District Parish Council (CADPC) and Colsterworth Festival of Remembrance (CFoR)

Resolution 2022.170.3: April 2023

Resolve for the Parish Council to submit grant applications in their name as the Custodian and Authority who have the Powers to support the restoration project and subsequently re-claim any VAT on any project costs.

Resolution 2023.13.2: May 2023

Resolve that the Parish Council supports a grant application from Colsterworth Festival of Remembrance (CFoR) to pledge in reserves up to £3,500 so that grant applications can be taken forward and the extent of additional fundraising required can be quantified.

### 2. WORKING GROUP

Key members of the working group were agreed and to include Jackie Taylor who is an active fundraiser for CFoR.

PC: Cllr T Neale  
Sue Grant, Clerk

CFoR: David Heath-French (Chair)  
Caroline Hainsworth (Treasurer)  
Debi Heath-French (Committee Member)  
Jackie Taylor, Committee Member

### 3. TIMEFRAME AND PLANNING PERMISSION

Planning Permission (S21/1796)

This is in the name of the **Colsterworth and District Parish Council** and expires in October 2024.  
Conditions on the permission exist and any alterations would need to be approved.

### 4. EMPLOYMENT OF APPROVED ARCHITECT

The previous Accredited and Approved Architects PPIY have the detailed knowledge and documentation relating to the specification of works, the specific conditions of the Planning permissions granted and has a good working relationship with the Clerk and War Memorial Trust.

They were approached by CFoR prior to this meeting, and they have agreed to review the previous works to date and draft a new Agreement to reinstate the Project.



The Group agreed that for the purpose of the project the **Colsterworth and District Parish Council** will be the “Employer” of the approved Architects and responsible for paying their fees from the Grant approved and held in Earmarked Reserves.

Due to the time that has elapsed, new costings and availability need to be obtained from the original contractors.

**ACTION:**

Sue Grant/Cllr Neale: To be taken to the Parish Council meeting in June 2023

**5. FUNDING**

It was agreed that unless the funding required was in place through any grant process, fundraising and formal pledges the Project would fail.

References were made to the War Memorial Legislation that gave guidance that “a significant repair to an existing Memorial could be funded jointly by public subscription and parish council contributions, as well as from external funding through various grant making organisations”.

CFoR can apply for grants as a formally constituted community group with an open membership and its own community bank account. All Grants can reference the joint working with the Parish Council in respect of community support and match funding. If grants can be applied for by CFoR this does not tie the Parish Council into any restrictions for making an application in their own name or accessing funding opportunities for other Projects.

SOURCE	DETAILS	Confirmed	Potential
CFoR	Confirmed and earmarked in reserves	£600.00	
Parish Council	Grant application approved primarily for professional fees which must be incurred Parish Council has also agreed to lead on the Procurement and administration to ensure that VAT on the project can be re-claimed keeping costs down.	Up to £3,500.00	
War Memorial Trust	Up to 50% grant application for free-standing memorial however, typical payments may be much lower <b>CFoR has already commenced a draft application and will liaise with Sue Grant and War Memorial Trust to take this forward asap</b>		Up to £4,000.00
Co-op Community Fund	Opened 10 May 2023 Closing date 11 June 2023 Potentially funds are not available until November 2024 <b>Application will be made by CFoR</b>		Up to £1,500.00
SKDC Community Fund	Launched 19 April 2023 – <u>closing date 30 May 2023</u> Needs local District Councillor support – Contact made with Cllr Bellamy. Next round: <u>Closing Date 29 August 2023</u> - applications from 1 June 2023 <b>Post meeting Note: First response from SKDC is that War Memorials are not eligible. CFoR to pursue further</b>		£2,000 to £20,000
Private Company (H)	Potential opportunity for match funding of other donations made <b>Cllr T Neale</b>		Up to £500.00
Community National Lottery Heritage Lottery Fund	Unlikely as may be difficult to meet the criteria – main emphasis is on partnership working with Parish Council and the community – <u>closing date 31 May 2023</u> <b>CFoR to pursue further</b>		Up to £10,000.00
CFoR	Ongoing fundraising and CFoR seeking support from individuals and local businesses for funds and pledges of support <b>CFoR</b>		TBC



## **6. PROCUREMENT AND PAYMENT OF WORKS**

Procurement and payment of works, if the Project progresses, will be in the name of the Colsterworth and District Parish Council. This will enable the project to proceed on the basis of net costs.

Sue Grant as the Clerk would have to outline to the Council that if the VAT element was to be covered by the Parish Council and then reclaimed (potentially in the region of £4-5k for an anticipated period of two months) it would have to come from Council reserves. This process has been implemented for other Projects in the Parish.

The Parish Council would have to pay the invoices for works carried out so all monies raised and held by CFoR must be transferred to the Parish Council to cover the net costs.

## **7. NEXT STEPS**

- Report progress to CADPC Finance & Administration Committee regarding Projects and Reserves (Sue Grant)
- Update War Memorial Trust (Caroline Hainsworth)
- Update Architects regarding name of "Employer" and new Agreement of Works/Costings (Sue Grant and Caroline Hainsworth)
- Progress grant and funding opportunities (All)
- Convene further Working Group/Liaison meeting July 2023 – TBC (Zoom)

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