

## LISKEARD TOWN COUNCIL GRANT APPLICATION FORM

**Do not complete the Application Form until you have read the Grant Awarding Policy and believe that you comply with it**

**When you have completed this form please send it to:  
The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	Liskeard Traders Association
Person to contact	Maureen Smith
Position Held	Chair
Address	
Telephone	01503 262113
Email	<a href="mailto:maureensmith13@hotmail.co.uk">maureensmith13@hotmail.co.uk</a>
How are you funded?	Membership subscriptions
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	This is a high profile project that contributes towards the regeneration of the town centre by decorating the roads and shopping areas with natural planting. Residents and visitors will benefit because the centre will be a more attractive place to visit. By making the shopping areas more attractive, it will encourage visitors to spend more time in the town, and increase revenues for local businesses.
A brief description of your project	<p>The LTA is applying for a grant to fund the cost of purchasing and installing floral displays during the summer of 2017 in the centre of Liskeard. This would complement and enhance the displays which are already planned and funded by the Traders Association in Fore Street and the adjoining streets for the same period, and the Town Council's planting on The Parade.</p> <p>The LTA has public liability insurance cover that includes the planting and installations.</p>
Have you previously received a grant from Liskeard Town Council?	No
If 'Yes' please indicate	(a) When (Date) (b) Amount received £

<p>What is the total cost of your Project?          What sum of money are you looking for from the Town Council?          How is the difference to be funded?</p>	<p>Total cost is £3,466.98          £2,386.98          The difference will be funded by volunteers donating their time, equivalent to 150 hours.</p>
<p>Name of your Bank Account (Account Payable to)</p>	<p>Liskeard Traders Association</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Signed           Date 20 October 2016</p>

**IF POSSIBLE PLEASE PROVIDE AN UP TO DATE COPY OF THE ORGANISATIONS ACCOUNTS**

## Barras Street and surrounding area planting 2017

### INTRODUCTION

During the summer of 2016, Liskeard Traders Association funded the planting of Fore Street. This consisted of the purchase of a quantity of supporting frames for hanging baskets, together with associated shrubs and flowers. Maintenance of the floral displays has been carried out by business owners and volunteers to create a lively and inviting shopping area that encourages visitors and shoppers to stay longer and return again. Feedback from traders on the street has been overwhelmingly positive, both from themselves and their customers, especially during the visit of The Man Engine. Plans are currently in hand for the summer planting to be replaced by winter baskets and plants, which themselves will be decorated for the Christmas trading period. Beyond that, the LTA will fund additional planting in summer 2017.

Building on the success of summer 2016, the LTA now wishes to extend floral displays into Barras Street and ancillary areas. However, it lacks the financial resources to fund the scheme alone, although it will be contributing volunteer time to design, install and manage the project.

### DESIGN

The planting scheme has been designed with two purposes. Firstly, to enhance the area down from The Parade (Barras Street) so that the high quality and imaginative planting in the flower beds is continued and reflected in the immediate town centre. Secondly, to give the town council the additional option of extending the planting to include the immediate approaches to the roundabout at the junction of Baytree Hill, Dean Street, Windsor Place and Barras Street.

### SELECTION OF BUILDINGS

The design has not been made to enhance individual businesses, but to create an overall floral scheme that brings together the diverse buildings and structures on Barras Street. As far as possible, the scheme uses existing brackets and supports (with permissions). Where the layout requires the installation of new hanging brackets, appropriate permissions will again be sought. Where this is not permitted, the design is flexible enough to accommodate alternative planters (so a window box or trough might substitute for a hanging basket).

Within the scheme, several individual buildings have been separated out for a special approach. Such is the importance of their location and heritage within the town centre, the applicants will tailor their design on a larger scale and invite the building owners to contribute to the additional cost. At the moment, we have identified the Public Library and Webb's House as two of those buildings. If the building owners are unable to make a financial contribution, the planting scheme will still go ahead, but on a reduced scale.

### MARKETING

At this stage, there have been no formal approaches made to individual building owners. The applicants feel that the scheme would benefit from the support of a town figurehead who could, on behalf of the Town Council and the Traders Association, launch an initiative to green the town centre. An invitation to individual businesses to participate would be followed up by a personal visit from the

Association to agree final details. Informal responses so far are positive and constructive.

The applicants wish to stress that the planting of Barras Street is one part of a wider scheme that will include Pike Street, Fore Street and Baytree Hill. This is being financed and managed separately by the Traders Association (see application form for details).

#### MAINTENANCE

Experience with planting by the Traders in Fore Street during the summer and autumn of 2016 has clearly shown the need for there to be a separately organised and managed watering system. Volunteers have limited capability to water the current plant installations and baskets located above shoulder height present problems of health and safety.

Whilst the applicants can commit to ongoing plant maintenance throughout the lifetime of the scheme, this will only be possible if separate provision can be made for watering and feeding.

#### TIMESCALE

If funding is agreed, work will start immediately to approach potential building owners with an individual planting plan that will show their part in the overall scheme. Subject to their approval, we will obtain whatever permissions are needed to install hanging brackets or to locate troughs or tubs. This will also present the organisers with an opportunity to persuade the building owners to make their own contribution towards the scheme: by funding the cost of purchase and installation of hanging brackets; purchasing additional planting or making a direct financial contribution. Individual businesses will be able to purchase any additional display items through the LTA.

Planting will be ordered in the early part of 2017, and the entire scheme will be installed by the time of the Spring bank holiday (27-28 May 2017). This will be coordinated with the installation of planting in Fore Street, and we ask that the town council work with us to manage their own floral displays on The Parade, Guildhall and Public Hall to make for maximum impact.

All the displays that we are responsible for installing and managing will remain in place until at least mid-October 2017, dependent on weather conditions.

#### COSTING

Estimates of plant purchase and equipment have been obtained in October 2016. Breakdown of costs is:

Item	Gross Cost
Brackets & Installation	£433.20
Planters	£60.00
Feeding	£67.20
Planting	£1,826.58
TOTAL	£2,386.98

Liskeard Traders Association  
20 October 2016

## Liskeard Traders Association Grant Application

1	Applications can only be considered if they can demonstrate that the grant aid will be of benefit to the community of Liskeard	See Introduction
2	Grants will only be given to non-profit making organisations.	See Appendix 1. LTA Constitution.
3	All grant applications must be accompanied by the latest set of accounts, failing this, a current statement of the organisation's funds and balances	See Appendix 2. Accounts for 2016/17.
4	An individual may not receive a grant, although a club or association can apply.	The Association is open to all trading businesses in the town of Liskeard.
5	A single business cannot receive a grant, although a Trade Association or Chamber might put forward an eligible project.	See note 4 above.
6	Grants will not be awarded retrospectively to any project.	This project will start in March 2017 and finish in October 2017.
7	Grants will not be given for normal repairs or maintenance.	This is a new project for the planting and installation of floral displays.
8	Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc.	See note 7 above.
9	Normally awards of grant will be in the range of £50 - £500. For applications which the Committee considers are exceptional the Committee can reserve the right to approve a grant of up to £5,000. The approval of a larger sum would need to be ratified by the Town Council under Financial Regulation 5.8 of the Revised Regulations adopted on 20 October 2015.	The indicative budget for this application is approximately £2,400.
10	The money must be used within two years of being awarded.	See note 6 above.
11	Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council is acknowledged in all press releases, Facebook posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded.	It is an important part of the project that the media is regularly updated on progress towards the installation and launch of the planting. LTC will always be acknowledged as the principal funder for the project.

12	Applications are welcomed from Community groups, social enterprises, Trusts and Charities.	See Appendix 1.
13	Should the project be appropriate the Town Council would encourage applicants to seek the support of other grant bodies including from those outside of the town. This will help to draw down the maximum amount external investment into the town.	The broader project is to create floral displays across the town. The LTA has contributed over £4,300 in 2016, and will be spending a similar amount in 2017.
14	Applications must be made on the form supplied	See attached.
15	Applications to be sent by e-mail to the Town Clerk <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a> or posted or handled into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW	
16	Correctly completed applications will be considered by the Finance and Strategy Committee of the Town Council. The applicant may attend the Committee and present their application to the Committee if the applicant wishes.	

## Liskeard Traders Association Constitution

The association shall be known as the Liskeard Traders Association.

Membership of the association shall be open to all trading businesses within the town of Liskeard. For this purpose, a trading business is defined as any business taking cash directly from customers in face-to-face transactions.

The association shall be non-aligned in matters of politics and religion.

The aim of the association is to promote the town of Liskeard and its traders, thereby raising the profile of the town and encouraging more people into the town centre. This shall be achieved by: (a) Promoting special events in the town centre.  
(b) Advertising in local newspapers, etc.

The association shall raise funds to pursue these aims by way of an annual subscription, the level of which is to be agreed by all members in general meeting.

Full Members will pay £10 per month. Associate Members, having no voting rights, will pay £5 per year.

The association shall establish and maintain a bank account for the purpose of receiving and expending such funds.

A committee of no more than nine shall be elected by the members in general meeting. If the committee numbers less than nine, at any time, then additional members can be co-opted at the discretion of the committee, up to the maximum number.

The committee shall appoint a Chairman, Secretary and Treasurer (the Office holders) who will also be the signatories to the bank account. Appointments will be for a term of one year, and will be renewed or changed at the first committee meeting following the Annual General Meeting of members.

The association will hold an Annual General Meeting of members in every calendar year, usually in February but in any case, not more than fifteen months after the previous Annual General Meeting.

All members entitled to attend the Annual General Meeting will be notified at least fourteen days in advance, of the date, time and venue of the meeting.

All nominations for the committee and other proposals to be discussed at the Annual General Meeting must be nominated by a current member and seconded by another current member. For this purpose a current member is one whose subscription is up to date. If there are nine or less nominations for the committee, then those so nominated shall form the committee until the next Annual General Meeting. If there are more than nine nominations, then an election shall take place

among those current members present to decide the nine members of the committee.

Decisions on any other proposals before the Annual General Meeting shall be decided on a simple majority of those current members present, with the Chairman having a casting vote in the event of a tie.

For the purposes of voting on any resolution at any meeting the rule shall be one vote per subscription paying member. Therefore a partnership of two or more paying one monthly subscription shall be entitled to one vote only.

If at least ten current members wish to dissolve the association and petition the Secretary in writing to that effect, then an Extraordinary General Meeting shall be called to discuss the motion.

The Extraordinary General Meeting shall be held within one month of the Secretary receiving such a notice, and all members entitled to attend will be notified at least fourteen days in advance of the date, time, venue and purpose of the meeting. If 75% of current members at the meeting vote in favour then the motion to dissolve the association will be carried.

In the event of a motion to dissolve the association being approved at an Extraordinary General Meeting, then after all debts and liabilities have been settled, the association will dispose of any remaining assets in accordance with the wishes of the current members, as expressed at the Extraordinary General Meeting.

The above constitution was formally adopted by the Association at a General Meeting held on 15<sup>th</sup> February 2012.

Chairperson:

Secretary:



Appendix 2  
**ANNUAL GENERAL MEETING  
LISKEARD TRADERS ASSOCIATION  
TREASURERS REPORT**

**8TH MARCH 2016**

<b>OPENING BALANCE</b>	1ST MARCH 2015	£	1,711.13
<b>EXPENDITURE</b>	AS PER LIST		£3,415.39

<b>RECEIPTS</b>	FUNDAY AUGUST		£246.50
			£3.00
<b>SUBSCRIPTIONS</b>			<u>£3,190.00</u>
			£3,439.50

<b>CLOSING BALANCE</b>	29TH FEBRUARY 2016	£	1,735.24
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CURRENT MEMBERSHIP IS 27 PLUS 1 ASSOCIATE

THE TRADERS ASSOCIATION HAS CONTINUED TO PROMOTE THE TOWN OVER THE LAST 12 MONTHS  
SOME EVENTS HAVE BEEN MORE SUCCESSFUL THAN OTHERS MAINLY DUE TO THE  
LISKEARD WEATHER CONDITIONS THAN EFFORT PUT IN