



THE IVERS

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

Name of Organisation	Iver Heath Residents Association
Position within organisation	Ctte. Member
Address	73 Swallowdale Iver Heath Iver SL0 0EX
Telephone	01753 655391
Email	info@ap-studio.co.uk
Date of application	05-05-22
Is your organisation a registered charity or registered with HMRC as a charitable organisation?	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>
If yes, charity number/reference	
Title of Project for which grant is required	
Total Cost	£5,000 -10,000 [Estimated]
Have any funds been requested from other sources?	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>
If so which?	Private donations from members and local residents
Success/failure of application, and amount requested	See below
Amount of grant requested from The Ivers Parish Council	£500
Start Date	April '22

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

There is a widely held perception that the quality of life for residents in the Ivers is at threat from major commercial development. In the absence of an up-to-date Local Plan we are witnessing a tsunami of large commercial planning applications in and around south bucks for the likes of film studio space and data centres. As a resident association we work very closely with our Unitary, Parish Council and MP to mitigate these threats as and where we can. These efforts, to date, are entirely dependent upon the voluntary efforts of our committee and active members. To support this ongoing effort we do from time to time need to call upon professional expertise from planning, legal and other professionals to submit representations to the LPA concerning planning applications and others seek legal advise. To this end we have recently seeking financial support via our: IverHeath STOPCommercial Green Belt Grab campaign . We see this as an ongoing effort which IHRA's income cannot match. To date we have raised £1500 ring-fenced funds. A grant at this early stage in our demonstration would be welcomed as evident support from TIPC

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.

All residents of the Ivers. The output from all our efforts geared to protecting the health and wellbeing of residents and the wider environment is either published on our website or available for public scrutiny. As such it can be freely used by other local stakeholders to support their own efforts to the same wider ends.

Without these efforts, which are in the wider public interest too, an effective and meaningful challenge to harmful local redevelopment would be weakened.

Please provide a breakdown of the costs of your project.

Planning opinion and reps – typically £450/day
Junior Planning Barrister – typically £1500 for preparation of advice and conference

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:	Leigh Tugwood
Signature:	<i>L M Tugwood</i>
Date:	05-05-22

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

Constitution of Iver Heath Residents Association

1. Name

The name of the association is

Iver Heath Residents Association, referred to hereafter as the Association.

2. Area

The Association covers the following defined geographical area:

The area which falls within the Parish Council as Iver Heath and, in addition, roads which have previously been part of the ward known as Iver Heath within the previous 10 years as defined by South Bucks District Council.

3. The aims of the Association are:

- a) To represent the interests of, and promote membership to all the residents within the defined area.
- b) To promote the interests and rights of residents and to encourage them to be more actively involved.
- c) To ensure that all residents are consulted and informed regularly.
- d) To work towards improving the quality of life for local people and their community.
- e) To assist and promote social activities for recreation and enjoyment, and encourage a community spirit and sense of responsibility.
- f) To be non party-political.
- g) To represent the majority view of the community.
- a) To take into account the views of children and young people who are not old enough to be voting members.

4. Equalities and Diversity

- a) The association will actively seek to promote equal opportunities within the community and within its membership.
- b) The association will value diversity and promote good relations with all members of the community and not discriminate on the grounds of age, disability, race, faith, gender or sexual orientation.
- c) The association will ensure that where possible meetings will be held in venues that are accessible.
- d) The association will provide information on all the ways that members can contribute their views, and how they can meet people's individual needs.
- e) The Association recognises that all sectors of the community have a positive contribution to make to the life of our communities. The Association will represent the

interests of all local residents to the best of its ability, and carry on the day to day business of the Association in an efficient, fair and responsive way.

- f) The Association will provide all new members with appropriate information and support and make them feel welcome at all times.

5. Membership

- a) Membership of the Association is open to all residents living in the defined area of the association aged 18 or over.
- b) Every member shall receive a copy of the constitution, contact details for committee members, details of any planned meetings and how to include an item on an agenda.
- c) Any membership fee will be decided and reviewed at the Annual General Meeting (AGM). Any money raised by, or on behalf of, the association will be used to further the Association's aims.
- d) Associate membership is open to people who do not live in the Association area, but who are interested in helping the Association achieve its aims. The committee will decide whether or not to grant associate member status and whether or not to grant the associate member voting rights as and when it occurs.
- e) Voting membership will end when a member stops living in the area represented, dies or resigns, unless the committee decides to grant associate membership as in 5 d).
- f) In the event of breaches of the Constitution or Code of Conduct membership of the Association can be suspended or ended by a two thirds majority vote of the Committee (of those present)
- g) Notification of suspension of a member must be given in writing to the member with a copy of the Constitution attached.

6. Appeals

- a) Any member who has been suspended or had their membership terminated shall have the right to appeal. If a member wishes to appeal they have the right to ask the Secretary to arrange a special meeting to hear their appeal.
- b) Appeals must be made to the Secretary within twenty eight (28) days of receipt of the letter suspending them. A special meeting must be held to hear the appeal within twenty one (21) days of the Secretary receiving notification from the member.
- c) The appeals panel shall include at least three ordinary members of the association who are not on the Committee.
- d) Any member appealing suspension shall have the right to bring a third party and also, if they wish, to be represented by the third party.
- e) The decision of the appeals panel shall be binding on both parties.

7. Code of Conduct

- a) Members shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated and will be grounds for suspension of individual members. The Chairperson and committee members have the right to warn the member(s) of their behaviour. If they persist they will be suspended until further notice.
- b) It is a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the association. A member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association.

- c) All committee and association members must comply with the Constitution and Code of Conduct at all times. Any serious breach of the Constitution or Code of Conduct may result in Committee members, following a majority vote of the Committee, being asked to resign and if appropriate, termination of membership as indicated in 5(g).
- d) Members must never personalise issues, and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion.
- e) Voters should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.
- f) Members cannot receive any payment from the Association other than for bona fide expenses agreed by the Committee and approved in advance. Expense claims must be submitted to the Treasurer at least seven (7) days before the next committee meeting.
- g) Members must never use their position to seek preferential treatment for themselves, their family or relatives. Nor should they use their position to be treated more or less favourably when requesting services from the Council or other organisations.
- h) Committee members must not divulge any association business which is treated as confidential to other persons or organisations.
- i) Statements to the media or other organisations on behalf of the Association should be made by the Chairperson or committee members with the prior approval of the Committee.
- j) Correspondence sent on behalf of the Association must be signed by the Secretary or Chairperson, agreed by the committee and recorded in a log by the Secretary.
- k) Any resident who feels that they have not been treated fairly and equally by the Association can raise this with the Committee who will respond within twenty eight (28) days.
- l) Any complaints received about the conduct of the Association or individual members will be taken to the Committee who will respond within twenty eight (28) days. The Committee will only deal with complaints that relate to the activities of the Association and its members in relation to the Constitution and Code of Conduct. Committee members will not deal with neighbour or interpersonal disputes in the area.

8. The Committee

- a) The Committee shall monitor the work, finances and membership of the Association.
- b) The Committee will produce and update a simple action plan throughout the year to be used to prepare an Annual Report to members at the AGM.
- c) The Committee shall have a minimum of the following officers: a Chairperson, Secretary and Treasurer. The Committee shall have the power to appoint if they wish a Vice-chairperson, Vice-Secretary and Vice-Treasurer. Committee members shall be elected at an Annual General Meeting. The Committee will also include a named person or persons that the Parish and District Council can contact for consultation.
- d) Committee members shall be elected at an (AGM).
- e) The Committee shall have a minimum of five (5) and a maximum of fifteen (15) members at any one time.
- f) There shall be only one committee member per household.
- g) The Committee may appoint sub-committees to carry out the activities of the Association. Sub-committees shall be directly accountable to the Committee. The Committee will agree in advance the terms of reference for any sub-committees, which may then act and apply any finance raised within these terms. At least one committee member shall sit on any sub-committee of the Association.
- h) All sub-committees shall keep proper accounts and records of all meetings to be made available as required to the Committee or general meeting. The Committee or general meeting may dissolve any sub-committees. Any accounts, records or assets of the sub-committee will pass to the Committee.

- i) Any vacancies on the Committee may be filled by co-opting members with full voting rights until the next general meeting or AGM.
- j) Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.
- k) The quorum for Committee Meetings shall be five (5) or 50 percent (whichever is the greater) of committee members. This quorum should also be applied when making decisions other than at meetings.
- l) The committee has the power to make decisions using electronic media outside of committee meetings. Any vote held by electronic or other means must be logged and recorded by the Secretary and formally approved at the next meeting (general or committee).
- m) Committee meetings may be called by the Chairperson and Secretary, or at the request of one third of committee members. At least seven (7) days notice must be given.
- n) A minimum of three (3) committee meetings will be held in each calendar year.
- o) All committee meetings are open to all members as observers.

9. Duties of the officers

- a) All the officers of the Association have a duty to further all the aims of the Association.
- b) The Chair shall conduct the meetings of the Association, if the Chair is absent, the Vice-Chair or other committee member will take over.
- c) The Secretary is responsible for convening all meetings and giving the relevant notice to members. The Secretary shall ensure that a proper record is kept of all meetings of the Association, its committees and sub-committees in the form of minutes. The Secretary shall keep a record of all correspondence, consultation and activities carried out on behalf of the Association, and provide them as required by the Committee or general meetings. The Secretary shall maintain a register of committee members and paid up members of the Association.
- d) The Treasurer shall oversee all banking and financial arrangements outlined in part 15, Finance, be responsible for keeping proper accounts of income and expenditure and report on the Associations financial matters to the Committee and AGM. All cheques must be signed by the Treasurer and one other committee member.
- e) Any officer delegated to represent the Association in consultation with any other body shall act on the instructions of Association and shall report back to the Committee or general meeting whichever is the sooner.
- f) The named officer for consultation will be responsible for ensuring that when responses are made they are representative of the views of the Association and not those of an individual. The named officer will keep a record of responses and provide them as required by the Committee or general meetings.

10. Meetings

- a) The Association shall hold an AGM each calendar year and not more than fifteen months shall pass between one AGM and the next.
- b) The AGM shall:
 - Agree the minutes of the last AGM
 - Receive an Annual report from the Committee
 - Present a statement of accounts to members
 - Elect committee members
 - Agree rates for membership fees (if any)
 - Vote on amendments to the Constitution
 - Consider any resolution put forward by members
- c) Any member shall be entitled to stand for election to the Committee.

- d) Nominations for the Committee must be received by the Secretary in writing at least three days before the meeting, unless the Committee makes a decision to accept nominations at the AGM.
- e) Nominees shall be present at the AGM unless they are unable to attend due to illness, holiday, etc. at the discretion of the Committee. The Secretary must be informed before the meeting.
- f) An independent observer shall attend each AGM and confirm that the meeting was arranged and conducted in accordance with the Association's Constitution. The independent observer can be one of the following:
 - An elected Councillor
 - A Council Officer
 - A committee representative from another Resident's Association.
- g) All members must receive notification of the meeting not less than seven (7) days notice of the AGM. Notice of the AGM shall be displayed on public notice boards in the Association's area.

11. Special General Meetings

- a) A special general meeting may be called by the Committee or if requested by at least 5% of the households in the Association.

12. General Meetings

- a) General meetings are open to all members living in the defined area. All members from the defined area present will be entitled to vote on proposals put forward.
- b) Decisions of the General Meeting shall be binding on the Committee
- c) At least seven (7) days notice shall be given for a general meeting. Every eligible household will receive an invitation.
- d) The quorum for a general meeting shall be a minimum of 10% of households represented, including committee members.
- e) If a member believes an item to be of a confidential nature this must be made known to the Chairperson before commencement of business. The Committee must decide if the item is to be discussed in a closed session at the end of the general meeting.

13. Voting

- a) Decisions at meetings (except those dealing with alterations to the constitution) shall be taken by a simple majority of those voting, including any proxy votes.
- b) The named proxy must be a general committee member. The Secretary must be informed of the proxy not later than three (3) days before the meeting. Each member has one vote.
- c) In the event of a tie of the vote the Chairperson of the meeting shall have the casting vote. The Chairperson of the meeting shall not otherwise vote on any resolution.
- d) Counted vote is needed and the numbers shall be counted and recorded in the minutes.
- e) Alterations to the Constitution require a two-third majority of those present and voting at a general meeting. Full details of proposed changes must be circulated at the next general meeting. Changes to the constitution will be circulated and discussed at the next general meeting unless a special general meeting is called as outlined in 11 above.
- f) Conflict of interest must be declared. A member who declares conflict of interest should then withdraw from the discussion and voting on the issue in question.

14. Minutes

All formal meetings must be minuted and the minutes formally approved by the next meeting (committee or general)

15. Finance

- a) An accurate record of income and expenditure must be produced each year at the AGM to be made available to all members on request.
- b) Accounts should be open to inspection by members on request
- c) All monies raised by or on behalf of the Association shall be applied to further the aims of the Association and for no other purpose.
- d) The Association will carry out any appropriate external scrutiny and/or audit of the accounts as required by current legislation.
- e) Account(s) must be opened in the name of the Association. Cheques, transfers and other banking instruments or instructions shall be signed by the Treasurer and at least one (1) other signatory who must also be a member of the Committee.
- f) Signatories must not be related to, or members of, the same household.
- g) Proper records of all transactions including petty cash transactions must be kept.
- h) Finances raised for or on behalf of any sub-committee must be applied only within the terms agreed by the Association Committee.

16. Dissolution

- a) The Committee, or if a committee no longer exists, a majority of remaining members of the Association, can propose that the Association should be dissolved. They must give at least fourteen (14) days notice to all eligible members that a meeting is taking place proposing to dissolve the Association. For the sole purpose of dissolution a quorum need not apply, and the Association may be dissolved by a two-thirds majority of those present. Any assets remaining after settling any liabilities shall be applied for the benefit of the community in accordance with the aims of the Association.

- - - -END- - - -

IVER HEATH RESIDENTS' ASSOCIATION

Receipts and Payments Account for the Year Ended 31st March 2021

	<u>2021</u>	<u>2020</u>
Receipts:		
Subscriptions	1,140	960
Donations	150	63
Quiz Night	-	225
Collections	-	5
Lottery	469	611
Bank Interest	2	4
Total Receipts	£ <u>1,761</u>	£ <u>1,868</u>
Less Payments:		
Defibrillator Insurance	112	112
Defibrillator Pads	-	39
Air Quality Monitoring	269	227
Telephone Box Displays	57	5
Hire of Hall	-	25
Litter Picking Expenses	6	-
Xmas Tree Lights	-	70
CPRE Membership Subscription	36	-
Charity Insurance	174	174
Web Site	175	-
Gifts and Donations	181	38
Sundries	-	15
Telephone	90	40
Advertising	575	173
Postage and Stationery	132	118
Total Payments	£ <u>1,807</u>	£ <u>1,036</u>
(Deficit)/Surplus for year	(46)	832
Surplus brought forward	3,301	2,469
Total Funds	£ <u>3,255</u>	£ <u>3,301</u>
Represented By:		
General Fund:		
Cash	50	50
Bank Balances	<u>2,824</u>	<u>2,791</u>
Defibrillator Fund	-	.79
SPP Donation	381	381
	£ <u>3,255</u>	£ <u>3,301</u>