

Agenda item: SC 33/23



Communities and Environment Fund – Application Overview

Name of Applicant	Janette Bobey
Date of application	11 th August 2023
Name of project	Coach trip to Southend Halloween & Fireworks
Amount Requested	£400

Project Overview (what is the project, how has it been determined that it is needed, what does success look like?)

Applicants comments:

We asked the residents where they would like to go and to give a reason why they have chosen to go to this venue, we asked on facebook, also at our meetings, they asked for this venue and activity as we have done it before and is very popular. the reason given was that it was a flat area for walking, a nice beach, fireworks were spectacular, there are lots of Halloween activities to do and to see, and is a cheap place to go for families, is a short journey for the Coast distance. This is the largest estate in Woughton so a large Coach is required, the coach will be a 79 seater with seating downstairs for the elderly or disabled, enabling them to attend the trip.

We are the largest estate in Woughton, 2nd largest in Milton Keynes, we have 1,200 homes and around 3,700 residents here, so our activities have a large up take, so require to do more events than other estates. We are only able to get one quote as Bills Coach hire is the only place that provides 79 seats, and are the cheapest company for Coach hire.

Officers Comments:

How will the project improve the quality of life for local residents? (what change will happen? What happens if we don't fund it? What considerations have been made to sustainability?)

Applicants comments:

It will allow families of Netherfield to take part in an activity that they probably would not be able to do themselves, due to funding, travel circumstances and the need to be supported by others, it will install family values, allow communication with other residents, distance and a chance to get away from everyday life and meet other residents, Southend is known for being a flat venue, so will help residents with walking needs. After a take up from Netherfield residents, other estates only within Woughton can attend.

Create isolation, mixed age groups not communicating with each other, most of the residents going are with other friends and family and would not be able to travel together due to funding and transport issues, it will allow poor & low income residents to be a part of something special, a lot of residents feel unsafe going somewhere on their own and can only go with a group who they can trust. the cost of a ticket we hope to be £6 each, A lot of residents now rely on the trips in their planning for the year as most cannot afford a holiday.

Officers Comments:

Are the finances reasonable? Has other funding been applied for? Is there a charging policy?

Applicants comments:

No other funding has been applied for. Tickets will be sold at £6 each.

Officers Comments:

The total cost of the trip is £867. Netherfield RA have requested £400 from Woughton Community Council, which represents 46% of the total cost. The remaining £467 will come from ticket sales @ £6 each. Any shortfall from ticket sales will be made up from Netherfield RA funds.

How will the project improve the quality of life for local residents

Applicants comments:

Officers Comments:

Officer Assessment

Have we received 3 quotes for all items? company can supply a seater coach on the day	Yes <input type="checkbox"/>	No X (only 1	79
Have we received all governance documents?	Yes X	No <input type="checkbox"/>	
Have we got two independent referees details included?	Yes X	No <input type="checkbox"/>	

Officer Recommendation and overview

Netherfield RA have applied for less than 50% of the total cost of the trip. Selling reasonably-priced tickets to make up the shortfall is a good initiative. The cost of this trip (if un-subsidised) would be over £25 per person, which limits affordability.

Which fund would this application come from? Communities and Environment fund

How much is currently in that fund? £8,569

For completion after scoring

Scorer No	Scorer Name	Total Score	Any other comments
1			
2			
3			
4			
5			
6			
7			
8			

Average Score from all scorers:

Applications that score an average of below 15 will not be awarded.

Applications that score between 16 – 24 will be discussed

Applications that score an average of over 25 will be awarded (except in exceptional circumstances)

Outcome from Committee

Awarded in full Awarded in part (amount awarded) Not awarded Deferred

If deferred, please explain what actions are needed:

Date for resubmission (if applicable)



Officer Use Only
Date application received
.....
Minute number
.....

Woughton Community Council Communities and Environment Fund Application Form

Please read the Guidance Notes prior to completing this application form. These are available on our website or on request from our offices.

Name of organisation: Netherfield Residents Assoc - Sat 28 th October	Date of Application: 14 th August 2023
--	---

Status of organisation	
<input type="checkbox"/> Charity	Registered charity number []
<input type="checkbox"/> Company Limited by Guarantee	Company number []
Other (please state) Residents association	

Contact Information for the organisation	
Address: []	
Telephone Number: []	
Email address: []	Website: []

Contact Name: [] (someone who has full knowledge of this application)	Position: []
Address (if different form above) []	
Telephone Number: []	

What are the aims and objectives of your organisation? Please provide full details of your organisation, the work you do and the outcomes you aim to achieve.
The NRA is committed in creating and maintaining a community that everyone who resides here can be a part of, we are here to represent the resident's views and be their voice; all residents are encouraged to have their say in what's going on, to be heard, and to be fully involved. Essential working relationships with the NRA and all agencies working on Netherfield is paramount in helping make Netherfield a safe, secure environment for us and future generations to live in.

Updated June 2019

We are supportive to all residents in need and will signpost to relevant agencies when required. The NRA is committed in building and maintaining an active empowered community.

Amount requested: £400

What do you require the grant for? Please provide details of the project, giving as much information as possible to enable the panel to fully assess the application.

A family/friend/Neighbour Estate Day Trip to Southend halloween & Fireworks on Saturday 19th October 2023

How have you identified a need for the project (scoring criteria 1)? What consultation, if any, have you undertaken? How did you do this? What were the responses?

We asked the residents where they would like to go and to give a reason why they have chosen to go to this venue, we asked on facebook, also at our meetings, they asked for this venue and activity as we have done it before and is very popular. the reason given was that it was a flat area for walking, a nice beach, fireworks were spectacular, there are lots of Halloween activities to do and to see, and is a cheap place to go for families, is a short journey for the Coast distance. This is the largest estate in Woughton so a large Coach is required, the coach will be a 79 seater with seating downstairs for the elderly or disabled, enabling them to attend the trip. We are the largest estate in Woughton, 2nd largest in Milton Keynes, we have 1,200 homes and around 3,700 residents here, so our activities have a large up take, so require to do more events than other estates. We are only able to get one quote as Bills Coach hire is the only place that provides 79 seats, and are the cheapest company for Coach hire.

How will the project improve the quality of life for people who live in, work or visit the Woughton Parish area (scoring criteria 3, 6 and 7)? (Peartree Bridge, Eaglestone, Leadenhall, Coffee Hall, Beanhill, Netherfield, Tinkers Bridge, Redmoor and Bleak Hall). Please provide as much information as possible – how will this project change people's lives? What impact will it have? What do you want the project to achieve? If applicable, how will it impact upon the environment?

It will allow families of Netherfield to take part in an activity that they probably would not be able to do themselves, due to funding, travel circumstances and the need to be supported by others, it will instill family values, allow communication with other residents, distance and a chance to get away from everyday life and meet other residents. Southend is known for being a flat venue, so will help residents with walking needs. After a take up from Netherfield residents, other estates only within Woughton can attend.

What are the consequences of not undertaking this project? Please provide a full explanation showing how this will impact on the proposed beneficiaries.

Updated June 2019

Create isolation, mixed age groups not communicating with each other, most of the residents going are with other friends and family and would not be able to travel together due to funding and transport issues, it will allow poor & low income residents to be a part of something special, a lot of residents feel unsafe going somewhere on their own and can only go with a group who they can trust. the cost of a ticket we hope to be £6 each, A lot of residents now rely on the trips in their planning for the year as most cannot afford a holiday.

How will you work to make this project sustainable in the future, to reduce dependency on grant funding (scoring criteria 2)?

especially as prices have increased, this can only be managed through Grant funding, the Coach cost is £830, we will be supplying 4 raffle prizes, information pack, and sweets passed round on the Coach, we are requesting just under half of the amount of the coach cost, the rest will be made up in ticket sales and from the NRA funds, the NRA are very active in it's community work, we apply for grants from other sources for other activerties.

For projects that focus on the environment (scoring criteria 7), please provide details of how the project will make a positive change / impact.

A Coach is better than many cars on the road

When will the project/ activity start and finish?

One day 28-10-2023, but planning before this date

Who will benefit from the grant (scoring criteria 3)?

- | | |
|---|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Older adults (55yrs+) |
| <input type="checkbox"/> Children (0-11yrs) | <input type="checkbox"/> Young People (12 – 18yrs) |
| <input type="checkbox"/> Men | <input type="checkbox"/> Women |
| <input checked="" type="checkbox"/> The whole community | <input type="checkbox"/> BAMER Communities |

How many beneficiaries of the project/activity reside or work in the Woughton Parish area?

All 79 Residents

How have you reached this figure? Please explain how you have arrived at this figure what process you have used.

A 79 seater is the biggest coach we can get, all residents that book will be asked for Proof of where they live in the Woughton area, unless known to us, to provide 2 coaches would be more difficult and would require extra funding, so having the one Coach is better, Bill's are the only company to provide this seat size coach, which is why there is only one quote for the coach.

Woughton Community Council Priority is Poverty, with 3 focus strands, please tick which is appropriate to your project (scoring criteria 6)

Youth Food Advice

How does your project meet the priorities identified above?

Updated June 2019

There will be Children attending, some of which have never been to the Coast before, information on the NRA & WCC will be given out on the Coach, along with information on the area they are going to, they will all be given an emergency number whilst in Southend, it is a venue known for being cheap, for eating out outlets, which is one of the reasons this was chosen, it is cheaper to eat out than to bring a packed lunch, we intend to sell tickets the month before the trip, in September on our residents association night meeting, in the hope of getting more residents to the meetings.

Project Finances (scoring criteria 5)

Please give us a breakdown of the total cost of the project for which you are applying, and how much you are requesting from Woughton Community Council.

Item	Total Cost	Amount requested from WCC
Coach 79 seater	£830	£400
Raffle prizes	£20 - NRA	£NIL
Sweets for Coach	£8 - NRA	£NIL
Information sheets	£3 - NRA	£NIL
First aid top up	£3 - NRA	£NIL
Bin bags/Air Freshner	£3 - NRA	£NIL
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£867	£400

Do you expect the activity/project to generate an income? YES NO

If so, how much?

£ Tickets will be sold at £6 each - = 79 x 6 = £474

Grant from WCC = £400

How will the income be used?

NO Income

How will you raise any outstanding balance?

NRA Funds

Have you made an application to other funders for this project/activity? Or do you intend to?

If so please tell us who they are, how much you have requested and when you expect a response.

Updated June 2019

FUNDER	AMOUNT REQUESTED	AMOUNT AWARDED	RESPONSE DATE
NIL	£NIL	£NIL	NIL
	£	£	
	£	£	
	£	£	

How will you know if the project has been successful? If your project is successful, you will be asked to provide an evaluation, so please consider how you will show success – testimonials, feedback forms, statistics (no of people, demographics, etc.) could all be used to support this.

By not having to refer to the risk assessment or the first aid kit, by a full coach there and back, lots of sleeping children on our return and the feedback given at the end of the trip from attending residents.

Please provide details of 2 independent referee's (this cannot be someone that is related to the applicant or living in the same property) who has knowledge of the project. This person should be easily contactable and must agree on amounts.

Name |

Address

Email

Telephone number

Name |

Address

Email

Telephone number

Have you contacted the Community Officer and/or a Woughton Parish Councillor regarding this application?

Community Officer

Updated June 2019

Woughton Community Council Officer

Woughton Community Councillor

If so who?

In the event that your application is successful please state who the grant cheque should be made payable to / please provide bank account details for direct payment.

Payable to:

Sort Code:

Account No:

COMMITTEE

Chairperson

Telephone / Email

Treasurer

Telephone / Email

Secretary

Telephone / Email

I confirm that the information contained within this form is correct and that I have attached the required documents

Name:

Position:

Signature:*

Date:

*If completing electronically, we will consider this as your 'electronic signature'.

Please note, you may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the Grant has benefited the local community.

By returning this form you will have given permission under the Data Protection Act 2018 to have your details registered on the Woughton Community Council database. Woughton Community Council will only use this information to provide you with details of schemes and events which may be of interest to you. Please tick this box if you do not wish to receive this information.

Updated June 2019

Please return the completed application form and supporting documents to:

Communities and Environment Fund
Woughton Community Council Hub
Local Centre
Garraways Coffee
Hall Milton Keynes
MK6 5EG

Woughton Community Council – 01908 395681
Community Officer - 07983 590551

Checklist - In order for your application to be considered, the following documents are required
Please note if you have already applied in this financial year and we have the following documentation, we will only require a copy of your current bank statement

Please tick:

- Fully completed application form
- Evidence of cost (quotations)
- Audited accounts if your group is **more than one year old** or project/activity budget if group is **less than one year old**
- Signed copy of constitution or rules
- Equal Opportunities Policy or statement
- Child Protection Policy – please forward if your group works with children and young people under the age of 18
- A copy of current / latest bank statement
- A copy of the groups meeting minutes agreeing your Grant Aid Submission

I have read the terms and conditions as stated within the Grant Aid Guidance notes and agree to abide by these should the application be successful

Name

Signature*

*If completing electronically, we will consider this as your 'electronic signature'.

Updated June 2019



Communities and Environment Fund – Application Overview

Name of Applicant	Youth Mindset
Date of application	10 th July 2023
Name of project	Ongoing Support For Woughton Youth
Amount Requested	£3,000

Project Overview (what is the project, how has it been determined that it is needed, what does success look like?)

Applicants comments:

We support and train young people 11 – 25 years old. We focus on vulnerable groups who may be experiencing challenges due to mental health, learning difficulties, care home experience or at risk of exploitation and offending.

Each young person costs £3,000 per year to fund. We are asking for £500 per young person and will find £2,500 balance ourselves. This will cover meeting the young people in public, DBS clearance and training for our mentors too. Therefore the funding will directly support 6 young people.

Officers Comments:

Youth Mindset are currently working with 40 young people in the Woughton parish area.

How will the project improve the quality of life for local residents? (what change will happen? What happens if we don't fund it? What considerations have been made to sustainability?)

Applicants comments:

The aim of the charity is to provide coaching and mentoring support, guiding the young people to change their own lives. It is designed to empower the young people to move away from and avoid an exploitative environment, avoiding knife crime, gang culture and crime.

The consequences of not funding the project will be more young people involved in unhealthy pursuits, impacting the local communities in a negative and unwelcome way.

Officers Comments:

Knife crimes over the Thames Valley force area have more than tripled since 2015 and last year Milton Keynes saw four fatal stabbings in a period of just 13 weeks.

Are the finances reasonable? Has other funding been applied for? Is there a charging policy?

Applicants comments:

Other funding has been sought from:

Shenley and Tattenhoe Parish Council (funding agreed)

MK Community Foundation

Shackleton Trust

Wenta

As the charity grows our aim is to obtain funding from larger organisations like Thames Valley Police, Youth Justice, Lottery Funding, Children In Need and fundraising activities.

Officers Comments:

Each person costs £3,000 per year to fund. Youth Mindset have requested £500 per person and will fund the remaining £2,500 themselves. In percentage terms they have requested 17% of the overall cost, and are funding the remaining 83% themselves.

How will the project improve the quality of life for local residents

Applicants comments:

[Redacted]

Officers Comments:

[Redacted]

Officer Assessment

- Have we received 3 quotes for all items? Yes No
- Have we received all governance documents? Yes No
- Have we got two independent referees details included? Yes No

Officer Recommendation and overview

[Redacted]

Which fund would this application come from? **Communities & Environment Fund**

How much is currently in that fund? **£8,569**

For completion after scoring

Scorer No	Scorer Name	Total Score	Any other comments
1	[Redacted]	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]
4	[Redacted]	[Redacted]	[Redacted]
5	[Redacted]	[Redacted]	[Redacted]
6	[Redacted]	[Redacted]	[Redacted]
7	[Redacted]	[Redacted]	[Redacted]
8	[Redacted]	[Redacted]	[Redacted]



Office Use Only
Date Application Received
Minute Number

Woughton Community Council

Communities and Environment Fund Application Form

Please read the Guidance Notes prior to completing this application form. These are available on our website or on request from our offices.

Name of Organisation Youth Mindset	Date of Application 10 th July 2023
Status of Organisation Charity	
<input checked="" type="checkbox"/> Charity	State Registered Charity Number 1202640
<input type="checkbox"/> Company Limited by Guarantee	State Company Number

Contact Information for the Organisation	
Contact Name (someone who has full knowledge of this application)	Position
Address	
Email Address	
Website	

In the event that your application is successful please state who the grant cheque should be made payable to / please provide bank account details so a direct payment can be made	
Payable to	
Sort Code	
Account Number	

Telephone / Email

Telephone / Email

Telephone / Email

Please provide details of 2 **independent** referees (this cannot be anyone related to or living at the same address as the applicant) who has knowledge of the project. This person should be easily contactable and must agree on amounts.

Name

Address

Email Address

Telephone Number

Name

Address

Email Address

Telephone Number

What are the aims and objectives of your organisation? Please provide full details of your organisation, the work you do and the outcomes you aim to achieve

We support and train young people 11 – 25 years old. We focus on vulnerable groups who may be experiencing challenges due to mental health, learning difficulties, care home experience or at risk of exploitation and offending.

Amount Requested: £ 3,000

What do you require the grant for: Please provide details of the project, giving as much information as possible to enable the panel to fully assess the application.

To support the young people of Woughton Parish including Under The Umbrella

How have you identified a need for the project (scoring criteria 1)? What consultation, if any, have you undertaken? How did you do this? What were the responses?

Yes, we are already support young people living in Beanhill and Netherfield.

How will the project improve the quality of life for people who live in, work or visit the Woughton Parish area (scoring criteria 3, 6 and 7)? (Peartree Bridge, Eaglestone, Leadenhall, Coffee Hall, Beanhill, Netherfield, Tinkers Bridge, Redmoor and Bleak Hall). Please provide as much information as possible – how will this project change people’s lives? What impact will it have? What do you want the project to achieve? If applicable, how will it impact upon the environment?

The aim of the charity is to provide coaching and mentoring support, guiding the young people to change their own lives. It is designed to empower the young people to move away from and avoid an exploitative environment, avoiding knife crime, gang culture and crime.

What are the consequences of not undertaking this project? Please provide a full explanation showing how this will impact on the proposed beneficiaries?

The consequences will be more young people involved in unhealthy pursuits, impacting the local communities in a negative and unwelcome way.

How will you make this project sustainable in the future, to reduce dependency on grant funding (scoring criteria 2)?

As the charity grows our aim is to obtain funding from larger organisations like Thames Valley Police, Youth Justice, Lottery Funding, Children In Need and fundraising activities.

For projects that focus on the environment (scoring criteria 7), please provide details of how the project will make a positive change / impact.

The positive impact will be reduction in knife crime, exploitation and a safer environment for everyone to live.

When will the project / activity start and finish?

The project has already started, we work with the young people for as long as they need us and intend to offer our service for many years to come. Crime and exploitation is rising and we believe being specifically Milton Keynes focussed, with Milton Keynes mentors we can change the community.

Who will benefit from the grant (scoring criteria 3)?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Adults | <input checked="" type="checkbox"/> Older adults (55yrs +) |
| <input checked="" type="checkbox"/> Children | <input checked="" type="checkbox"/> Young People (12-18yrs) |
| <input checked="" type="checkbox"/> Men | <input checked="" type="checkbox"/> Women |
| <input checked="" type="checkbox"/> The whole community | <input checked="" type="checkbox"/> BAMER communities |

How many beneficiaries of the project/activity reside or work in the Woughton Parish area? At present 40

How have you reached this figure? Please explain the process you used

Our aim is to use all the funds to support the young people and community of Woughton

Each young person costs £3,000 per year to fund. We are asking for £500 per young person and will find £2,500 balance ourselves. This will cover meeting the young people in public, DBS clearance and training for our mentors too. Therefore the funding will directly support 6 young people.

Woughton Community Council priority is poverty, with 4 focus strands. Please tick which is appropriate to your project (scoring criteria 6)

- | | | | |
|---|-------------------------------|--|---|
| <input type="checkbox"/> Youth Building | <input type="checkbox"/> Food | <input checked="" type="checkbox"/> Advice | <input checked="" type="checkbox"/> Community |
|---|-------------------------------|--|---|

How does your project meet the priorities identified above?

It is hard to quantify exact numbers if you work on the basis of 100 people are impacted for every 10 we help. Everyone in the community will benefit by reducing social costs and crime, while improving contributions to the community and community engagement. [This could rise to 30 young people in Woughton and 300 people benefitting by the end of 2023]

Project Finances (scoring criteria 5)

Please give a breakdown of the total cost of the project for which you are applying, and how much you are requesting from Woughton Community Council

Item	Cost	Amount requested
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

	£	£
Total	£	£

Do you expect the activity/project to generate an income? Yes No

If so, how much? £

How will the income be used? To support the young people and community of Woughton Parish

How will you raise any outstanding balance?

Our main source of funding is bids and grants

Have you made an application to any other funders for this project/activity, or do you intend to? If so, please tell us who they are, how much you have requested and when you expect a response.

Funder	Amount requested	Amount awarded	Response date
Shenley and Tattenhoe Parish	£ 1,000	£ 1,000	11/06/23
MK Community Foundation	£ 3,000	£ awaiting	
Shackleton Trust	£ up to 10,000,000	submitted	
Wenta	£ matched funding	£	

How will you know if the project has been successful? If your project is successful, you will be asked to provide an evaluation, so please consider how you will show success – testimonials, feedback forms, statistics (number of people, demographics etc) could all be used to support this.

The young people will start and continue to make different and better life choices, looking at the positive impacts they can have on their communities.

I confirm that the information contained within this form is correct and that I have attached the required documents

Name	Position
Signature	Date

Please note, you may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the grant has benefitted the local community.

By returning this form you will have given permission under the Data Protection Act 2018 to have your details registered on the Woughton Community Council database. Woughton Community Council will only use this information to provide you with details of schemes and events which may be of interest to you. Please tick this box if you do not wish to receive this information x



Woughton Community Council

44 Garraway's, Coffee Hall, Milton Keynes MK6 5EG

Telephone 01908 395681

Email:reception@woughtoncommunitycouncil.gov.uk

Grant Aid Evaluation Form

Name	
Position in group	
Phone number	

Name of Organisation	Netherfield Residents Association
Amount awarded	500
Purpose of Grant	Great Yarmouth 25/06/23

How has this grant made a difference to your group and the local people who benefitted from this project?

It made a difference to the NRA as a voluntary community group working for the residents of Netherfield. It has made a huge impact on the residents that attended as it enabled them to go on a trip that most said they would not have been able to go on without this project, most residents did not have their own transport, some said they felt safer being part of a larger group but mostly residents would not have been able to have met the cost themselves. Residents have also found it difficult to go anywhere over the last few years due to Covid restrictions, it has had a huge impact on resident's mental health.

We had a raffle on the coach, handed out sweets, and every resident got an ice cold drink on the way home. We provided information on the history of Great Yarmouth, information what was on, maps and our telephone number for emergencies, all Residents enjoyed the day and said they felt safe, we was also able to seat elderly/disabled downstairs with the coach we had.

What lessons did you learn in the process of delivering this project?

That more events is needed on Netherfield

Please provide at least one quote or testimonial from a participant/service user describing their experience of this project

Everyone said Thankyou and said how much they enjoyed it,

Residents have got used to going on our trips, and said another trip well run as usual.

Will this activity/project continue after the end of this grant? If so, please tell us where the funding will come from

No

How/where has the Woughton Community Council logo been used in conjunction with this grant.

On posters, Feb 23 newsletter, the information was also given out on information papers on the Coach.

How many people benefitted from the grant? **79**

Please specify numbers.

Total number of participants: **79**

Young People up to the age of:

Adults:

Older People over 60: Area attending from, please specify numbers

Tinkers Bridge:

Netherfield: **75**

Beanhill: **4**

Coffee Hall:

Eaglestone:

Peartree Bridge:

We do understand that it is difficult sometimes to gauge numbers, please estimate to the best of your ability

Please attach any relevant receipts to this form and detail them below

Item	Details	Cost
79 seater with downstairs seating	information already supplied.	£1,095
Prizes/sweets/equipment	Not required	£50

We would love to see any photographs that you are able to share with us, or please provide copies of any evaluation/feedback forms that you have. Should you require any assistance to complete this form or assistance with copying receipts etc, please do not hesitate to contact us.

Please complete and return to Woughton Community Council within six weeks (42 days) of your grant award, failure to do so may result in a 12 month ban of applying to Woughton Community Council Grant Aid



Woughton Community Council

44 Garraway's, Coffee Hall, Milton Keynes MK6 5EG

Telephone 01908 395681

Email:reception@woughtoncommunitycouncil.gov.uk

Grant Aid Evaluation Form

Name	
Position in group	
Phone number	

Name of Organisation	Netherfield Residents Association
Amount awarded	500
Purpose of Grant	Skegness – 19-8-23

How has this grant made a difference to your group and the local people who benefitted from this project?

It made a difference to the NRA as a voluntary community group working for the residents of Netherfield. It has made a huge impact on the residents that attended as it enabled them to go on a trip that most said they would not have been able to go on without this project, most residents did not have their own transport, some said they felt safer being part of a larger group but mostly residents would not have been able to have met the cost themselves. Residents have also found it difficult to go anywhere over the last few years due to Covid restrictions, and the poverty crisis, it has had a huge impact on resident's mental health.

We had a raffle on the coach, handed out sweets, and every resident got an cold drink on the way home. We provided information on the history of information what was on, maps and our telephone number for emergencies, all Residents enjoyed the day and said they felt safe, the coach we booked was not available so we had 2 smaller coaches, 1 of which had 4 wheelchair spaces if needed.

What lessons did you learn in the process of delivering this project?

That more events needed on Netherfield, also to take a bottle of water to clear the toilet on the coach, it is a fact that these toilets get blocked very easily.

Please provide at least one quote or testimonial from a participant/service user describing their experience of this project

Everyone said Thankyou and said how much they enjoyed it,

One family said it was the best trip and venue they had been on.

Will this activity/project continue after the end of this grant? If so, please tell us where the funding will come from

No

How/where has the Woughton Community Council logo been used in conjunction with this grant.

On posters, Feb 23 newsletter, the information was also given out on information papers on the Coach.

How many people benefitted from the grant? **79**

Please specify numbers.

Total number of participants: **79**

Young People up to the age of:

Adults:

Older People over 60: Area attending from, please specify numbers

Tinkers Bridge: **1**

Netherfield: **75**

Beanhill: **1**

Coffee Hall: **2**

Eaglestone:

Peartree Bridge:

We do understand that it is difficult sometimes to gauge numbers, please estimate to the best of your ability

Please attach any relevant receipts to this form and detail them below

Item	Details	Cost
79 seater with downstairs seating	information already supplied.	£1,095
Prizes/sweets/equipment	Not required	£50

We would love to see any photographs that you are able to share with us, or please provide copies of any evaluation/feedback forms that you have. Should you require any assistance to complete this form or assistance with copying receipts etc, please do not hesitate to contact us.

Please complete and return to Woughton Community Council within six weeks (42 days) of your grant award, failure to do so may result in a 12 month ban of applying to Woughton Community Council Grant Aid

Agenda item: SC 37/23

WOUGHTON COMMUNITY COUNCIL

Services & Communities Committee

Monday 18th September 2023

PURPOSE OF REPORT:

To update the committee on Community Centre provision, as part of the regular service update regime.

RECOMMENDATION:

1. That the committee notes the report and asks any questions that there may be.
2. That the committee makes a recommendation with regard to any spending on refurbishments or other upgrades.

MAIN ISSUES AND CONSIDERATIONS:

As part of the calendar of updates, this paper is in lieu of a landscape update paper, as the landscape service has been discussed frequently over recent times and, with the new contract only just started, an update once everything is embedded would be more sensible.

Starting with the financial impacts.

Coffee Hall

<u>Coffee Hall MP</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3	Hire of Meeting places		10,000.00	4,606.15			-5,393.85
33	Electricity			885.09	1,500.00	3,182.76	-797.67
34	Gas				1,500.00	508.43	991.57
35	Water				400.00	118.00	282.00
36	Business Rates				1,545.65	770.65	775.00
37	Repairs & Equipment				3,000.00	977.12	2,022.88
38	Cleaning Supplies				500.00	61.93	438.07
39	Waste disposal						
40	Service charges				1,466.00	733.08	732.92
			10,000.00	£5,491.24	9,911.65	£6,351.97	-949.08

Income is about where the budget expects to be.

Expenditure is not bad on the whole, but the electricity bill has spoiled the overall outcome – other areas are either about right or slightly underspent. Around £1000 deficit of spend over income.

Eaglestone Activity Centre

<u>Eaglestone MP</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
5	Hire of Meeting places		10,000.00	10,476.50			476.50
25	Electricity				3,000.00	1,955.31	1,044.69
26	Gas				3,000.00	2,855.34	144.66
27	Water				1,000.00	594.98	405.02
28	Business Rates				5,000.00	2,487.53	2,512.47
29	Repairs & Equipment				2,000.00	2,124.40	-124.40
30	Cleaning Supplies				500.00	196.84	303.16
31	Waste disposal				1,000.00	503.40	496.60
32	Service charges						
			10,000.00	£10,476.50	15,500.00	£10,717.80	5,258.70

Income remains buoyant (but slightly lower than last year), with expenditure also exceeding expectation. Currently spending and income almost the same.

Netherfield Meeting Place

<u>Netherfield MP</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
6	Hire of Meeting places		10,000.00	-982.99			-10,982.99
49	Electricity				2,000.00	2,178.59	-178.59
50	Gas				1,200.00	1,132.11	67.89
51	Water				500.00		500.00
52	Business Rates				1,900.00	996.01	903.99
53	Repairs & Equipment				3,000.00	2,145.84	854.16
54	Cleaning Supplies				300.00	303.50	-3.50
55	Waste disposal						
56	Service charges						
134	Building Insurance				281.60	281.60	
			10,000.00	£-982.99	9,181.60	£7,037.65	-8,839.04

This looks more concerning than it should but reflects the challenges of this particular meeting place. As can be seen, the income is currently in deficit – this is due to a group paying in advance in the previous financial year, and then moving on and having a refund. This was almost £4,000. Without this, the income would be around £3,000 – still below budget, but slightly better than this would suggest.

Utilities, as with the other centres, are a massive issue but generally NFMP is way below break even.

Tinkers Bridge Meeting Place

<u>Tinkers Bridge Meeting place</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4	Hire of Meeting places		10,000.00	4,111.75			-5,888.25
41	Electricity				600.00	740.75	-140.75
42	Gas				1,600.00	756.10	843.90
43	Water				300.00	646.43	-346.43
44	Business Rates				1,200.00	627.48	572.52
45	Repairs & Equipment				3,500.00	1,083.77	2,416.23
46	Cleaning Supplies				200.00	25.00	175.00
47	Waste disposal						
48	Service charges				844.00	964.88	-120.88
			10,000.00	£4,111.75	8,244.00	£4,844.41	-2,488.66

Income is about as expected.

Spend is higher than budgeted, but around what was expected. Utilities the biggest issue – the replacement to the water meter will, we hope, mean that these bills reduce.

General

Marta has started to work on transferring suppliers so that there is best value for the utilities – this includes reductions in both standing charges and cost per unit charges. It is anticipated that this could reduce bills by 20%.

Overall at the moment, the meeting places are running at a deficit of around £5,000 (taking out the NFMP anomaly). Last year, there was a surplus of around £10k (ignoring TBMP roof repairs), so a significant change in the balances – reduced income at EAC and NFMP are the biggest issues, alongside the increased charges.

As usual, these overviews don't include any staffing costs – these are harder to quantify, as caretakers work across the parish and some also undertake work at No95 / The Hub, which would fall outside these costs. However, the direct staffing costs are around £40,000 a year, with additional costs associated with BRO, management, etc.

Refurbishment(s)

There was a significant amount of money set aside for improvement works this year, dependent on MKCC 'match funding' this. Unfortunately, the MKCC funding has yet to be finalised, so works have not commenced.

Committee may wish to consider whether any investment from existing funds is suitable at this point, or whether any spending should be contingent on external funding being in place.

There is a small amount of Community Infrastructure Funding agreed, for bathroom works at TBMP and CHMP, as well as access issues and solar. Unfortunately, due to the way these funds are awarded, the estimates provided in August 2023 are no longer valid and costs have increased significantly. This means that, for example, the solar which was quoted at £7,200 is now £12,500, making the project significantly riskier and meaning a much larger contribution from WCC (£3,600 originally, but if we continue with the same provider, this increases to almost £9,000)*

There is also a bid that is due to be submitted for refurbishment of NFMP – this goes in for Dec 23, with a view to work starting in April 2024.

A further Public Works Loan is an option, but it may be felt that this would be more appropriate once the current loan is complete and once interest rates reduce. As previously, this would allow borrowing of sufficient to undertake all works, repayable over 10 years +. It should be noted that borrowing when the previous loan was taken had interest rates at below 1%, with current rates at 5%+ - this means that borrowing now would cost significantly more.

Handing back leases to MKCC is another option. This would likely lead to the closure of centres / passing into ownership with other groups and would reduce access to residents. This is an option with all except Tinkers Bridge, which is owned by WCC.

Other elements

The centres continued to be used widely for community based approaches. These include the WCC aspects (e.g. cafes at EAC, NFMP, CHMP) and other groups (e.g. TBMP cafes) – this equates to around 35 hours a week of use. There are also other activities that contribute towards some of the aims of the council, such as the community boxing, CA group, etc.

Despite these benefits, there are still significant gaps – Saturday 16th September saw no bookings in any centre at any time after 4.30pm. The vast majority of weekend bookings are faith groups and we are not ‘selling’ the centres to local people as an option for parties / gatherings / etc. as much as other areas.

STAFFING IMPLICATIONS:

Since the last paper, we have appointed two ‘bank’ caretakers to back fill in the event of absences – this has helped ensure that there is suitable coverage when sickness / annual leave happens.

OTHER IMPLICATIONS:

As has been mentioned previously, the community centres continue to be a significant cost for the parish. Lots of discussion has taken place around how best to improve this and plans developed which have then not been actioned.

There are opportunities for work to be done to improve the centres and the level of bookings, but this will need a financial commitment and agreement for officer time to be spent. It is proposed that:

- The BRO and Caretaker Manager are tasked with ‘dressing’ the buildings and taking appropriate photos for publicity.
- That prior to this, landscape / environment / caretakers are tasked with external improvements to make the surrounds as pleasant as possible.
- That committee agrees whether any financial support is available in the absence of the previous proposal of ‘match funding’. There is an amount from general funds allocated within the budget, but this is only enough to do the essentials, as opposed to the full refurb previously discussed.
- That larger funding bids are submitted for specific works (e.g. courts / wall at NFMP).

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: SC 38/23

WOUGHTON COMMUNITY COUNCIL

Services & Communities Committee

Monday 18th September 2023

PURPOSE OF REPORT:

To propose changes to the van provision within the council.

RECOMMENDATION:

- 1. That the committee notes this report.**
- 2. That the committee delegates van changes to the council manager on the understanding that any change is ‘cost neutral’.**

MAIN ISSUES AND CONSIDERATIONS:

The current white Nissan van is increasingly unsuitable – it only has two seats, is smaller than ideal and has some issues with reliability. As a result, some early investigations have been undertaken to look at alternatives.

A larger van (Transit, Vivaro, Traffic) with three front seats is ideal – this will enable Play Rangers to operate from one vehicle (currently needing an additional vehicle for the third officer), provide sufficient size to transport the increasingly large collections / deliveries, support the new Library of Things where larger ‘borrowings’ are needed and provide an excellent option for events, where everything can be transported in one vehicle.

A decent van is around £9,000. This is about the ‘trade in’ value for the current Nissan van. As a result, the recommendation is that we look at what would be a ‘swap’ – cost neutral in terms of the values of the respective vans.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: SC 39/23

WOUGHTON COMMUNITY COUNCIL

Services & Communities Committee

Monday 18th September 2023

PURPOSE OF REPORT:

To propose the return of the Woughton Festival for 2024 and to provide an update on existing and newly proposed events and activities.

RECOMMENDATION:

That the Committee notes the report.

FESTIVAL 2024

The planned 2023 Netherfield Festival and Beach Party were severely impacted due to poor weather, and were ultimately cancelled due to weather warnings received by the Met Office two days before the event was due to take place.

We would like to re-run the Netherfield Festival in 2024, which is coincidentally the 50th anniversary of the first families moving to Woughton. This gives a great opportunity to enhance the festival with a celebration of the estate, and we are in talks with various local organisations to see how we can make this work.

The proposed date for the Festival is Saturday 7th September 2024. This would give us around a year to engage with schools, community groups and residents to build the event. Organising the festival for the first weekend in September, outside of the summer holidays and after schools return, would also give us the best opportunity to involve families from Woughton and WCC staff.

The proposed festival/birthday celebrations would aim to include a wide variety of attractions, events, activities and organisations including, but not limited to, the following:

Heritage exhibition / talks

Interviews/talks with the original architects of the Woughton estates.

Collaboration with City Discovery Centre and Living Archive for exhibits and materials to show the history and heritage of Woughton.

Music: “Big Top” tent / Outdoor stage (to give us options and flexibility for wet weather/hot weather)

Live bands

70s disco

Performances from local artists

Ideas for activities:

- Develop Love Exploring trail to cover Netherfield
- Jed Adderley trail
- Find residents who have lived in Woughton for the last 50 years – record their stories
- What will Woughton look like in the next 50 years?
- 70s themed fancy dress
- 70s disco
- Outdoor cinema projection from local film maker whose family moved to Milton Keynes in 1974
- Carnival procession
- Local schools involvement

Community Food

It is suggested that residents associations, community groups, faith groups and residents work together to create a “Community Food” area that can offer a range of cheap/free food offerings on the day. We had planned something similar for the 2023 festival where, for example, Tinkers Bridge had agreed to serve hot drinks, Leadenhall to offer ice lollies, Mosque offer curry and rice, and so on.

We would be looking to raise funds for the festival through working in collaboration with agencies in MK such as:

Mk Arts
Mk Heritage
City discovery centre
Parks trust
Community Foundation
Network Rail
National Lottery
Mk Museum

COMMUNITY CINEMA

This is an ongoing collaboration between Leadenhall Residents Association, Milton Keynes Academy and WCC.

We plan to show the following films at MK Academy:

E.T. The Extra Terrestrial – Free family screening during half term Thur 26th October
Dunkirk – Rescheduled to better coincide with Remembrance Day events. Pending agreement at Leadenhall RA meeting on Thursday 14th September.

This screening is proposed to take place on the evening on Fri 3rd November and will include the option of a fish supper. Tickets around £5 (refundable deposit).

Discussion to take place with Chippy Chums about cost and delivery.

Possibility of a Christmas family film immediately before Christmas. This could take place at MKA again.

REMEMBRANCE PARADE

This will follow the usual format. It has been suggested that the event could be followed by a 40's themed lunch event with music. To be discussed at upcoming meeting.

OTHER EVENTS/ACTIVITIES

Art classes – A discussion has been had about re-starting regular paid art classes in the daytime at Coffee Hall Community Centre. The plan would be for the group to create and exhibit art in the community centre.

Table Tennis for Adults at EAC

A table tennis club trial will take place on Mondays, upstairs at EAC (main hall). Start date to be confirmed, although this is likely to commence soon. We have agreed to offer the new group a period of time rent-free, in order to build up the group, before charging for hall hire at the residents rate. We have secured a second table tennis table for their use.

Boxing – Milton Keynes Academy Amateur Boxing Club (MKA ABC)

The boxing club currently rents the downstairs squash court at Eaglestone to hold junior and senior sessions every Monday and Friday between 6.30-7.30pm (juniors) and 7.30-9.00pm (seniors).

The club benefits from some storage and the installation of a boxing ring in one of the squash courts. The club has grown considerably and regularly attracts 50+ attendees each night. The club is registered with England Boxing.

It is proposed we investigate how we might continue to support the club as they grow; most notably by making efforts to improve the second squash court. This would involve repainting and exploring options for suitable mats for the second squash court floor. Doing so would improve the likelihood of renting the space to other, similar groups. EAC could, in time, become a place where a wide range of sports and social activities for all ages take place.

Cookery/Healthy Eating – Create regular healthy eating videos using Community Fridge/Larder Food, which could then be published on our website and social media pages

Open mics/Karaoke/Music sessions – Looking to run regular sessions which could rotate between community centres. Some preliminary discussions around this have taken place but signs of initial interest need to be fostered.

Space Education For All – Bottle rocket competition in Woughton

Proposed Woughton-wide competition between schools to plan, build and launch “water bottle” rockets. There is also a national competition we could link to. The project can promote the STEM (Science, Technology, Engineering and Maths) agenda. There are at least two large open spaces in Woughton which could be used.

Ideally, the event would look like a big gathering of Schools and families in Woughton, supported by our Youth and Community teams and would lead to closer working with schools, children and families.

Disco Bingo

Consideration could be given to running more Disco Bingo sessions. Each event costs £200 plus refreshments and prizes.

OTHER IMPLICATIONS:

None.

STAFFING IMPLICATIONS:

As mentioned in the body of this report.

BACKGROUND PAPERS:

LGA RBL Remembrance letter.

BRIEFING NOTE - Remembrance Sunday for Town and Parish Councils.

AUTHOR

Kevin Vickers/Sean Perry

Your support for this year's Remembrance services

Local Government Association sent this bulletin at 07-08-2023 10:30 AM BST

A letter to council leaders on support and delivery of Remembrance parades and services

August 2023



Dear Leader,

We are writing to seek your continued support and assistance in ensuring that the nation faces as few obstacles as possible in the organisation and delivery of Remembrance parades and services.

In 2023 we mark the 60th anniversary of the last serviceman to be demobilised from National Service, the 70th anniversary of the cessation of hostilities in the Korean War, and 75 years since the voyage of the Empire Windrush which carried more than 100 serving and former Armed Forces personnel from the Caribbean to Britain. Services of Remembrance continue to resonate with the nation, allowing local communities up and down the country the chance to reflect on the service and sacrifice of the many men and women from their own villages, towns and cities who have served in HM Armed Forces, or who have supported or lost someone who has.

We know that local authorities take their responsibilities for organising Remembrance events and parades very seriously, and many have strong relationships with their local Royal British Legion (RBL) branches, and other Armed Forces charities. Thank you for this work.

Whilst we recognise that council budgets are facing pressures, these important civic occasions are a cost-effective way of bringing the whole community together in a collective moment of reflection, thanksgiving and togetherness; a view we have no doubt many of your local residents will share. Small gestures such as the waiving of fees for closing roads, providing street signage, and coordinating routes can make a real difference to whether these events can or cannot take place. We understand that this may mean a shift of resources in terms of how you have traditionally supported Remembrance services and parades, as well as a need for collaboration between councils in two-tier areas.

RBL branches and volunteers are proud to play an active part in Remembrance services and parades every year and are only too happy to support local

authorities in their planning for such important community events. Unfortunately, the complexity of Health & Safety and Road Traffic legislation is challenging for volunteers to navigate given the scale of many Remembrance parade routes. Furthermore, RBL must focus its charitable funds on its vital welfare work, particularly as veterans face the new cost of living challenges.

As a result, whilst RBL branches can support councils in their planning of local Remembrance services and parade routes, they are regretfully unable to assume responsibility for the design or delivery of the latter, including the organisation of Temporary Traffic Management Orders (TTMOs), the contracting of traffic management services, or the provision of such services by volunteers.

However, RBL branches are very willing to assist in local Remembrance parades and services in other ways, for instance through the provision of Standard Bearers or the identification of local veterans.

Remembrance is for all members of our communities, and we encourage people from across the nation to observe and participate in Remembrance in respectful and inclusive ways that are meaningful for them. We sincerely hope that your council will continue to work with RBL branches and other armed forces organisations to enable the local community to remember its fallen, and look forward to the continued observance of this time-honoured tradition. For more information about Remembrance, [please see the RBL's website](#). If you would like to discuss any issues arising from this, your local RBL branch will be happy to help; or to reach either of us please contact ian.leete@local.gov.uk or bholborn@britishlegion.org.uk.

Yours sincerely,



Councillor Shaun Davies
Chair, Local Government Association
Leader, Telford & Wrekin Council



Charles Byrne
Director General
The Royal British Legion
199 Borough High Street
London SE1 1AA



Cllr Keith Stevens
Chair, National Association of Local Councils

Briefing Note

Remembrance Sunday Planning Procedures for Town, Community and Parish Councils

Siobhan Pitkin – Business Support and Civic Events Manager
01908 252426 / Siobhan.pitkin@milton-keynes.gov.uk

Purpose

This document will brief Town, Community and Parish Councils on the processes to follow for Remembrance Sunday Parades in order to be insured on MKCC public liability insurance. Points 2-5 should be followed as part of the event planning process regardless.

Process steps

1. In order to be registered as an MKCC Volunteer for insurance purposes you must request a volunteer letter from kay.petitt@milton-keynes.gov.uk.
If the Town or Parish Council has public liability insurance that covers parades specifically you can skip this step. Check that your road closure supplier should carry their own insurance.
2. Complete a TTRO application (Annex A) and send it to Ringway (Daniel.mullins@milton-keynes.gov.uk) asking for the Traffic Management Plan (please ensure timings and a map are included).
If you are using an alternative road closure company, please ask them for the Traffic Management Plan.
3. When you have the Traffic Management Plan send this along with the TTRO to steven.shearer2@milton-keynes.gov.uk and gareth.hughes@milton-keynes.gov.uk no less than 8 weeks prior to your event.
4. You will then need to create an Event Management Plan (a simplified version of the form can be found in Annex B) and do the risk assessment (Annex C).
5. Once you have all the documentation prepared and road closure confirmed, you may wish to submit the documents to the Safety Advisory Group - <https://www.milton-keynes.gov.uk/public-safety-events>. This is not compulsory, if you have any queries with this step, please contact Licensing@milton-keynes.gov.uk.

Please note that MKCC will not track arrangements of each Parishes arrangements moving forward and it is the organisers responsibility to ensure the appropriate steps are taken for an insured and safe event.

If you would like to request the Mayors attendance at your event, please complete the online form. <https://www.milton-keynes.gov.uk/invitations-mayor-milton-keynes>.

Agenda item: SC 40/23

Subject: RE: Black History Month

Hi Tash,

Following on from our earlier conversation I can confirm the following:

- Cultural Vibes is an exhibition and creative family partnership project with the Milton Keynes Central Library.
- The project focuses on two commemoration events:
 - The celebration of Black History Month activities through organising and setting up a culturally appropriate exhibition accompanied by children and family creative workshops to bring people of various backgrounds together.
 - This project and exhibition will commemorate 60th year anniversary of the music maestro, Isaiah Kehinde Dairo (I. K. Dairo) being honoured as the recipient of the Member of The British Empire, (MBE)
 - In 1963, Queen Elizabeth II named the late Isaiah Kehinde Dairo (I.K. Dairo) a Member of the British Empire (MBE) for his cultural contributions to the Commonwealth, I.K. Dairo is the only African musician to receive that honour.
 - Secondly, the commemoration of Commonwealth Day in March 2024, to bring communities together through a series of activities including storytelling, music, creative workshop and a quiz event.
- All the above suggestions can be tweaked/shaped to fit in with what else is going on locally and we want to add food to the event, patties, jerk chicken, jollof rice etc.
- Although it was suggested that the events would take place at the Milton Keynes Central Library, we have asked them to deliver it in other areas across MK including Woughton and Fullers Slade.
- This project is funded through the Shared Prosperity Fund.
- Learning Through the Arts is the name of the organisation delivering the project, contact details:
 - Lead:
 -
 -
- **A, is coming to MK on Tuesday 12 September from 10:30am, please let me know if you can do either 10:30am or 12pm**

Hope this helps, please let me know if you need anything else....?

Many thanks