



# THE IVERS

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## PARISH COUNCIL

### THE IVERS PARISH COUNCIL

#### Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk, The Ivers Parish Council, 45B High Street, Iver.  
[clerk@iversparishcouncil.gov.uk](mailto:clerk@iversparishcouncil.gov.uk)

Name of Organisation	Iver Community Association – Iver Village Hall
Position within organisation	Trustee and Treasurer
Address	West Square, Iver, SL0 9NW
Telephone	07764937596
Email	Ivervillagehallcomms@gmail.com
Date of application	5 February 2025
Is your organisation a registered charity or registered with HMRC as a charitable organisation?	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>
If yes, charity number/reference	1033924
Title of Project for which grant is required	Refurbishment of Huntsmoor Room
Total Cost	£1210.00
Have any funds been requested from other sources?	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>
If so which?	
Success/failure of application, and amount requested	
Amount of grant requested from The Ivers Parish Council	£500.00
Start Date	w/c 23 <sup>rd</sup> February 2025 or w/c 7 <sup>th</sup> April

Briefly describe the project / purpose for which you require a grant.

Huntsmoor Room is in need of refurbishment – it has been 10 years since the last major refurb and we feel it can no longer be patched.

How will the project or activities benefit the residents of The Ivers?  
Please include estimates of the number of Iver residents that will receive a direct benefit from the project or activities.

The room is available for hire to everyone within The Ivers at a preferential rate. Outside of the Ivers can hire but pay a higher rate. It is also used on a Monday – Friday term only basis as a pre-school. Again this school benefits many in The Ivers.

Please provide a breakdown of the costs of your project.

I attach a copy of the estimate we have received for the work.

I attach a copy of our annual accounts.

Yes ☒ / No ☐

This organisation has a constitution/set of aims and objectives which can be viewed if required.

Yes ☒ / No ☐

If membership of your organisation is restricted, please provide details.

### **Declaration of acceptance**

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge. I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that The Ivers Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name:	Pat Leech
Signature:	
Date:	5 <sup>th</sup> February 2024

Please send the completed application form along with all supporting documentation to:

The Parish Clerk  
The Ivers Parish Council  
45B High Street  
Iver  
SL0 9ND

Telephone: 01753 655331

Email: [clerk@iversparishcouncil.gov.uk](mailto:clerk@iversparishcouncil.gov.uk)

**IVER COMMUNITY ASSOCIATION**  
**REGISTERED CHARITY NO 1033924**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 30TH JUNE 2024**

**STILES & COMPANY**  
**2 LAKE END COURT**  
**TAPLOW ROAD**  
**MAIDENHEAD**  
**BERKSHIRE**  
**SL6 0JQ**

**IVER COMMUNITY ASSOCIATION**

**REGISTERED CHARITY NO 1033924**

**Report of the Independent Examiner to the Trustees of the Iver Community Association**

I report to the Trustees on my examination of the accounts of the Trust for the year ended 30th June 2024 which are set out on pages two to three.

**RECEIPTS AND PAYMENTS ACCOUNTS**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the act;
2. the accounts do not accord with these records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
Daniel Robins FCCA, on behalf of  
Stiles & Company  
2 Lake End Court  
Taplow Road  
Taplow  
Maidenhead  
Berkshire  
SL6 0JQ

Dated:.....

**IVER COMMUNITY ASSOCIATION**

**REGISTERED CHARITY NO 1033924**

**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2024**

	<b>2024</b>		<b>2023</b>	
	£	£	£	£
<b>INCOME RECEIPTS</b>				
Hire of Hall	29,103		23,318	
Iver Community Childcare	17,461		14,497	
Vikings	594		722	
	<hr/>		<hr/>	
		47,158		38,537
<b>INVESTMENT RECEIPTS</b>				
Bank interest	<hr/> -		6	
		-		6
		<hr/>		<hr/>
<b>TOTAL RECEIPTS</b>		47,158		38,543
<b>PAYMENTS</b>				
Letting secretary	3,920		3,887	
Insurance	3,734		3,552	
Light, heat and water	3,420		5,968	
Repairs and maintenance	2,681		6,452	
Postage and stationery	343		336	
Accountancy fees	714		714	
Cleaning and caretaking	19,149		20,178	
Licences	664		-	
Capital expenditure	786		1,294	
Telephone	1,222		1,209	
Bank charges	62		66	
Advertising	<hr/> 1,150		<hr/> 1,382	
		37,846		45,038
<b>Net (Payments) for the year</b>		<hr/> <hr/> 9,313		<hr/> <hr/> (6,495)

IVER COMMUNITY ASSOCIATION

REGISTERED CHARITY NO 1033924

STATEMENT OF ASSETS & LIABILITIES AS AT 30TH JUNE 2024

	2024		2023	
	£	£	£	£
<b>MONETARY ASSETS</b>				
<b>Bank and cash balances</b>				
Current account	43,254		34,005	
Petty cash	<u>238</u>		<u>174</u>	
		43,492		34,179
		<u>43,492</u>		<u>34,179</u>
<b>NON MONETARY ASSETS</b>				
Net retained funds brought forward		34,179		40,673
Net (payments)/receipts for year		9,313		(6,494)
Net retained funds carried forward		<u>43,492</u>		<u>34,179</u>

.....  
Chairman

For and on behalf of the  
Management Committee

.....  
Date



## ESTIMATE

Iwer Village Hall  
High Street  
Iwer  
Bucks  
SL0 9NW

Date: 13th October 2024

Task #	Description	Unit Price	TOTAL
	<b><u>Estimate for Decoration and Repair work to the IVH - Huntsmore Room</u></b>		
	Subject to additional work requested, or found on removal of damaged areas, the below work is estimated to take 5 days to complete	5	£ 900.00
	Skirting Board - Rub back, prep, undercoat and top coat		
	Panelling - Rub back, repair, fill, undercoat and top coat		
	Walls - Stripping of peeling wall paint, prepare, filler skim and miscoat stripped sections		
	Walls - Rake out, fill and sand multiple cracks		
	Walls - cleaning, hole filling, sanding and preparation for painting		
	Walls - undercoat x1 and top coat x2		
	Door Architrave (Internal x 2) - Rub back, repair, fill, caulk, undercoat and top coat		
	Door (Internal x 2) - Rub back, fill, undercoat and top coat		
	Door Architrave (external x 2) - Rub back, repair, fill, caulk, undercoat and top coat - tbc		
	Door (external x2) - Rub back, fill, undercoat and top coat - tbc		
	Ceiling - Rake out, prepare, fill and texturise paint wall to wall joint crack		
	Ceiling - Sand, fill, texturise paint, 4 x old appliance holes - tbc		
	Ceiling - Undercoat and Topcoat		
	Windows - Caulk gaps as required & fit additional screws to blind brackets		
	<u>Included in wall preparation and completion:</u>		
	Removal and replacement after painting of notice boards		
	Removal and replacement after painting of Fire Extinguisher		
	<u>Included in wall preparation and completion - but may create additional repair work</u>		
	Removal (but not replacement) of wall displays		
	Removal (but not replacement) of wall transfers / stickers		
	** No work included as yet for any work required or requested on the cupboard wall **		
	<b><u>MATERIALS</u></b> (at cost)		£ 310.00
	Costings cover coloured top coats for walls and wooden panelling in addition to the white Satinwood for doors and door architrave. And Brilliant White Emulsion for the ceiling		
	SubTotal		£1,210.00
<b>PaymentDetails</b>			
<div> <div>Nationwide Building Society</div> <div>Account Name: Wayne Kennedy</div> </div>			
<b>TOTAL DUE :</b>			<b>£1,210.00</b>



## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

1. **NAME:** The name of the Association shall be the Iver Community Association hereinafter called “the Association”).
2. **OBJECTS:** The objects of the Association shall be:
  - a) To promote the benefit of the inhabitants of the Ecclesiastical Parish of Iver (hereinafter called the “area of benefit”) without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations, and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
  - b) To establish a Community Centre (hereinafter called “the Village Hall”) and to co-operate with the local statutory authorities in the maintenance and management of the Village Hall for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

The association shall be non-party in politics and non-sectarian in religion. The association shall have power to affiliate to the National Federation of Community Associations and to other organisations with similar charitable objectives.
3. **MEMBERSHIP:** Membership of the Association shall be of two kinds:
  - a) Individual members who shall be either Full, Junior, or Associate members.
  - b) Group members who shall be Constituent Bodies and Sections.
4. **INDIVIDUAL MEMBERSHIP:** Shall be open, irrespective of political party, nationality, religious opinion, race or colour to:
  - a) All persons aged eighteen and over living in the area of benefit who shall be called Full members.
  - b) Individuals under the age of eighteen, whether living within or outside the area of benefit, who may be admitted into Junior membership as and when, and subject to such conditions as the Management Committee may decide. Junior members shall not have the right to vote at general meetings of the Association.
  - c) Persons not living in the area of benefit who are members of a

## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

Constituent Body or Section who shall be called Associate members. Associate members shall not have the right to vote at members' meetings.

### 5. GROUP MEMBERSHIP:

a) Constituent Bodies shall be such voluntary organisations as operate in the area of benefit and satisfy the Management Committee that they are independently constituted organisations or branches of independently constituted national or other organisations.

b) Sections shall be such groups as may, with the permission of the Management Committee, be formed within the Association among the individual members for the furtherance of a common activity.

Each Constituent Body and Section shall have the right to appoint one representative to attend a meeting immediately prior to the annual General Meeting to elect 5 (five) from among their number to serve on the Management Committee.

One representative from each constituent Body and Section may vote at General Meetings of the Association. These representatives may or may not live within the area of benefit.

### 6. TERMINATION OF MEMBERSHIP:

The Management Committee shall have the right for good and sufficient reason to Terminate the membership of an individual member or of a Constituent Body or Section provided that the individual member or person representing the Body or Section shall have the right to be heard by the Management Committee before a decision is made.

### 7. SUBSCRIPTIONS:

All members and Constituent Bodies shall pay such subscriptions as the Management Committee may from time to time determine.

### 8. THE MANAGEMENT COMMITTEE:

Subject to the limitations set out in Clause 10 hereof, the policy and general Management of the affairs of the Association shall be directed by a Management Committee (herein referred to as the "Management Committee") which shall meet not less than three times a year.

The Management Committee shall consist of the following 17 (seventeen) persons:

- a) Representatives from the various councils – County and Parish  
(four)

## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

- b) Five representatives appointed by the Constituent Bodies and Sections in accordance with clause 5.  
**(five)**
- c) The Honorary Officers of the Association appointed in accordance with clause 9, together with three more Full members to be elected from among and by the Full members of the Annual General Meeting.  
**(six)**
- d) No person under the age of eighteen shall be a member of the Management Committee or of any special or standing committee of the Association, but such persons may be invited to attend such committees as non-voting observers.

In addition, the Management Committee may co-opt further members who shall be Full members of the Association provided that the number of co-opted members shall not exceed one-third of the total number of members of the Management Committee as defined above. (Not more than five).

All members of the Management Committee shall retire annually but shall be eligible to be appointed or co-opted again.

The Committee may appoint sub-committees as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the committee.

### 9. OFFICERS:

The Annual General Meeting shall elect a President, Treasurer and Secretary. The Management Committee shall, from amongst its members elect its Chairman and such other officers as it may from time to time determine.

All Honorary Officers of the Association and of the Management Committee shall be ex-officio members of all other committees.

### 10. ANNUAL GENERAL MEETING:

Once in each year, in the month of September, The Management Committee shall convene an Annual General Meeting of the Association, which all individual members and representatives of the Constituent Bodies and Sections shall be entitled to attend, for the purpose of receiving the Annual Report of the Management Committee and the annual audited statement of accounts; of appointing Honorary Officers of the Association;

## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

of accepting resignations of members of the Management Committee; of electing representatives of Full members to serve on the Management Committee; of appointing an auditor or auditors; of making recommendations to the Management Committee and, whenever necessary, of voting on proposals to amend this Constitution in accordance with Clause 16 hereof.

- 11. SPECIAL GENERAL MEETING:** The Chairman of the Management Committee or the Secretary may at any time at their discretion, and shall withing twenty-one days of receiving a written request so to do signed by not less than twenty members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 16 hereof or of considering any matter which may be referred to them by the Management Committee or for any other purpose.
- 12. RULES OF PROCEDURE AT ALL MEETINGS:**
- a) Voting: Subject to the provisions of Clause 16, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that he may have been appointed to represent two or more interest but in case of an equality of votes the Chairman shall have a second or casting vote.
  - b) Quorum: At least three or one-third of members, whichever is the greater, shall form a quorum at meetings of the Management Committee and all other Committees. Twenty members shall form a quorum at General Meetings of the Association.
  - c) Minutes: Minute books shall be kept by the Association, The Management Committee and all other committees, and the appropriate Secretary shall enter a record therein of all proceedings and resolutions.
- 13. STANDING ORDERS AND RULES FOR THE USE OF THE VILLAGE HALL:** The Management Committee shall have power to adopt and issue Standing Orders and Rules for the use of the Village Hall. Such Standing Orders and Rules shall come into operation immediately, provided always that they shall be subject to review by the Management Committee and shall not be inconsistent with the provisions of this Constitution.
- 14. FINANCE:**
- a) All moneys raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purposes, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the repayment of reasonable out-of-pocket expenses.
  - b) The Honorary Treasurer shall keep proper accounts of the finances of the Association.

## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

c) The accounts shall be audited at least once a year by a qualified auditor or auditors who shall be appointed at the Annual General Meeting.

d) An audited statement of accounts for the last financial year ending 30<sup>th</sup> June shall be submitted by the Management Committee to the Annual General Meeting.

e) An account shall be opened in the name of the Association with the LANGLEY branch of the Midland Bank or with such other financial institution as the Management Committee shall from time to time decide. The Management Committee shall authorise in writing the Treasurer, the Secretary of the Association and two members of the Management Committee to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the four authorised signatories.

**15. DISSOLUTION:** If the Management Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary and advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting no less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be posed in a conspicuous place or places in the area of benefit and given in writing to the Charity commissioners for England and Wales and the Secretary of the National Federation of Community Associations and advertised in a newspaper circulating in the area of benefit. If such decision shall be confirmed by simple majority of those present and voting at such meeting the Management Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants in the area of benefit as the Management Committee may decide and **as may be approved by the Charity Commissioners for England and Wales.**

**16. ALTERATIONS:** Any proposal to alter the Constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is to be considered. An alteration will require the approval of a two-thirds majority of individual members and representatives of the Constituent Bodies and Sections of the Association present and voting at a General Meeting.

Written notice of all General and Special meetings must have been given in accordance with normal procedure but not less than 14 days prior to the meeting in question and in the case of any proposed alteration to the Constitution, giving the wording of the alteration.

**No alteration to Clause 2, Clause 15 or Clause 16 shall take effect until the approval in writing of the Charity Commissioners or other authority having**

## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

**charitable jurisdiction shall have been obtained, and no alteration shall be made to this Constitution which would cause the Association to cease to be a Charity at Law.**

This Constitution was adopted as the Constitution of the Iver Community Association at a Public Meeting duly convened at Iver County Combined School on Wednesday 13<sup>th</sup> June 1979 and was amended at a Special General Meeting held at ..... on ..... 1992.

## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

### APPENDICES TO THE RULES OF THE ASSOCIATION.

Appendix A – Amendments accepted at the Extraordinary General Meeting held on 23<sup>rd</sup> June 1993.

Amendments as follows in line the Charity Commissioner's suggestions:

page 2 item 4

Under 18s cannot be responsible for their actions, therefore, they cannot have a right to vote. The Management Committee will be amended to having no person under 18 as a member of the committee.

Item 10

September is to be changed to October as the official month for the A.G.M. to allow time for the audited accounts to be prepared.

Item 12b

To stay the same but the Quorum of 20 to be reviewed regularly as recommended by the Charity Commission.

May it be noted that these Appendices may in no way be altered or set aside except by Resolution at a General meeting as stipulated in the Rules of the Association.

## CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

### Appendix B - Holding meetings

To note that the Charity Commission's more flexible approach to charities holding meetings outside of the terms of their governing documents is coming to an end on 21st April 2022.

This constitution is therefore amended to allow meetings to be held in various ways, whether that is online, by telephone, remotely or in person.

May it be noted that these Appendices may in no way be altered or set aside except by Resolution at a General meeting as stipulated in the Rules of the Association.