



Hurstpierpoint & Sayers Common Parish Council
 Email: office@hurstpierpoint-pc.gov.uk
 Website: www.hurstpierpoint-pc.gov.uk
 Telephone: 01273 833264

Village Centre
 Trinity Road
 Hurstpierpoint
 West Sussex BN6 9UY

COMMUNITY EVENTS GRANT APPLICATION FORM (please ensure you are using the correct form)

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	Sayers Common Village Hall, Management Committee.
2.	Name, Address and Status of Contact within the organisation	Shaun Hole, Chairman. [Redacted Address]
3.	Telephone number and Email Address	[Redacted Contact Information]
4.	Is the organisation a Registered Charity? If yes, then please provide charity number	Charity No: 305303
5.	Amount of Grant Requested	£500
6.	For what event is the grant requested? Which aspects of the event will the grant be covering? (For example: "first aid cover for the 7 hours of the event") Please be as detailed as possible about how exactly the funds you are requesting would be spent.	The monies requested are to go towards assisting with the initial start up costs for the first annual village fete. The first Village Fete is Saturday 13 th June 2026. The monies being requested will be specifically used for the main marquee for the event.
7.	What will be the total cost of the event?	We estimate that fixed costs will be in the region of £3000.00
8.	If the total cost of the event is more than the grant, how will the residue be financed?	AV Trade, Furzfield Manor Care Home, Sayers Common Community Shop.

9.	What are the plans for any surplus funds generated by the event (i.e. would these be put forward to a future event)	Any Surplus Funds will be held on Trust / set aside by Sussex Vale Rotary for future fete events.
10.	Have you applied for a grant for the same event to another organisation? If so, which organisation and how much?	As mentioned in item 8, the other organizations are making a donation to the fete but not to a pacific item as we have requested & detailed in item 6.
11.	Who will benefit from the event?	The village & the community plus outlying villages appealing to all ages.
12.	Approximately how many/what percentage of those who will benefit are parishioners?	I would ascertain in the region of 90%
13.	Have financial details been enclosed with the grant application?	NO, but would be happy to submit the accounts to the Parish Council following the event.
14.	Please list any other supporting documents that have been included.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Shaun Hole.....Date.....26/05/26.....

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council No

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.



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Further information and record of Q&A/guidance provided for the Community Events Grant Application for Sayers Common Village Fete

Overview/background from applicant:

Please note the Village Fete & committee is made up from several committees, Sussex Vale Rotary, Sayers Common Village Hall, Sayers Common Community Shop & Sayers Common Society. It is the first year! Going forward I have decided to create a Fete committee with a simple constitution & bank account. We have had to do the application in the Village Hall name because SV Rotary will be applying for a grant for the dementia cafe & SC Society may well also be applying for a grant in due course and I'm aware you can only put in for one request per year.

Supporting documentation clarification:

1. Account details showing income, expenditure, and the level of balances.

Q. Does the fete have accounts yet? If not, then just the budget and business plan should be fine

A. I have submitted the Village Hall management / balance accounts for the year end which will be the accounts submitted to the charities commission by end July 2026. As yet, the Fete does not have accounts but I have done predicted Income & Expenditure for the Fete.

2. Bank Statements.

Q. I appreciate the Village Shop is not the sole funder or committee for the event, it is the account that we would be paying into? If so, Cllrs would likely wish to see a recent statement

A. The account the payment / funds will be paid into is the Village Hall account. I'm waiting for a statement which I will have from the secretary by COP today & will forward to you.

3. Quote(s) for any proposed work.

Q. In this case something showing the price of the gazebo will be fine – do you have an invoice/screenshot of the item being purchased/hired?

A. I will request an Invoice from Colemans & forward, but I've dealt with them for years so basically it goes on my account and then I pay them when they send the invoice.

4. If your organisation is newly formed, a budget and business plan should be included including an indication of how the project will be managed.

Q. As this is a “new” event, we would need a copy of the budget/business plan please

A. I have attached a predicted income & expenditure. If you are looking for a management plan of the event this is being done by Sussex Vale Rotary & underwritten by Rotary international within the Risk & Method Statement which has to be done for the insurance which is provided by Rotary.

5. If your organisation works with children or vulnerable adults, a copy of your safeguarding policy and procedures must be submitted with your grant application.

Q. (I assume children would be expected to be accompanied, but does the event have a “lost child” policy, for example, and is there a risk assessment/event management plan?)

A. This is covered by Sussex Vale Rotary & underwritten by Rotary international within the Risk & Method Statement which has to be done. Once I'm in receipt I will forward to your office.

MRS A WINTERS

Your Community Account

At a glance

28 Mar - 29 Apr 2026

Date	Description	Money out £	Money in £	Balance £
28 Mar	Start Balance			5,718.79
31 Mar	 Direct Credit From Sayers Common Comm Ref: Community Shop		942.08	6,660.87
1 Apr	 Direct Credit From R Williams Ref: Rhys Williams		44.00	6,704.87
7 Apr	 Direct Credit From C Bone Ref: Nick Dalgarno		30.00	6,734.87
	 Direct Credit From Sayers Common Comm Ref: Community Shop		1,175.00	7,909.87
10 Apr	 Direct Debit to Plus2305763-2 Ref: Plus2305763-2	79.39		7,830.48
13 Apr	 Internet Banking Transfer to Account 80466360 at 20-98-74 Mobile Channel	2,000.00		5,830.48
	 On-Line Banking Bill Payment to A. Winters Ref: Material For Chair	121.28		5,709.20
15 Apr	 Direct Credit From Sumup Payments Acc Ref: Mdr Ref: 256898		4.77	5,713.97
	 Direct Credit From Rightcerts Ltd Ref: Canille15/04		52.50	5,766.47
20 Apr	 Direct Debit to Crown Gas & Power Ref: L011052	99.91		5,666.56
21 Apr	 Direct Credit From Sumup Payments Acc Ref: Mdr Ref: 212256		1,072.66	6,739.22
22 Apr	 Direct Credit From Sumup Payments Acc Ref: Mdr Ref: 214116		269.21	6,948.43

Start balance	£5,718.79
Money out	£2,420.58
► Commission charges £0.00	
Money in	£4,016.74
► Gross interest earned £0.00	
End balance	£7,314.95

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued

[illegible]

Income:			Expenditure:		
Grant AV Trade	£	1,000.00	Posters / Flyers	£	55.00
Grant Furzefield Manor	£	500.00	Banners	£	108.00
Grant HPP & SC Parish Council	£	500.00	Road Closure Licence	£	100.00
Sayers Common Community Shop	£	500.00	Hire of Road Closure Equipment	£	-
Duke of York	£	150.00	Hire of Recreation Ground	£	-
Predicted Bar Income	£	1,800.00	Marquee / Toilets	£	1,000.00
BBQ / Hog Roast Income	£	960.00	Rubbish Bin / Refuge	£	150.00
Misc Items	£	350.00	Band	£	400.00
			Bar / Drinks	£	600.00
			Burgers / hog	£	270.00
			Buns / Rolls	£	80.00
			Misc	£	350.00
			Ice cream Van	£	-
			TENS Licence	£	21.00
	£	5,760.00		£	3,134.00

Predicted:

Income	£	5,760.00
Expenditure	£	3,134.00
Profit:	£	2,626.00

Charity No. 305303

Sayers Common Village Hall
Balance 1st October 2024 - 30th September 2025



Income			Expenditure	
Pilates	£ 676.00		Gas	-£ 1,416.50
Karate	£ 1,374.50		Electric	£ -
Yoga	£ 741.00		Water	-£ 1,105.18
Elections	£ -		Phone / Broadband	-£ 842.03
Ad Hoc Hall Rental (Parties, Polling Station etc)	£ 2,397.00		Insurance	-£ 1,344.09
Hall Fund Raising	£ -		Fire Service / Alarm	-£ 91.20
SCCS Rental	£ 5,875.00		Rates	-£ 249.50
SCCS Utilities	£ 2,478.96		Fund Raising Expenses	-£ 161.76
Sundries	£ -		Building Repairs and Maintenance	-£ 3,368.68
Interest	£ 316.68		Miscellaneous	-£ 329.77
Sumup hall bookings	£ 329.50		Hall refunds	-£ 20.00
Sumup fundraising	£ 387.05		Sumup Fees	-£ 21.81
Sumup Shop Use	£ 357.38		Shop sumup payments	-£ 286.35
Sumup SCVS use	£ 215.00		SVCS sumup payments	-£ 211.35
SCVH Bar (Sumup / Cash)	£ -			
Sumup Mic	£ -			
Total	£ 15,148.07			-£ 9,448.22
<i>Current Acct Balance 1st Oct 2024</i>	£ 3,714.51		<i>Balanced as of 30 Sept 2025</i>	£ 9,027.68
<i>Deposit Acct Balance 1st Oct 2024</i>	£ 22,634.57		<i>Balanced as of 30 Sept 2025</i>	£ 22,951.25
<i>Cash in hand 1st Oct 2024</i>	£ 362.85		<i>Balanced as of 30 Sept 2025</i>	£ 432.85

£ 5,699.85

Deposit Account 30/9/25	£ 22,951.25
Current account Balance 30/9/25	£ 9,027.68
Cash in hand 30/9/25	£ 432.85
Total	£ 32,411.78