Chard Town Council

Prepared by: Teresa Turnbull Date: 05.09.25

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2025			
	Cash in Hand 01/04/2025			1,148,934.26
	ADD			
	Receipts 01/04/2025 - 31/08/2025			1,260,301.74
				2,409,236.00
	SUBTRACT			
	Payments 01/04/2025 - 31/08/2025			387,893.30
A	**Cash in Hand 31/08/2025** (per Cash Book)			**2,021,342.70**
	Cash in hand per Bank Statements			
	Lloyds Current A/c	31/08/2025	30,583.74	
	Lloyds Instant Deposit	31/08/2025	1,455,573.22	
	Petty Cash (To reconcile)	31/08/2025	155.92	
	Nationwide Instant Saver 9000	31/03/2025	370,256.64	
	Nationwide Instant Saver 90010	31/03/2025	164,773.18	
				2,021,342.70
	Less unpresented payments			
				2,021,342.70
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**2,021,342.70**
	A = B Checks out OK			

Created by Scribe

LLOYDS

Chard Town Council
The Guildhall
Fore Street
Chard
Somerset
TA20 1PP

Your Account

Sort Code 30-99-50
Account Number 54960560

BUSINESS ACCOUNT

01 August 2025 to 31 August 2025

Money In	£78,793.93	**Balance on 01 August 2025**	£25,064.69
Money Out	£73,249.88	**Balance on 31 August 2025**	£30,583.74

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Aug 25	[redacted]	FPI	25.00		25,064.69
01 Aug 25		PAY		20.80	25,043.89
04 Aug 25		DEB		12.99	25,030.90
04 Aug 25		FPI	124.76		25,155.66
04 Aug 25		FPI	57.00		25,212.66
04 Aug 25		FPI	58.00		25,270.66
04 Aug 25		FPI	485.10		25,755.76
05 Aug 25		TFR	14,000.00		39,755.76
06 Aug 25		BGC	240.00		39,995.76
06 Aug 25		DD		15,232.78	24,762.98
07 Aug 25		BGC	3,637.41		28,400.39
07 Aug 25		FPI	642.00		29,042.39
07 Aug 25		DEP	215.60		29,257.99
07 Aug 25		DEP	239.30		29,497.29
07 Aug 25		DEP	12.50		29,509.79
08 Aug 25		BGC	60.00		29,569.79

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Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

LLOYDS

BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
08 Aug 25	[redacted]	DD		5,470.49	24,099.30
08 Aug 25		TFR	5,000.00		29,099.30
08 Aug 25		FPI	30.34		29,129.64
11 Aug 25		FPI	23.10		29,152.74
12 Aug 25		DEB		1.79	29,150.95
12 Aug 25		DEB		10.00	29,140.95
13 Aug 25		BGC	210.00		29,350.95
14 Aug 25		BGC	126.00		29,476.95
14 Aug 25		DD		489.94	28,987.01
14 Aug 25		FPI	642.00		29,629.01
14 Aug 25		TFR	17,000.00		46,629.01
15 Aug 25		DD		57.82	46,571.19
15 Aug 25		DD		189.34	46,381.85
15 Aug 25		DD		16,544.11	29,837.74
15 Aug 25		FPI	102.09		29,939.83
18 Aug 25		FPI	1,328.55		31,268.38
19 Aug 25		PAY		31.32	31,237.06
20 Aug 25		BGC	48.00		31,285.06
20 Aug 25		TFR	4,250.00		35,535.06
20 Aug 25		FPO		4,250.00	31,285.06
21 Aug 25		DD		202.89	31,082.17
26 Aug 25		FPI	180.18		31,262.35

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LLOYDS

BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
26 Aug 25	[redacted]	DD		95.72	31,166.63
27 Aug 25		TFR	30,000.00		61,166.63
27 Aug 25		DEB		304.56	60,862.07
27 Aug 25		DEB		345.00	60,517.07
27 Aug 25		FPI	57.00		60,574.07
28 Aug 25		DD		146.57	60,427.50
28 Aug 25		DD		29,447.28	30,980.22
29 Aug 25		FPO		396.48	30,583.74

Transaction types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

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Commercial Instant Access Account Statement

Printed: 01 September 2025

Chard Town Council
The Guildhall
Fore Street
Chard
Somerset
TA20 1PP

Sort code [redacted] Account number [redacted]
BIC: LOYDGB21287 IBAN: GB07 LOYD 3099 5064 9850 68

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
27 Aug 25	[redacted]	TFR		30000.00	1455573.22
20 Aug 25		TFR		4250.00	1485573.22
14 Aug 25		TFR		17000.00	1489823.22
11 Aug 25			1731.75		1506823.22
08 Aug 25		TFR		5000.00	1505091.47
05 Aug 25		TFR		14000.00	1510091.47

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Chard Town Council

RECONCILIATION - Petty Cash (To reconcile) 31-08-2025

From Accounts	£155.92
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£155.92**

Created by Scribe

Chard Town Council

Prepared by: Teresa Turnbull Date: 2nd October 2025

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2025			
	Cash in Hand 01/04/2025			1,148,934.26
	ADD			
	Receipts 01/04/2025 - 30/09/2025			1,271,938.16
				2,420,872.42
	SUBTRACT			
	Payments 01/04/2025 - 30/09/2025			459,920.89
A	**Cash in Hand 30/09/2025** (per Cash Book)			**1,960,951.53**
	Cash in hand per Bank Statements			
	Lloyds Current A/c	30/09/2025	19,762.69	
	Lloyds Instant Deposit	30/09/2025	1,405,928.59	
	Petty Cash (To reconcile)	30/09/2025	230.43	
	Nationwide Instant Saver 9000	31/03/2025	370,256.64	
	Nationwide Instant Saver 90010	31/03/2025	164,773.18	
				1,960,951.53
	Less unpresented payments			
				1,960,951.53
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,960,951.53**
	A = B Checks out OK			

Created by Scribe

Chard Town Council
The Guildhall
Fore Street
Chard
Somerset
TA20 1PP

Your Account

Sort Code 30-99-50
Account Number 54960560

BUSINESS ACCOUNT

01 September 2025 to 30 September 2025

Money In	£61,292.05	**Balance on 01 September 2025**	£30,611.32
Money Out	£72,113.10	**Balance on 30 September 2025**	£19,762.69

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 25	[redacted]	FPI	27.58		30,611.32
01 Sep 25		PAY		27.30	30,584.02
01 Sep 25		FPI	97.03		30,681.05
02 Sep 25		DD		4,162.92	26,518.13
02 Sep 25		DEB		12.99	26,505.14
03 Sep 25		BGC	48.00		26,553.14
03 Sep 25		DD		220.00	26,333.14
03 Sep 25		FPI	29.00		26,362.14
04 Sep 25		BGC	108.00		26,470.14
04 Sep 25		FPI	337.80		26,807.94
04 Sep 25		FPI	55.00		26,862.94
05 Sep 25		BGC	127.40		26,990.34
05 Sep 25		BGC	452.00		27,442.34
05 Sep 25		BGC	2,988.98		30,431.32
05 Sep 25		FPI	226.00		30,657.32
05 Sep 25		FPI	642.00		31,299.32

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BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 Sep 25	[redacted]	FPI	58.00		31,357.32
05 Sep 25		DEB		79.10	31,278.22
05 Sep 25		DEB		463.78	30,814.44
05 Sep 25		DEB		488.04	30,326.40
08 Sep 25		DEB		199.99	30,126.41
09 Sep 25		BGC	24.00		30,150.41
09 Sep 25		FPI	57.00		30,207.41
09 Sep 25		DEB		69.96	30,137.45
10 Sep 25		TFR	11.00		30,148.45
11 Sep 25		DD		166.01	29,982.44
11 Sep 25		FPI	2,875.88		32,858.32
12 Sep 25		BGC	150.00		33,008.32
12 Sep 25		DD		4,229.75	28,778.57
12 Sep 25		TFR	31,100.00		59,878.57
12 Sep 25		DEB		2,430.24	57,448.33
15 Sep 25		DD		57.82	57,390.51
15 Sep 25		DD		20,347.13	37,043.38
15 Sep 25		TFR	20,000.00		57,043.38
15 Sep 25		FPI	235.20		57,278.58
15 Sep 25		PAY		119.08	57,159.50
15 Sep 25		PAY		25.00	57,134.50
16 Sep 25		DD		239.71	56,894.79

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LLOYDS

BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 Sep 25	[redacted]	DD		1,319.97	55,574.82
17 Sep 25		FPI	25.64		55,600.46
18 Sep 25		DEP	227.69		55,828.15
18 Sep 25		DEP	275.00		56,103.15
18 Sep 25		DEP	324.05		56,427.20
18 Sep 25		DEB		762.00	55,665.20
19 Sep 25		PAY		19.02	55,646.18
22 Sep 25		DD		9,241.56	46,404.62
23 Sep 25		DEB		204.96	46,199.66
23 Sep 25		FPI	337.80		46,537.46
25 Sep 25		DD		95.72	46,441.74
25 Sep 25		FPI	452.00		46,893.74
26 Sep 25		DD		79.63	46,814.11
26 Sep 25		DD		26,870.15	19,943.96
29 Sep 25		DD		146.57	19,797.39
30 Sep 25		PAY		34.70	19,762.69

Transaction types

BGC Bank Giro Credit
BP Bill Payments
CHG Charge
CHQ Cheque
COR Correction
CPT Cashpoint
DD Direct Debit
DEB Debit Card
DEP Deposit
FEE Fixed Service
FPI Faster Payment In
FPO Faster Payment Out
MPI Mobile Payment In
MPO Mobile Payment Out
PAY Payment
SO Standing Order
TFR Transfer

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LLOYDS BANK

Commercial Instant Access Account Statement

Printed: 02 October 2025

Chard Town Council
The Guildhall
Fore Street
Chard
Somerset
TA20 1PP

Sort code [redacted] Account number [redacted]
BIC: LOYDGB21287 IBAN: GB07 LOYD 3099 5064 9850 68

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
15 Sep 25	[redacted]	TFR		20000.00	1405928.59
12 Sep 25		TFR		31100.00	1425928.59
09 Sep 25			1455.37		1457028.59

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Chard Town Council

RECONCILIATION - Petty Cash (To reconcile) 30-09-2025

From Accounts	£230.43
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£230.43**

Created by Scribe

Payments made over £500 Q2 2025/26 1st July -30th September 2025						
Date	Invoice date	Description	Net	VAT	Total	Supplier
10.07.2025	01.07.2025	Town Crier Honorarium	£500.00	£0.00	£500.00	Town Crier
10.07.2025	01.07.2025	Mace Bearer Honorarium	£500.00	£0.00	£500.00	Mace Bearer
10.07.2025	01.07.2025	White Diesel	£1,927.66	£385.53	£2,313.19	Certas Energy
30.07.2025	28.07.2025	Payroll -Salaries	£25,767.78	£0.00	£25,767.78	Chard Town Council
07.08.2025	21.07.2025	Equipment	£520.20	£104.04	£624.24	Tudor environmental
07.08.2025	24.07.2025	Vehicle maintenance	£856.69	£171.39	£1,028.08	GW Machinery Services
07.08.2025	24.07.2025	Building Survey	£1,995.00	£399.00	£2,394.00	Allcott Comercial
07.08.2025	25.07.2025	Tree felling	£2,360.00	£472.00	£2,832.00	Fern Garden & Tree Services
07.08.2025	31.07.2025	IT	£536.25	£107.25	£643.50	AF-IT
07.08.2025	31.07.2025	IT	£1,966.25	£393.25	£2,359.50	AF-IT
07.08.2025	01.08.2025	Catering	£580.00	£0.00	£580.00	Claires Country Kitchen
07.08.2025	22.07.2025	Community Grant	£750.00	£0.00	£750.00	Chard Churches Together
07.08.2025	22.07.2025	Community Grant	£1,000.00	£0.00	£1,000.00	Chard Carnival Committee
26.08.2025	04.08.2025	Cemetery works	£3,887.11	£777.42	£4,664.53	Fern Garden & Tree Services
26.08.2025	17.07.2025	Guildhall Electricity	£1,052.69	£210.54	£1,263.23	WME
26.08.2025	28.07.2025	Pension Payment	£7,220.09	£0.00	£7,220.09	Somerset Council Pension Fund
26.08.2025	28.07.2025	PAYE & NI Payment	£9,324.02	£0.00	£9,324.02	HMRC
26.08.2025	29.07.2025	Equipment	£4,250.00	£0.00	£4,250.00	Active Learning & Skills
26.08.2025	30.07.2025	Event-Performer -Cancellation fee	£650.00	£0.00	£650.00	MAB Productions
29.08.2025	28.08.2025	Payroll -Salaries	£29,447.28	£0.00	£29,447.28	Chard Town Council
05.09.2025	20.07.2025	Equipment hire	£1,138.59	£227.72	£1,366.31	PHS Group SW Ltd
15.09.2025	11.09.2025	Furniture	£2,025.20	£405.04	£2,430.24	Trent Furniture
15.09.2025	28.08.2025	Pension Payment	£9,029.11	£0.00	£9,029.11	Somerset Council Pension Fund
15.09.2025	28.08.2025	PAYE & NI Payment	£11,318.02	£0.00	£11,318.02	HMRC
15.09.2025	31.08.2025	IT	£590.00	£118.00	£708.00	AF-IT
15.09.2025	31.08.2025	Skip hire	£902.15	£180.43	£1,082.58	Biffa Waste Management
17.09.2025	19.08.2025	Guildhall Electricity	£988.38	£197.68	£1,186.06	WME
22.09.2025	10.09.2025	Christmas lighting	£1,079.48	£215.90	£1,295.38	The Festive Lighting Company
22.09.2025	10.09.2025	Music licence	£1,355.00	£271.00	£1,626.00	PRSMUSIC
22.09.2025	11.09.2025	Councillor expenses	£753.40	£0.00	£753.40	Jason Baker
22.09.2025	12.09.2025	Youth Centre -Refurbishment	£2,266.00	£453.20	£2,719.20	Kings Group Ltd
22.09.2025	15.09.2025	Amenities Training	£635.00	£127.00	£762.00	iHasco
22.09.2025	18.09.2025	Maintenance contract	£630.00	£126.00	£756.00	IDEALLIFTS

Chard Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

01 Precept / Reserves

Current Year 2025 - 2026

		Receipts				Payments			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
1	Precept	1,185,000.00	1,185,000.00		1,185,000.00				
131	Reserve - Play Equip reserve	6,000.00				6,000.00			
132	Reserve - Play Areas	14,000.00				14,000.00			
133	Reserve - Cemetery	15,000.00				15,000.00			
134	Reserve - Guildhall	25,000.00				25,000.00			
135	Reserve - General Reserve Budgeted usage	146,631.00							
1076	Precept								
	SUB TOTAL	**1,391,631.00**	**1,185,000.00**		**1,185,000.00**	**60,000.00**			

01b Grants

Current Year 2025 - 2026

		Receipts				Payments			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
1070	Grant Income								
4751	Annual Grants DNU								
1079502	Grants Rec'd Other								
	SUB TOTAL								

02 Income Other

Current Year 2025 - 2026

		Receipts				Payments			
Code	Title	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
2	Rent Received	102.00	50.00		50.00				
3	Letting Income		4,228.57		4,228.57				
4	Interest Received	10,000.00	9,047.31		9,047.31				
5	Guildhall - Bookings / Rent	32,020.00	12,381.36		12,381.36				

6	Guildhall - Hirers Refreshments	150.00	75.00	75.00			
7	Guildhall - Antiques Fair	650.00	400.06	400.06			
8	Guildhall - FiT Electric Generation Tariff	550.00					
9	Guildhall - FiT Electric Export Tariff	100.00					
10	Events Income		1,419.99	1,419.99			
11	Market Income	2,000.00	823.05	823.05			
12	Allotment - Rents	4,600.00	309.85	309.85			
13	Allotment - Licence	256.00	25.00	25.00			
14	Cemetery - EROB	7,000.00	2,704.00	2,704.00	279.35		279.35
15	Cemetery - Interment	17,500.00	7,360.00	7,360.00			
16	Cemetery - Memorial	3,000.00	994.18	994.18			
17	Cemetery - letting	82.00					
18	Operations - Sponsorship		1,516.65	1,516.65			
19	Operations - Rent Received	3,781.00	1,012.19	1,012.19			
20	Customer photocopies	26.00	104.20	104.20			
21	Commission Income	20.00			-2.10		-2.10
23	Grant Income		19,830.00	19,830.00			
128	Operations Recycle - Metal		39.90	39.90			
	SUB TOTAL	**81,837.00**	**62,321.31**	**62,321.31**	**277.25**		**277.25**

Current Year 2025 - 2026

02b Vat

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
130	Vat Refund								
	SUB TOTAL								

Current Year 2025 - 2026

03 General Council

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
26	Health & Safety (GCA)					2,044.00	50.00		50.00
27	Training & Travel (GCA)					4,344.00	9.60		9.60
28	Telephones (GCA)					1,533.00	1,075.60		1,075.60
29	Postage and Stationery (GCA)					1,737.00	571.60		571.60

30	Subscriptions (GCA)				4,088.00	3,212.20		3,212.20
31	Insurance (GCA)				40,000.00	39,263.49		39,263.49
32	Photocopy and Printing Charges (GCA)				2,146.00	826.41		826.41
33	IT Software / Hosting and Support				10,970.00	10,693.68		10,693.68
34	Staff Recruitment (GCA)				5,000.00	100.00		100.00
35	Advertising (GCA)							
36	Maintenance/Service Contracts (GCA)				3,373.00			
38	Equipt/Furniture/Small Tools (GCA)				2,000.00	536.28		536.28
39	Bank Charges/ Sum Up		-0.47	-0.47	1,533.00	339.22		339.22
40	Legal and Professional Fees (GCA)				25,000.00	4,186.25		4,186.25
42	Website (Council)				2,146.00	240.00		240.00
129	Consultant - RFO					4,240.00		4,240.00
	SUB TOTAL		**-0.47**	**-0.47**	**105,914.00**	**65,344.33**		**65,344.33**

Current Year 2025 - 2026

03b Administration

			Receipts			Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
24	Payroll - Admin (GCA)					278,800.00	96,784.86		96,784.86
	SUB TOTAL					**278,800.00**	**96,784.86**		**96,784.86**

Current Year 2025 - 2026

04 Civic and Democratic

			Receipts			Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
43	Training, Travel and Allowance (Members)					8,000.00	180.00		180.00
46	Civic Events					5,110.00	2,845.23		2,845.23
48	Culturally Chard								
49	Mayor's Allowance - (April May)		-265.62		-265.62	5,000.00	1,712.05		1,712.05
50	Councillors' Expenses					153.00	39.99		39.99
51	Civic & Regalia costs		2,875.88		2,875.88	1,500.00	3.12		3.12
52	Election Expenses					10,000.00	7,130.56		7,130.56
53	Town Crier Honorarium					500.00	500.00		500.00

54	Mace Bearer Honorarium				500.00	500.00		500.00
136	Mayor's Allowance - (Jun- Mar)					9.45		9.45
137	Town Crier Event / Competition					733.30		733.30
	SUB TOTAL		**2,610.26**		**2,610.26**	**30,763.00**	**13,653.70**		**13,653.70**

Current Year 2025 - 2026

04b Mayors fundraising

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
22	Mayor's Fundraising Income	500.00	2,198.63		2,198.63		1,731.00		1,731.00
45	Mayor's Fundraising Payments					1,000.00			
	SUB TOTAL	**500.00**	**2,198.63**		**2,198.63**	**1,000.00**	**1,731.00**		**1,731.00**

Current Year 2025 - 2026

05 Community Services and

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
44	Youth Council					511.00			
55	Christmas Lights					25,000.00	1,079.48		1,079.48
56	S137 Community Grants					10,000.00	3,750.00		3,750.00
57	Youth Services Support Grant					40,000.00	13,364.06		13,364.06
140	Youth Centre building -Minor works					20,000.00	5,938.29		5,938.29
141	Youth Centre building -Utilities					20,000.00	307.46		307.46
	SUB TOTAL					**115,511.00**	**24,439.29**		**24,439.29**

Current Year 2025 - 2026

06 Operations Department

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
96	PPE (Operations)					3,000.00	199.60		199.60
97	Training, Travel and Allowance (Operations)					10,220.00	635.00		635.00
98	Rates (Operations)					1,449.00			
99	Water Charges (Operations)					100.00	425.25		425.25
100	Rent Payable (Operations)					920.00			

101	Electricity (Operations)	5,110.00	777.47	777.47
102	Janitorial (Operations)	307.00		
103	Refuse/Waste Disposal (Operations)	14,000.00	4,522.41	4,522.41
105	Telephones (Operations)	2,100.00	849.98	849.98
107	Property Maintenance (Operations)	5,000.00	1,059.60	1,059.60
108	Grounds Maintenance (Operations)	2,000.00		
109	Play Equipment Maintenance (Operations)	20,000.00	250.00	250.00
110	Street Furniture (Operations)	2,044.00	640.68	640.68
111	Equiment Hire (Operations)	10,000.00	176.40	176.40
112	Equipment Maintenance (Operations)	10,000.00	2,194.81	2,194.81
113	Vehicle Maintenance (Operations)	3,270.00	971.66	971.66
114	Equipt/Furniture/Small Tools (Operations)	5,110.00	1,127.50	1,127.50
115	Vehicle Hire (Operations)	10,000.00		
116	Vehicle Fuel (Operations)	4,599.00	3,057.32	3,057.32
117	Vehicle Licence / Insurance (Operations)	5,000.00	565.00	565.00
119	Flower Baskets / Flower Beds (Operations)	8,380.00	1,372.28	1,372.28
120	Arboriculture (Operations)	20,000.00	15,170.00	15,170.00
121	CCTV (Operations)	546.00		
122	Emergency Resilience (Operations)	7,000.00	439.31	439.31
	SUB TOTAL	**150,155.00**	**34,434.27**	**34,434.27**

Current Year 2025 - 2026

06b Operations Dept Salaries

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
95	Payroll (Operations)					200,000.00	103,498.21		103,498.21
	SUB TOTAL					**200,000.00**	**103,498.21**		**103,498.21**

Current Year 2025 - 2026

07 Guildhall

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
60	Temporary / Casual Staff (Guildhall)					30,000.00	188.58		188.58

61	PPE (Guildhall)	5,000.00	11.37		11.37
62	Training, Travel and Allowance (Guildhall)	1,226.00			
63	Rates (Guildhall)	15,000.00	4,740.54		4,740.54
64	Water Charges (Guildhall)	2,500.00			
65	Electricity (Guildhall)	27,500.00	8,183.23		8,183.23
66	Gas (Guildhall)	17,500.00	4,127.42		4,127.42
67	Janitorial (Guildhall)	1,601.00	1,528.61		1,528.61
68	Telephones (Guildhall)				
69	Hirers Refreshments (Guildhall)	1,000.00	109.57		109.57
70	Advertising (Guildhall)	2,500.00	505.00		505.00
71	Property Maintenance (Guildhall)	25,000.00	2,529.47		2,529.47
72	Maintenance / Service Contracts (Guildhall)	10,000.00	2,422.39		2,422.39
73	Equipt /Furniture /Small Tools (Guildhall)	10,000.00	1,612.61		1,612.61
74	Licences (incl PRS) (Guildhall)	2,500.00	1,355.00		1,355.00
75	Heating & Air Conditioning (Guildhall)				
76	Solar Panels (Guildhall)	5,000.00			
77	Website (Guildhall)	500.00	391.03		391.03
78	Acts (Guildhall)	15,000.00	2,071.17		2,071.17
	SUB TOTAL	**171,827.00**	**29,775.99**		**29,775.99**

Current Year 2025 - 2026

07b Guildhall Salaries

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
58	Payroll - Admin (Guildhall)					61,000.00	25,259.07		25,259.07
59	Payroll - Caretaking (Guildhall)					60,000.00	36,760.97		36,760.97
	SUB TOTAL					**121,000.00**	**62,020.04**		**62,020.04**

Current Year 2025 - 2026

08 Cemetery

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
80	Rates (Cemetery)					6,000.00	1,971.10		1,971.10

81	Water Charges (Cemetery)		177.86		177.86
82	Electricity (Cemetery)	4,035.00	687.41		687.41
84	Property Maintenance (Cemetery)	1,090.00	394.95		394.95
85	Grounds Maintenance (Cemetery)	5,100.00			
86	Equipt / Furniture / Small Tools (Cemetery)	2,000.00			
87	Arboriculture (Cemetery)	5,110.00			
88	Legal & Professional Fees (Cemetery)	1,500.00			
89	Land Survey (Cemetery)	5,000.00			
138	New Burial Grounds Works Only (Cemetery)		4,335.91		4,335.91
	SUB TOTAL	**29,835.00**	**7,567.23**		**7,567.23**

Current Year 2025 - 2026

08b Cemetery Salaries

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
79	Payroll (Cemetery)					20,000.00			
	SUB TOTAL					**20,000.00**			

Current Year 2025 - 2026

09 Allotments

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
91	Water Charges (Allotments)					800.00	97.91		97.91
92	Rent Payable (Allotments)					2,146.00			
93	Postage & Stationery (Allotments)					164.00			
94	Grounds Maintenance (Allotments)					10,220.00			
	SUB TOTAL					**13,330.00**	**97.91**		**97.91**

Current Year 2025 - 2026

09b Allotments Salaries

		Receipts				Payments			
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**
90	Payroll - Admin (Allotments)					1,200.00			
	SUB TOTAL					**1,200.00**			

10 Markets

Current Year 2025 - 2026

Code	Title	Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total
123	Rates (Markets)					633.00	121.02		121.02
124	Advertising (Markets)					1,000.00			
125	Car Parking (Markets)					3,000.00			
126	Outdoor Events (Markets)					20,000.00			
	SUB TOTAL					**24,633.00**	**121.02**		**121.02**

11 Devolved services

Current Year 2025 - 2026

Code	Title	Receipts Budget	Receipts Actual	Receipts Forecast	Receipts Total	Payments Budget	Payments Actual	Payments Forecast	Payments Total
127	Devolved Services Reserve					210,000.00	1,950.00		1,950.00
	SUB TOTAL					**210,000.00**	**1,950.00**		**1,950.00**

Summary

TOTAL	**1,473,968.00**	**1,252,136.73**		**1,252,136.73**	**1,533,968.00**	**441,702.10**	**441,702.10**

Chard Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
26 September 2025
Our Ref:
SO0057
SAAA Ref:
SB01805

Chard Town Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Mr Bell

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Chard Town Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025 , which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 15 Westferry Circus, London E14 4HD. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD
T: +44 (0)20 7516 2200
pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference SO0057 or Chard Town Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
    - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Chard Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Chard Town Council** for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Chard Town Council** on application to:	
(a) David Bell Town Clerk & Chief Executive The Guildhall Fore Street Chard TA20 1PP	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) Monday -Friday 10am-3pm	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) David Bell Town Clerk & Chief Executive	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 30/09/2025	(e) Insert the date of placing of the notice

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **Chard Town Council- SO0057**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered 'No'. This is consistent with the Internal Auditor's response to Internal Control Objective C.

Section 1, Assertion 2 has been incorrectly completed, as the authority did not approve payments schedules including salaries during 2024/25. This is consistent with the Internal Auditor's response to Internal Control Objectives B and G.

In addition to the reasons given for non-compliance with Assertion 2 above, the smaller authority has restated its fixed assets to zero for both the current and prior year. This is due to uncertainty around the ownership of certain assets and the authority is currently working to produce an accurate fixed asset register. The authority should ensure that the corrected values for fixed assets are included in Box 9 of the 2025/26 AGAR for both 2025/26 and 2024/25.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 4 and 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to ICO M.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 26/09/2025

Grants Sub-Committee - Grants update 30th September 2025.

Status Of Grant Funds & Spend:

Grants Paid to Date From 2025/26 budget;

- Somerset Youth Theatre – £1,000
- 1st Chard Scouts – £1,000
  These applications were submitted in the last financial year but processed in April/May.
- Chard Carnival Committee – £1,000
- Chard Churches Together – £750

The application from Octagon Theatre was not successful.

Total paid from 2025/26 budget £3,750

Remaining budget £6,250

Outstanding Community Grant Applications;

- Youth Adventure Trust – £1,000
- Chard Museum – £1,000
- Trident Swimming Club – £1,000
- Blackdown Acapella – £1,000

We also had an application from Life Education (Manor Court) dated 1st April for £620 – but this was being requested for an event they were holding back in June, so no longer valid.

Core Grant (previously Annual Support) applications

- Chard Carnival Committee – £1,000
- Chard Town Team – £1,000

Total outstanding requests: £6,000

Next Grant Sub-Committee Meeting

The grants application timetable as agreed 22nd July 2025 F&A (2025/32)

First round	Submission date	Grants subcommittee meeting	F&A Committee
August/September 25	Friday 05/09/25	Select from: 15/09/25 – 30/09/25 (2.5wks)	Tuesday 21/10/25
Second round	Submission date	Grants subcommittee meeting	F&A Committee
October / November 25	Friday 07/11/25	Select from: 23/11/25 – 09/01/25 (7 wks)	Tuesday 20/01/26
Third round	Submission date	Grants subcommittee meeting	F/ Council
February / March 26	Friday 16//01/26	Select from: 02/02/24 – 07/03/26 (5 wks)	Monday 23/03/26

The F&A October meeting was changed at the F/C meeting 18th August 2025 (2025/98) to Tuesday 7th October reducing the time frame of availability for a pre sub-committee meeting (dead-line for applications was 5th September)

- The next Grants sub-committee meeting will be held on Tuesday 7th October 2025 at 6.00 p.m.
- All pre-validated applications will be e-mailed to members of the Grants sub-committee for consideration Wednesday 1st October 2025
- All Community Grants applicants will be invited to attend the sub-committee meeting should they wish to do so, to provide a brief presentation and answer any questions from the sub-committee.

CHARD TOWN COUNCIL

Community Development Fund
Grant Application Form

Before completing this application form, please read the Grant Funding Policy to ensure your project is eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly referring to the question(s) being answered.

Your Organisation and Applicant's details

Name of Organisation	Chard and District Museum
Name(s) of Contact(s)	Howard Bailey Sara Dowell
Position within Organisation	Chair Secretary
Address of Organisation	Godworthy House High Street Chard TA201QB Somerset
Contact telephone number	0146065091
Email address	info@chardmuseum.co.uk
Type of organisation (e.g. charity, company, club, etc.)	Charitable Incorporated Organisation (CIO)
Registration Number	1190620
How long has your organisation been established?	55 years

If your organisation has a Constitution, agreed set of Rules or Memorandum and Articles of Association (companies), please enclose a copy with this application form

What are the aims, objectives or activities of your organisation?	The objects of the CIO are: (a) the advancement of education, learning and knowledge by the provision and maintenance of a Public Museum in Godworthy House in the town of Chard or such other building or buildings as may from time to time be acquired by the CIO. (b) The collection, preservation and exhibition in such building of

	artefacts, pictures, maps, letters, documents and other items of historical, geographical or geological interest relating to the history, geography and geology of Chard and its surrounding district.
How is your organisation financed?	The Chard Museum Business Plan separates operational costs from project planning/funding. Funding for each agreed project is identified in advance of starting such projects. General operational (core) running costs of the Museum are met through: • Admission and Visitor Fees • Events Income • Chard Museum Membership(s) • Casual Donations • Other Donations • Gift Aid • Shop Sales • Museum Talks and Outreach Activities • Research • Sponsorship • School and Group Visits • Savings Interest • Project Funding
Have you received a grant from this Council in the last 3 years? If so, please confirm the amount, purpose and outcome.	2022 - £1000.00 – e.g., towards running costs e.g., utilities, insurance for both the buildings and the Collection, and supporting the rethatching of the roof on Godworthy House 2023 - £1000.00 – e.g., towards running costs e.g., utilities, insurance for both the buildings and the Collection and supporting the Museum as costs rose after COVID 2024 - £1000.00 – e.g., towards making the New Inn more accessible e.g., materials to build one large ramp, and one small ramp; and towards running costs e.g., utilities, insurance for both the buildings and the Collection The Museum, like many organisations in Chard is 100% volunteer led. The Trustees and volunteers must raise between £42 - £50 per day, depending on cost fluctuations, to keep the Museum, a community asset, open.
Please provide details of the number of members of your group that live in Chard.	The Museum does have a Members Programme. Although the definition of Members outlines that they are more Supporters. There is a list of 10 benefits of being a Museum Supporter. In 2025 we have had just over 120 paid up Members. Most are located locally but the Museum does have a 'supporter' base in France, the USA, Australia and New Zealand. Our users, which are like members in other organisations include schools, in the academic year 2024-25 1687 school pupils visited the Museum: Local Groups, for example the U3A, Chard Stroke Club, the Inner Wheel, the Community Hub, and Chard History Group. In 2025 we have both welcomed groups and delivered external talks to over 487 people. The events programme in 2025 has attracted over 850 attendees. Examples of our Events have included a Wassail, in partnership with Chard Town Council and the Town Cryer (178 attendees); Holocaust Memorial Lecture (69 attendees); Victory over Japan Celebration

	and Memory event, again in partnership with Chard Town Council and members of the Culturally Chard Networking Group (159 attendees). The Museum has hosted exhibitions in both Chard and Ilminster libraries.

Your Financial Details and Funding Request

Briefly outline the project and also tell us: • Where it will take place • The timescale for the project • Whether you are partnering with any other Chard groups • How you identified the need for this project • Who in the Chard community will benefit and how they will benefit	This Grant Application is two-fold. The two parts are: (1) **Development of an Outdoor Learning Environment** that will be housed in the Museum. This will also increase our ability to take learning and heritage activities out and into the local community. (2) **Reprinting the Lace Riot Walk and Blue Plaque Walk Guide Maps**. These were originally funded through a grant by the HSHAZ project. A total of 500 physical copies of the maps have been distributed since March 2024. Distribution of these maps has been through the Museum, the Chard Town Council Information Centre, the Library and at events hosted around the town. Reprinting the leaflet will enable us to continue to promote and deliver these tours in a variety of ways to meet the widest range of people and groups. Both projects are not one-off or time limited activities. They are part of the Museums Strategic Business Objectives. The SBOs are all targeted at sustainably and **'***uncovering and maintaining yesterday's heritage, history and hidden stories'*.. The Museum creates partnerships with other Chard groups by Chairing the Culturally Chard Networking Group, actively participating in the Community Plan for Chard Network and the Community Business Breakfasts hosted by Holyrood Academy. We work within several SW Heritage groups including Museums for Somerset and the Local Heritage Museum Network Southwest. The two upgrading projects outlined were identified as important Strategic Business Objectives for the Museum. The work undertaken through research of the Resilience through Stories and Spaces project identified critical future initiatives that the local community desired. This work was funded by the National Lottery Heritage Fund. Research was independently undertaken by external heritage specialists. Original reports and the Evaluation Report are publicly available.
What is the total cost of the project? If you have a project budget or have received estimates or quotations, please enclose copies.	The total cost of this delivery upgrade primarily targets the Museums Schools and Groups programme. **The presented budget is £1210.00**. This figure has a variance of +10%, This allows **for** fluctuating costs e.g., manufacturing materials. Costs as of 04-09-25 are: **Part 1**

	X3 Tarpaulins – to create awnings in the Museums Paddock @ 3 x 5 metres = £36.00 X1 Portable Gazebo – to create a fixed outdoor learning environment @ 3 x 6 metres = £340.00 X1 Portable Gazebo – to create a portable outdoor learning environment @ 4.5 x 4.5 metres = £250.00 Branding = £120 X1 Sensory Tent (ages 7-9 years) to include for example: a sensory tent that creates space for movement and relaxation, soft textures, dimmable lighting, fidget toys and sensory tools = £90.00 **Part 2** Graphic Design e.g., updating logos and content = £30.00 Printing: Lace Riot Work: Triple folded Map and Information = £145.00 Printing: Blue Plaque Walk: Triple folded Map and Information = £145.00 **Total Budget = £1210** **NOTE:** sources of equipment at catalogue costs have been identified through, for example **1.** www.trail.co.uk **2.** www.wickes.co.uk **3.** www.macsprinting.co.uk **4.** www.sensoryfriendly.net **5.** www.houseoftents.co.uk 6. www.muddyfaces.co.uk
How much grant funding are you requesting from Chard Town Council?	£1000.00
Please provide details of other sources of income for the project and whether that funding is already secured.	Shortfall in the total budget for these 2 projects will be met from Operational Funding as outlined in the question 'How is your Organisation Funded'.
If there is a shortfall, how will this be funded?	This phase of developing our Schools and Groups will have a shortfall from the £1000.00 requested.
Will the project require ongoing financial support e.g. maintenance, and if so, how will this be funded?	The application for a 2015 Annual Town Council is vital to the Museum in developing its work as a Community Asset. Like many projects run by the Museum we will need to identify ongoing funding. Our Income Generation Policy and Procedure, created because of our Business Plan and Strategic Business Objectives has identified

	sources of future funding. These include potentially two grants. One is under the Museum's Building the Vision project that will be submitted to the National Lottery Heritage Fund (NLHF) in November 2025. The second is to the Arts Council. There are several other smaller and more local funding streams that are being explored.

Payment to your organisation

If your application is successful, we will need the Organisation's bank details to pay the monies.

Bank Name and address	[redacted]
Name of Organisation per bank statement	Chard and District Museum
Sort Code	[redacted]
Account Number	[redacted]
Please list all the people who are authorised to sign cheques or make payments from this account	Vince Lean – vince.lean@chardmuseum.co.uk Sara Dowell – sara.dowell@chardmuseum.co.uk Howard Bailey – howard.bailey@chardmuseum.co.uk

Declaration

I confirm that:

- I have read and will comply with the Chard Town Council Grants Policy
- All information in this application form is accurate to the best of my knowledge
- I am authorised to apply for grant funding on behalf of the organisation/group.

Signature:	Signed Electronically **Howard Bailey**
Date:	04th September 2025

Checklist

Your completed and signed document needs to be accompanied with the following:

- [X] Annual Accounts, including income and expenditure for the last 2 financial periods
  Chard Museum Annual Accounts are available on the Charity Commission website.
- [X] A copy of your organisation's bank statement for the last 6 months
- [X] A copy of your Constitution, Rules or Memorandum and Articles of Association

Please send your completed form and supporting documentation to:
Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP. Or if you would prefer to submit this via email with PDF attachments to: townclerk@chard.gov.uk

CHARD TOWN COUNCIL

Community Development Fund
Grant Application Form

Before completing this application form, please read the Grant Funding Policy to ensure your project is eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly referring to the question(s) being answered.

Your Organisation and Applicant's details

Name of Organisation	Trident Swimming Club
Name of Contact	Olivia Chuter
Position within Organisation	Committee Member
Address of Organisation	Chard Pool, Fore Street, Chard, TA20 1PY
Contact telephone number	[redacted]
Email address	[redacted]
Type of organisation (e.g. charity, company, club, etc.)	Sport's Club
Registration Number	n/a
How long has your organisation been established?	15 years +

If your organisation has a Constitution, agreed set of Rules or Memorandum and Articles of Association (companies), please enclose a copy with this application form

What are the aims, objectives or activities of your organisation?	Trident is jointly based at Flamingo Pool, Axminster and Chard Pool and caters for 90 children a 8-18 years of age from the area. Trident is a fun inclusive club dedicated to improving children fitness and wellbeing. Sessions cater for those new to swimming and up to those competing a county & regional level. Roughly 60% of members come from local 'disadvantaged' areas.
How is your organisation financed?	The majority of income comes through monthly membership fees. Additional revenue is contributed though limited sponsorship, occasional grants (e.g. Tesco's Stronger Starts) revenue from the annual gala dinner, and hosting local swimming galas.
Have you received a grant from this Council in the last 3 years? If so, please confirm the amount, purpose and outcome.	No
Please provide details of the number of members of your group that live in Chard.	circa 50/90

Your Financial Details and Funding Request

Briefly outline the project and also tell us: • Where it will take place • The timescale for the project • Whether you are partnering with any other Chard groups • How you identified the need for this project • Who in the Chard community will benefit and how they will benefit	At present we are struggling to finance two coaching courses which are necessary to meet Sw England coaching standards. The total cost of these is £1055 (£660 for level 2 and £395 for le We are looking at training up a young Chard based volunteer who has risen through the rank the club and is now looking to give back through their experience gained. The Swim England 1 Coaching Assistant qualification is a foundational qualification that teaches you the essentia to support a senior coach or teacher in delivering pre-prepared swimming lessons. This establishes a coaching pathway for our teenage members and allows our current level 2 to focus on nurturing local talent and spreading the coaching task load to increase overall membership. The level 2 Coaching Qualification is more advanced and allows the individual (current level 1 coach) to develop competitive swimming pathway knowledge, specific swimming stroke educ communication and motivational techniques and the ability to evaluate swimmers and ones c performance. At present we have the minimum 1 level 2 coach permitted by Swim England, but we want to in some flexibility in the club to allow for holiday and other absences and provide our junior c with a pathway to head coach positions. The more coaches we have means we can accommo a greater number of local swimmers. In turn this provides high-quality health and wellbeing, s and social opportunities for local children. This will enable a high level of professional coaching during the 5 Trident training sessions at Pool each week. The timescale for delivering these courses would be ideally in the next 6 months or less. We are not partnering with other Chard Groups at present but would be happy to explore an suggestions you might have.

What is the total cost of the project? If you have a project budget or have received estimates or quotations, please enclose copies.	The total cost of these is £1055 (£660 for level 2 and £395 for level 1)
How much grant funding are you requesting from Chard Town Council?	£ 1000
Please provide details of other sources of income for the project and whether that funding is already secured.	If we can not secure a grant for these 2 courses then funds will have to come from our membership revenue. We are deliberately trying to make this as affordable as possible in th of financial strain on our members. We would likely only be able to finance the priority Leve Coaching Course - therefore the coaching pathway for our young teenage members is likely be established.
If there is a shortfall, how will this be funded?	As above it is likely that we would chose not to fund the second coaching course.
Will the project require ongoing financial support e.g. maintenance, and if so, how will this be funded?	No.

Payment to your organisation

If your application is successful, we will need the Organisation's bank details to pay the monies.

Bank Name and address	[redacted]
Name of Organisation per bank statement	Trident Swimming Club
Sort Code	[redacted]
Account Number	[redacted]
Please list all the people who are authorised to sign cheques or make payments from this account	Emma Wheeler James Ashby Emma King

Declaration

I confirm that:

- I have read and will comply with the Chard Town Council Grants Policy
- All information in this application form is accurate to the best of my knowledge
- I am authorised to apply for grant funding on behalf of the organisation/group.

Signature:	Olivia Chuter
Date:	10/09/2025

Checklist

Your completed and signed document needs to be accompanied with the following:

y	• Annual Accounts, including income and expenditure for the last 2 financial periods
y	• A copy of your organisation's bank statement for the last 6 months
y	• A copy of your Constitution, Rules or Memorandum and Articles of Association

Please send your completed form and supporting documentation to:
Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP. Or if you would prefer to submit this via email with PDF attachments to: townclerk@chard.gov.uk

CHARD TOWN COUNCIL

Community Development Fund
Grant Application Form

Before completing this application form, please read the Grant Funding Policy to ensure your project is eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly referring to the question(s) being answered.

Your Organisation and Applicant's details

Name of Organisation	Blackdown Acapella
Name of Contact	Alison Hill
Position within Organisation	Board Secretary
Address of Organisation	21 Abbots Way Sherborne Dorset DT9 6DU
Contact telephone number	[redacted]
Email address	[redacted]
Type of organisation (e.g. charity, company, club, etc.)	We are an all-female Acapella Chorus who are affiliated to the Ladies' Association of British Barbershop Singers (LABBS)
Registration Number	Awaiting charity status – application number 5260762
How long has your organisation been established?	3 years and 9 months – established December 2021

If your organisation has a constitution, agreed set of Rules or Memorandum and Articles of Association (companies), please enclose a copy with this application form

What are the aims, objectives or activities of your organisation?	We are an established chorus and have succeeded in forming and growing an all female acapella singing chorus. We provide a quality singing experience for local women of all ages and diversities who enjoy singing and developing a Barbershop style of singing aswell as new modern songs. We are a value based chorus which has a set of aspirations for all members. Our values underpin respect, passion, commitment, teamwork and fairness. We approach all aspects of the chorus with these in mind to strive to produce excellent music in a safe environment. We aspire to be an award-winning chorus, built upon teamwork and mutual respect and hopefully to bring positive cultural notoriety to the town of Chard, where we are based. We aim to continue to compete annually in the LABBS Convention highlighting the growth of the chorus and representing Chard in this national competition. We feel very proud to be able to contribute to the variety of cultural experiences offered in Chard. We have produced excellent chorus shows in Chard which have been well received. These have been supported by the residents of Chard and surrounding areas. We promote ourselves in concerts and sing-outs for several organisations and events. We have supported Chard in preforming in the VE day celebrations, supporting the local churches and nursing homes in the area. We practice at the Guildhall in Chard every week and we are privileged to be able to support this institution with our chorus. Singing together is proven to be positive for mental health. It offers a strong supportive network for all members. Singing together and being inclusive also contributes to acceptance, well-being and the reduction of loneliness. All chorus members are supportive and this has been akin to a sisterhood. We aim to grow the chorus and have been offering taster days for many years. These have been very successful in recruiting new members. We are planning to run a free 4 week 'Learn To Sing' course in the new year. We will be hoping to swell the chorus numbers to showcase our unique

	style to more people. We will be running an advertising campaign within the local area of Chard and surrounding areas.
How is your organisation financed?	All members of the chorus pay a monthly subscription for their membership. • Fees are used for the annual registration for LABBS • Rental of the Guildhall in Chard weekly • Music and teacher tracks with copy right for the chorus • Registration for LABBS convention • Costumes for competition and sing-outs • Coaching sessions • Subscription to Making Music for copyright music • Travel expenses for the Musical Director This subscription does not cover the costs of all the events which we like to offer including taster days and the 'Learn To Sing event' planned for early 2026. We have a healthy fundraising team who do a great job at raising funds through events such as bingo, quiz nights and this year we are holding a Christmas Fayre at the Guildhall in Chard. Blackdown Acapella will be preforming Christmas songs for those who attend free of charge. However, for the chorus to continue to operate and be able to pay back to the community we need additional funding sources. We are applying for grants and funding support to help swell our ability to continue to attract new members and obtain financial support. We have applied for Charity status as this will allow us to save money and offer us the opportunity to apply for further grants and support in the area of Arts. We do offer members who find themselves in financial difficulty the option to have support from our Angel Fund. This help is decided on a bespoke basis with the approval of the Management Team of the chorus.
Have you received a grant from this Council in the last 3 years? If so, please confirm the amount, purpose and outcome.	Yes We received £500 in October 2023

Please provide details of the number of members of your group that live in Chard.	From the 30 members in the Chorus, we have Chard - 11 Ilminster/ Ilton – 2 Taunton – 8 Hemyock – 4 Sherbourne – 1 Honiton – 2 Wellington – 1 Yeovil - 1

Your Financial Details and Funding Request

Briefly outline the project and also tell us: • Where it will take place • The timescale for the project • Whether you are partnering with any other Chard groups • How you identified the need for this project • Who in the Chard community will benefit and how they will benefit	We are planning to hold our 'Learn to Sing' event at the Guildhall in Chard. The proposed date will be January 2026, actual dates to be confirmed. We are planning our 4 weeks 'Learn To Sing 'project to attract new members to the chorus. We reviewed our previous taster days, which have been successful, but we wanted to expand on this by holding a course of 4 weeks duration to give more time and focus to those hoping to join the chorus. This has become a tried and tested method of recruitment for other choruses across the country, so we decided to hold our own with these outcomes in mind. It will be exciting to have new people be part of this course as this will showcase us over a longer period rather than just for a day. The aim is to recruit more members to increase the chorus base numbers and continue to develop our chorus vision to become an award winning acapella chorus. We will be offering an opportunity for women who would like to sing. Give those who have not had the confidence to join a group or sing in public the chance to have a course to support their skills and talents. This will be a structured course, supported by the whole chorus who will aid and support those in different voice sections. The aim is to open the style of barbershop to those who have not considered this before or had the opportunity to experience this style of singing. It is an opportunity for the existing chorus members to mentor and support to help share their vision and passions with prospective members.

The course will include individual mentor sessions with musical support and an education into the barbershop style. The women undertaking the course will have a buddy for 1:1 support and feedback for all areas.

As the chorus grows and recruits members from the local area, we will have greater funds to continue to support local charitable events and sing-outs. As we continue to compete in national competitions, we will be representing Chard, which will support the local economy. We hope to recruit members from Chard and the surrounding areas and keep Chard as the base for the rehearsals for the chorus. We aim to continue to give back to the community by being part of the emerging arts scene in Chard.

What is the total cost of the project? If you have a project budget or have received estimates or quotations, please enclose copies.	Rehearsal space Guild Hall rent. - £550 for 4 weeks Advertising costs – paper flyers. - £45 Chorus members time and petrol to distribution flyers Music and teacher trackers for course enrolees- £100 Refreshments - £15 x 4 weeks = 60 Musical director extra time for support plus preparation time needed -£75 We will do some of the work needed on a volunteer basis to support this event. We are applying for a set amount to help support these costs and the successful running of this event. Funds would be used to support the success and support those who wish to join with membership fees on completion of successful audition.
We are How much grant funding are you requesting from Chard Town Council?	£ 700
Please provide details of other sources of income for the project and whether that funding is already secured.	We have no other funding opportunities currently for this event. We have a fundraising event in November, our Christmas Fayre, but the funds from this have been allocated to coaching sessions and costumes for our competitions.
If there is a shortfall, how will this be funded?	We will endeavour to raise funds with a further event if there is a shortfall, but this will delay the course date until we have raised the appropriate funds.
Will the project require ongoing financial support e.g. maintenance, and if so, how will this be funded?	We are hoping this will be an annual event if successful and will fundraise or apply for grants to support the event in 2027 and future years.

Payment to your organisation

If your application is successful, we will need the Organisation's bank details to pay the monies.

Bank Name and address	[redacted]
Name of Organisation per	Blackdown Acapella Chorus

bank statement	
Sort Code	[redacted]
Account Number	[redacted]
Please list all the people who are authorised to sign cheques or make payments from this account	Michelle Knight Zelda Gray Paula Winter

Declaration

I confirm that:

- I have read and will comply with the Chard Town Council Grants Policy
- All information in this application form is accurate to the best of my knowledge.
- I am authorised to apply for grant funding on behalf of the organisation/group.

Signature:	*Alison C Hill*
Date:	25.09.2025

Checklist

Your completed and signed document needs to be accompanied with the following:

- [x] Annual Accounts, including income and expenditure for the last 2 financial periods
- [x] A copy of your organisation's bank statement for the last 6 months
- [x] A copy of your Constitution, Rules or Memorandum and Articles of Association

Please send your completed form and supporting documentation to:
Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP. Or if you would prefer to submit this via email with PDF attachments to: townclerk@chard.gov.uk

CHARD TOWN COUNCIL

Community Development Fund
Grant Application Form

Before completing this application form, please read the Grant Funding Policy to ensure your project is eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly referring to the question(s) being answered.

Your Organisation and Applicant's details

Name of Organisation	Youth Adventure Trust
Name of Contact	Emily Bull
Position within Organisation	Regional Fundraiser
Address of Organisation	Windmill Hill Business Park Whitehill Way Swindon SN5 6QR
Contact telephone number	[redacted]
Email address	emily@youthadventuretrust.org.uk
Type of organisation (e.g. charity, company, club, etc.)	Youth Development Charity
Registration Number	1019493
How long has your organisation been established?	33 years

If your organisation has a Constitution, agreed set of Rules or Memorandum and Articles of Association (companies), please enclose a copy with this application form

What are the aims, objectives or activities of your organisation?	To build confidence and resilience in young people aged 11-16 through outdoor adventure and 1-1 support in Somerset, Wiltshire and Swindon
How is your organisation financed?	We are 100% fully fundraised
Have you received a grant from this Council in the last 3 years? If so, please confirm the amount, purpose and outcome.	No
Please provide details of the number of members of your group that live in Chard.	We are working with 5 young people from Holyrood School who are from the Chard area. We do not have a central office. We meet young people at their schools, homes and at the sites of the activities.

Your Financial Details and Funding Request

Briefly outline the project and also tell us: ● Where it will take place ● The timescale for the project ● Whether you are partnering with any other Chard groups ● How you identified the need for this project ● Who in the Chard community will benefit and how they will benefit	**Supporting Disadvantaged Young People in Somerset** We brought our youth development programme the Resilience Programme to Somerset last year, this is a yearlong programme for students in year 8 to understand the power of the outdoors, learn new skills, push themselves out of their comfort zone, develop resilience and confidence. We are working with Holyrood Academy and have allocated 5 places for children from Chard to attend activity days which take place in school holidays and weekends over the coming year 25/26. The school has identified young people who are vulnerable and in need of additional support. We will start work with them and their families this October with their first activity day, the last day will be in September 2026. Young people will have monthly activity days on weekends and half terms alongside 1-1 bespoke support and take home activities to embed the learning. We offer a longer Coastal Day which takes them further afield and an overnight residential towards the end of their time with us. At this point we will be signposting young people to other avenues of support and encouraging them to volunteer or join clubs that will help them continue to grow and lead positive lives. We are asking for funding for some of the activity days.

We have roughly 15 young people in each stream, 5 will be from Chard, 5 from Stoke-sub-Hamdon and 5 from Yeovil, the activities will take place in various different locations no more than 30 minutes from the young people's homes.

Somerset scores high on the multiple indices of deprivation, so we knew we wanted to work here alongside our work in Swindon and Wiltshire to help more young people who are vulnerable and in need of support. Chard is an area where there are some great organisations doing wonderful work, we want to complement that and feel that our programme is a great offer. We combine early, long term intervention with group and 1-1 support for vulnerable young people at a key transition phase. This enables them to go on to lead positive lives and in turn has a positive impact on their school, families and the Chard community as a whole. We encourage our young people to 'give back' into their community and will signpost to organisations that can help them do that.

Expected project outcomes:
Young people will report an increase in self-confidence and self-esteem, helping them to develop a more positive outlook on life.
Young people will display an increased motivation and appetite for learning, leading to improved performance in the classroom where they become more confident and effective students.
Young people's physical and mental well-being will improve, leading to reduced stress levels and better health.
Young people's determination and resilience will increase.

Not only the young people benefit, but also:
1) The families who benefit from improved communication and behaviour at home
2) Schools benefit with improved schoolwork and behaviour. On more than one occasion teachers tell us that the improved behaviour of one participant impacts on their whole class at school, resulting in the behaviour of the entire class improving.
3) The lives and environments of the local communities benefit as the young people become more confident and engaged, making better friendship choices, contributing to their communities and becoming less likely to commit crime and other anti-social behaviours.

What is the total cost of the project? If you have a project budget or have received estimates or quotations, please enclose copies.	£28,500 for the Yeovil, Chard and Stoke-sub-Hamdon stream of 15 young people
How much grant funding are you requesting from Chard Town Council?	Each place on the programme cost £1900 for a year of support. We are asking for £1186.32 to cover 3 activity days for 5 young people. **Any contribution towards this would be very gratefully received.**
Please provide details of other sources of income for the project and whether that funding is already secured.	We've applied for The Norman Family Foundation £3000 and The Weinstock Foundation £5000 - decision pending
If there is a shortfall, how will this be funded?	We will continue to apply to trusts and foundations for further funds. If we are unsuccessful at raising the shortfall from trusts and foundations, as planned, we will use unrestricted money secured from the Challenge Events we run over the course of the year.
Will the project require ongoing financial support e.g. maintenance, and if so, how will this be funded?	There are ongoing costs associated with this project, we will continue to apply for trusts and foundations as well as working with corporates and major donors. We also have fundraising events over the year that will help us to mee the financial requirements.

Payment to your organisation

If your application is successful, we will need the Organisation's bank details to pay the monies.

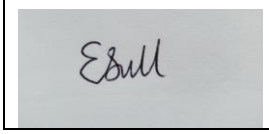
Bank Name and address	Bank: [redacted]
Name of Organisation per bank statement	Account Name: Youth Adventure Trust - RC 1019493
Sort Code	[redacted]
Account Number	[redacted]
Please list all the people who are authorised to sign	Number of Signatories: 3 Mark Davey CEO of Youth Adventure Trust, Peter Coleman Chair of Trustees,

cheques or make payments from this account	Craig Diamond Secretary

Declaration

I confirm that:

- I have read and will comply with the Chard Town Council Grants Policy
- All information in this application form is accurate to the best of my knowledge
- I am authorised to apply for grant funding on behalf of the organisation/group.

Signature:	
Date:	01/07/25

Checklist

Your completed and signed document needs to be accompanied with the following:

- ☐ Annual Accounts, including income and expenditure for the last 2 financial periods
- ☐ A copy of your organisation's bank statement for the last 6 months
- ☐ A copy of your Constitution, Rules or Memorandum and Articles of Association

Please send your completed form and supporting documentation to:
Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP. Or if you would prefer to submit this via email with PDF attachments to: townclerk@chard.gov.uk

CHARD TOWN COUNCIL

ANNUAL GRANTS Application Form

Before completing this application form, please read the attached guidelines to ensure your organisation is eligible for grant assistance under the Council's annual grant scheme. Please complete in full and provide ALL supporting documentation, as incomplete applications will not be considered for funding. Further information can be submitted on additional sheets if necessary.

Applicants Details:

Name of organisation	Chard Carnival Committee
Name and address of the person making the application on behalf of the organisation	Jason Baker 4 High Street, Chard, Somerset, TA20 1QB
Telephone	[redacted]
Email	chardcarnival@outlook.com
Please confirm how long you have been receiving an annual grant from Chard Town Council	About 7 years

What are the aims and objectives of your organisation?

Chard Carnival

- Invites *people and voluntary groups to participate and to have the opportunity to raise awareness for their group*
- *Provides a free events for the community and brings trade into the town and promotes both business and the voluntary sector.*
- *Accommodates and entertains all Chard residents and surrounding areas no mater of age or ability*
- *Encourage partnership working between the carnival committee, community groups and voluntary organisations*
- *We are working with culturally Chard to deliver an annual street Fayre and work with the schools*

How long has your organisation been established?	57 Years
Is your organisation/group registered as a charity?	No
If yes please state your charity registration number	

Key Priority Areas

All applications must evidence how their organisation contributes to one or more key priorities of Chard Town Council. Please indicate below the priority areas you meet:

1) To enable residents to enjoy high quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents	Yes
2) To encourage and promote the economic and commercial vitality of Chard in a way that encourages sustainable employment opportunities, housing and business facilities	Yes
3) To preserve the unique identity of Chard and promote its heritage and its environment	Yes
4) To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation	Yes
5) To encourage the positive development of young people and provide high quality social, recreational, health and wellbeing opportunities for them	Yes

How does your organisation contribute to the outcomes identified?

1. Carnival creates a social event in October for all to enjoy but also usually runs various fundraising events throughout the year including Bingo & Quizzes, which are social events. Carnival is an annual event which is unique to this part of the country and supported by a large majority of the town.
2. Carnival brings people into the town, the committee try and keep people in the town for the day by having the street fayre complete with entertainment, children's carnival at lunchtime, spot the wrong un and various other activities followed by the illuminated procession in the evening. Thousands of people come to Chard on carnival day and spend money in our town, this is probably the only event that brings these high volumes of people to the Chard.
3. Carnival has been part of Chards history for the last 57 years and is the longest running annual event this a huge part of the history of Chard. We work with the museum to put on displays of carnival over the year and show how it has evolved with the times and the town.
4. Carnival includes all people and voluntary groups it invites them to participate to have the opportunity to raise awareness for their group. Carnival provides a free event for the community this accommodates all Chard residents no mater of age or ability. Carnival encourage partnership working between the carnival committee and community groups and voluntary organisations.

continued… 5. Chard carnival Committee works with youth clubs and groups to encourage the youth of Chard to take part and get involved in carnival either in clubs or with collecting groups, Carnival needs to keep encouraging younger people to get involved to keep this tradition alive.

Financial Details:

What is the amount of Annual Grant you are requesting and the purpose for which it will be used?	£1000, this was agreed as part of annual funding to assist with the running costs and insurance etc

Bank Account Details:

Bank/Building Society Name	[redacted]
Bank/Building Society Address	[redacted]
Sort. Code	[redacted]
Account Number	[redacted]

Declaration:

I confirm that all the information contained within this application is true and accurate to the best of my knowledge and belief, and that I am authorised to submit this application on behalf of the group.

I have read and agree to abide by the terms and conditions
(please tick box to agree) [X]

We have provided copies of the following necessary documents (refer to the attached guidelines) to support the application (please tick as appropriate):

Current Company Accounts [X] Constitution [X]

Our Organisation has the following policies in place:

Public Liability Insurance	Yes	
Employers Liability Insurance	Yes	
Data Protection		N/A
Equal Opportunities	Yes	
Safeguarding	Yes	
Disclosure and Barring		N/A
Health & Safety		N/A

Signature (Chair or Treasurer of the organisation)	J P Baker
Date: 12/8/2025	

Please send your completed form and supporting documentation to:
Gail Chadwick, Grants Officer, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP
Or if you would prefer to submit this via email with PDF attachments to:
gail.chadwick@chard.gov.uk

CHARD TOWN COUNCIL

ANNUAL GRANTS Application Form

Before completing this application form, please read the attached guidelines to ensure your organisation is eligible for grant assistance under the Council's annual grant scheme. Please complete in full and provide ALL supporting documentation, as incomplete applications will not be considered for funding. Further information can be submitted on additional sheets if necessary.

Applicants Details:

Name of organisation	Chard Town Team
Name and address of the person making the application on behalf of the organisation	Garry Shortland Hillside, Forton Road, Chard, Somerset, TA20 2HS
Telephone	[redacted]
Email	[redacted]
Please confirm how long you have been receiving an annual grant from Chard Town Council	About 7 years

What are the aims and objectives of your organisation?

What are the aims of your organisation? What do you do?

Chard Town Team

- Looks to promote the town centre and the business within it
- *Provides free events for the community and brings trade into the town and promotes both business and the voluntary sector.*
- *Accommodates and entertains all Chard residents and surrounding areas no mater of age or ability*
- *Encourage partnership working between voluntary organisations*
- *Services and erects the towns Christmas Lights display*
- Marshalls at town council and other town events
- Operates road closures for events

How long has your organisation been established?	11 Years
Is your organisation/group registered as a charity?	No
If yes please state your charity registration number	

Key Priority Areas

All applications must evidence how their organisation contributes to one or more key priorities of Chard Town Council. Please indicate below the priority areas you meet:

1) To enable residents to enjoy high quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents	Yes
2) To encourage and promote the economic and commercial vitality of Chard in a way that encourages sustainable employment opportunities, housing and business facilities	Yes
3) To preserve the unique identity of Chard and promote its heritage and its environment	Yes
4) To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation	Yes
5) To encourage the positive development of young people and provide high quality social, recreational, health and wellbeing opportunities for them	Yes

How does your organisation contribute to the outcomes identified?

1. Chard Town team creates social and cultural events throughout the year for all to enjoy but also helps local groups raise money for their causes.
2. Chard Town Team encourages and work with local traders to promote their businesses during events and throughout the year, this helps create sustainable employment and business opportunities.
3. Chard Town Team promotes Chard and its identity and includes events that showcase its heritage and history.
4. Chard Town Team includes all *people and voluntary groups it invites them to participate to have the opportunity to raise awareness for there group.* We *provide a free events for the community this accommodates all Chard residents no mater of age or ability*. We *encourage partnership working between the Town Team and community groups and voluntary organisations.*
5. Chard Town Team works with youth clubs and groups to encourage the youth of Chard to take part and get involved in events and fundraising.

Financial Details:

What is the amount of Annual Grant you are requesting and the purpose for which it will be used?	£1000

Bank Account Details:

Bank/Building Society Name	[redacted]
Bank/Building Society Address	[redacted]
Sort. Code	[redacted]
Account Number	[redacted]

Declaration:

I confirm that all the information contained within this application is true and accurate to the best of my knowledge and belief, and that I am authorised to submit this application on behalf of the group.

I have read and agree to abide by the terms and conditions
(please tick box to agree) [X]

We have provided copies of the following necessary documents (refer to the attached guidelines) to support the application (please tick as appropriate):

Current Company Accounts Constitution [X]

Our Organisation has the following policies in place:

Public Liability Insurance	Yes	
Employers Liability Insurance	Yes	
Data Protection		N/A
Equal Opportunities	Yes	
Safeguarding	Yes	
Disclosure and Barring		N/A
Health & Safety		N/A

Signature (Chair or Treasurer of the organisation)	G Shortland
Date: 16/09/2025	

Please send your completed form and supporting documentation to:
Gail Chadwick, Grants Officer, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP
Or if you would prefer to submit this via email with PDF attachments to:
gail.chadwick@chard.gov.uk