

WARWICK TOWN COUNCIL

APPLICATION FORM

COMMUNITY FUNDING



- Please read Guidelines Parts 1 & 2 before completing the form.
- Closing date for applications: 10 days prior to Committee Meeting.
- Applications must be countersigned by the supporting Town Councillor
- Warwick Town Council encourages applicants to have other partners, groups or charities supporting financially to the cost of the project.
- Grants under £3,000 will go forward for approval by the committee.
- Grants more than £3,000 will be taken to the committee for recommendation and then to the following Full Town Council meeting for final decision.

If you can tick ALL the boxes below you are eligible to apply for a grant

- ✓ Your group has got a bank account (we cannot pay money into individual's accounts)
- ✓ Your group is non-profit making, i.e a registered charity, a voluntary or community group, or a club or society
- ✓ Your project will benefit people in Warwick (CV34)
- ✓ Your project requires a one-off payment (we cannot provide ongoing funding)
- ✓ Your project has not already started or been completed
- ✓ Your application includes at least 3 comparison quotes to demonstrate best value for money (where applicable)

Section 6 of this application, Town Councillor Declarations, must be completed before submitting your application to the office.

Section 1: Contact Details	
Name of group/organisation applying	Chase Meadow Community Centre
Contact details of person completing the application form	Name Jo Whitten
This person is responsible for:	Email address
<ul style="list-style-type: none"> • providing information if requested • receiving the grant money if awarded • signing the grant agreement • providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved 	joannahwhitten@googlemail.com
	Telephone number 07581368655
	Postal address
	Chase Meadow Community Centre
	Narrow Hall Meadow
	CV34 6BT

Section 2: Group/Organisation Details

<p>Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives</p>	<p>Our aims and objectives are to:</p> <ul style="list-style-type: none"> -promote the benefits of social, leisure, sporting activities and community involvement in the interests of good health and social welfare for residents of CM and environs. -advance learning, education and training, promote community understanding. -promote social and racial harmony, support families, young people, elderly and disabled. -promote and advance opportunities for voluntary work/employment. -sustain, maintain, manage and develop the facilities of the Company in furtherance of the above objects. -provide services by association with voluntary organisations, local authorities, health organisations, local communities and organisations in a common effort to provide services enabling individuals to move forward with their lives. 										
<p>Please provide the charity & VAT number for your group, if applicable</p>	<p>Registered Charity Number: 1156393</p>										
<p>How many people are currently involved in your group /organisation?</p>	<table border="1"> <thead> <tr> <th colspan="2">Members / service users</th> </tr> </thead> <tbody> <tr> <td>Women (18+) = 500</td> <td>Men (18+) = 500</td> </tr> <tr> <td>Girls (0-17) = 500</td> <td>Boys (0-17) = 500</td> </tr> <tr> <th colspan="2">Staffing</th> </tr> <tr> <td>Paid staff = 6</td> <td>Volunteers = 45</td> </tr> </tbody> </table>	Members / service users		Women (18+) = 500	Men (18+) = 500	Girls (0-17) = 500	Boys (0-17) = 500	Staffing		Paid staff = 6	Volunteers = 45
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Section 3: Project Information

<p>Project Title / Event</p>	<p>Boiler Replacement</p>
<p>Tell us about your project</p> <ul style="list-style-type: none"> • This should describe what you want to do with the money • Planned timescales and start date of project • Who the project will benefit and what age groups? • Location – where will your project be based? 	<p>In the almost 10 years since Chase Meadow Community Centre opened, our regular hirers have provided the community with a broad range of activities, from singing and dancing, to sports and exercise classes for all ages and abilities, counselling, scouting, playgroups and support groups. We work hard to fill the gaps in this provision with our own projects. We run 2 weekly Youth Clubs, a dementia group, parent support groups, social and sports opportunities for older people, a walking group and many other opportunities. Our partnerships</p>


	<p>with St. Michael's Church and other local organisations have brought a range of services to our community, including a bereavement group, holiday hunger programmes and a men's social group. Last Winter, we operated as a 'Warm Hub' where people could come and spend time in the centre, free of charge, have a hot drink and avoid large energy bills at home as well as isolation. We hope to run this scheme again this Winter.</p> <p>Ironically, we may not be able to support people in this way this year. Despite careful servicing and maintenance, a part of our boiler has corroded, meaning very quickly, the boiler started leaking and has been condemned. Before the cold weather sets in we urgently need to replace the boiler.</p>
<p>How do you know there is a need for the work covered by your grant application?</p> <ul style="list-style-type: none"> Describe the evidence you have got and the source (e.g survey, statistical data etc) 	<p>Very simply, our boiler is completely broken beyond repair. We will not be able to remain open and supporting the community this Winter if we do not repair it quickly!</p>
<p>Partnership Working</p> <ul style="list-style-type: none"> What other partners are involved in the project and what are their contributions? 	<p>We work in partnership with all of the other Warwick Hubs, and are about to embark on a project in partnership with The Gap and Packmores Community Centre, to extend our reach into The Forbes and Westend, and support even more people!</p>
<p>Equality of access</p> <ul style="list-style-type: none"> How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have access to the project? 	<p>Inclusivity is at the heart of everything that we do. We pride ourselves on welcoming people, and supporting people from all backgrounds. We welcome anyone to the centre, and we hope to have the most impact by working in partnership with other organisations who can help us bring benefit to some of the most vulnerable in our society.</p>
<p>What economic or community-based need does your grant aim to fulfil?</p>	<p>We cannot support the community without this work. The Community work which we already undertake would have to stop temporarily, and our future plans would be on hold!</p>

What age group(s) will benefit from the project?	Tick/indicate all that apply: <div> <div>15-24</div> <div>25-35</div> </div> <div> <div>36-50</div> <div>51-65</div> </div>
How will it be monitored for success?	Essentially the successful completion of the work before Winter will be the main indicator of success. This will then allow us to continue to make impact in our community, which we regularly evaluate.

Section 4: Financial Details																	
How much money are you requesting from Warwick Town Council?	Total amount applied for £2479.73																
Please provide a simple itemised breakdown of how this money will be spent	<table border="1"> <thead> <tr> <th>ITEM</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>Replacement Boiler and Flue, supply and fit</td> <td>£3969.77 +VAT</td> </tr> <tr> <td>Sampling of water system</td> <td>£180 + VAT</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>TOTAL:</td> <td>4149.77 + VAT = 4979.73</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	ITEM	COST	Replacement Boiler and Flue, supply and fit	£3969.77 +VAT	Sampling of water system	£180 + VAT							TOTAL:	4149.77 + VAT = 4979.73		
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Is this the total cost of the project?	No																
If no, please give details of funds raised or applied for from other partners, agencies, groups etc:	Other funds applied for/secured (including amount): Warwick Relief in Need £2500 Any additional costs which result will be covered from our small surplus.																
What is the total cost of the project / event?	£4979.73																

Section 5: Declarations	
Signature of main contact person	<i>J. Whitten</i>
Date form completed	10/9/23

This section must be completed before submitting your application to the office. 'Councillors Funding Application' form must also be completed by the supporting Town Councillor to indicate their support and submitted at the same time as this completed application.

Section 6: Town Councillor Declarations	
Town Councillor supporting the project (name)	Daniel Browne
Have you been or will be actively involved in this project?	As Aylesford ward councillor, I take a keen interest in the work that Chase Meadow Community Centre carries out with and for the community. It's a vital community resource that is well used and well needed. While I won't be involved in the replacement of the boiler, supporting the boiler being replaced will mean the centre can stay open over winter and serve the community. Activities can then keep going, which I shall continue to support and take an interest in.
Town Councillor's signature	
Date:	18 th September 2023
Town Councillor's additional comments (if applicable)	

Completed forms and any supplementary sheets should be sent to:

Warwick Town Council
Court House
Jury Street
WARWICK
CV34 4EW

Electronic Copies: clerk@warwicktowncouncil.org.uk



**Facilities and Maintenance
Engineering Limited**

11th May 2023

Our Ref – QU3969NH

Chase Meadow Community Centre
Narrow Hall Meadow
Warwick
CV34 6BT

Dear Jo,

Ref: Replacement of boiler

Further to our subsequent site visit, I have the pleasure in submitting our quotation to carry out the following works.

Scope of Works: Boiler

- Take sample of heating water and get tested for quality and inhibitor levels prior to replacing boiler
- Drain boiler locally and remove old boiler and flue
- Install new wall hung boiler
- Install new vertical flue
- Modify all heating and gas pipework for the new boiler.
- Install condense pipework to suitable drain
- Modify electrics to suit new boiler
- Test heating and boilers for correct operation
- Boiler will be commissioned by manufactures.
- All waste removed from site.

Total Boiler Cost:

£3969.77 +vat

System laboratory health analysis cost:

£180.00 +vat

Complete Project Cost:

£4149.77 +vat

No allowances for:

Flushing/dosing of heating system – a further quote can be provided following the results of the sample taken if system requires cleaning/dosing with inhibitor.

Out of hours works.

Decoration

Removal of any Asbestos

Any works or parts not yet identified or mentioned within this quotation.

Note 1:

When a new boiler is installed, it is recommended the heating system is cleaned and dosed with inhibitor.

When a sample of the system is taken, we will get this tested, and this will determine what the quality of the system is and what action needs to be taken.

We can then provide a quote based on the results of the sample.

Terms and Conditions

Quotation valid for a period of 30 days

Normal working hours are Mon-Fri 0800-1630

Final payment are strictly 30 days from date of invoice

I hope our quotation meets with your requirements, however if you should have any queries or require any further information, please do not hesitate to contact me

Assuring you of our best attention at all times,

Yours Sincerely

Neil Hadley



www.heatingcooling.uk | info@heatingcooling.uk | 0330 174 1357 / 01926 279922

Your Estimate was created by Jack Dalley - GAS PROJECTS on 08/09/2023

Your Property Details

Site: Narrow Hall Meadow Warwick CV34
6BT
Postcode: CV34 6BT

Your Estimate

Hi,

Thank you for your enquiry.

Please find enclosed our estimate, I hope this meets your requirements. The works to be carried out are as follows:

Boiler Installation:

- Prepare work area with roll and stroll floor covering to protect floors and surfaces where required.
- Fully drain down heating system and isolate where required.
- Remove existing Potterton Paramount Three 40 regular boiler from plant room and remove flue from loft space.
- Supply and fit Worcester Greenstar 8000 35KW Life System boiler to original boiler position. ***Please Note: A Worcester Greenstar 8000 40KW Life Regular boiler with 12 year warranty may also be used depending on agreed heat output required.***
- Supply and fit Worcester Greenstar vertical flue and extensions to boiler and terminate as per manufacturers instructions. ***Please Note: Vertical flue termination will need adapting to comply with current flue regulations as current termination is NOT satisfactory.***
- Supply and fit Worcester Greenstar magnetic system filter to return pipework on boiler. This will ensure the boiler is issued with a 12 year manufacturers parts and labour warranty, providing the boiler is serviced every 12 months by a gas safe registered engineer.

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Union House - 111 New Union St
Coventry - CV1 2NT



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- Connect onto existing flow and return pipework at boiler and alter where required.
- Connect onto existing gas pipework at boiler and alter where required.
- Connect onto existing condensate pipework and alter where required. Condensate pipework to be terminated internally into drain grate currently in plant room.
- Connect onto existing pressure relief pipework and alter where required. **Please Note: Current blow off currently terminates to floor level. Pipework to be re-routed and terminated externally with cage fitted.**
- Supply and fit external timeclock to boiler and alter electrical connections to suit.
- Add chemicals to system and carry out flush as per manufacturers commissioning instructions.
- Add correct levels of inhibitor required, re-fill system and fully vent and test.
- Commission boiler as per manufacturers instructions and boiler benchmark to be handed over to client upon completion.
- All waste from installation will be removed from site.

Please Note: It is assumed all pumps and valves are in good working order. Should any pumps or valves require replacement due to faults found during installation, then this will be informed to the client & charged at an additional agreed rate to this estimate costing.

Please Note: A water sample will be taken prior to installation to confirm water quality in system currently. This will determine what level of flush is required. Should a full system power flush be required, then this will be an additional £750.00 + VAT to the costing. All other flush and dosing requirements by manufacturers are already included in this estimate.

I hope this estimate is to your satisfaction. If you have any questions then please do not hesitate to contact myself or a member of the office on **01926279922**.

Kind Regards,

Jack Dalley
Heating & Cooling (Midlands) Limited.

Your Cost

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Sub-Total ex VAT	£6056.00
VAT @ 20%	£1211.20
Total inc VAT	£7267.20

**If you have any questions please contact our office
on 0330 174 1357 and ask for Jack Dalley - GAS
PROJECTS**

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TERMS AND CONDITIONS OF BUSINESS

1. For the purpose of these terms and conditions the following words shall have the following meanings: - (i) "The Company" shall mean Heating & Cooling (Midlands) Limited & its associated trading companies (ii) "The Customer" shall mean the person or organisation for whom the Company agrees to carry out works and/or supply goods (iii) "The Operative" shall mean the contractors/sub-contractors or representative appointed by the Company.
2. The Customer may place orders with the Company verbally or in writing and the Customer warrants that any employee or representative who places an order with the Company will have the authority of the Customer to create a contract between the Customer and the Company on these Terms and Conditions. On receiving an order, the Company will issue a job number to the Customer at which point a contract will be made between the Customer and the Company on these Terms and Conditions which (subject to Clause 8) shall not be cancellable. These Terms and Conditions may not be released, discharged, supplemented, interpreted, varied or modified in any manner except by an instrument in writing, signed by a duly authorised representative of the Company, and by the Customer. Further, these Terms and Conditions shall prevail over any terms and conditions used by the Customer or contained or set out or referred to in any documentation sent by the Customer to the Company. By entering into a contract with the Company the Customer agrees irrevocably to waive the application of any such terms and conditions.
3. Where the Company agrees to carry out works for the Customer then such works shall be carried out by the Operative who shall be selected by the Company in its absolute discretion.
4. The total charge to the Customer shall consist of:- the cost of materials supplied by the Company (to include the normal trade mark up on the purchase price of such materials), to the Customer, and the amount of time spent by the Operative(s) in carrying out works for the Customer (to include all time spent in obtaining materials for the Customer whether or not the Operative is ultimately able to supply such goods to the Customer), charged in accordance with the Company's current schedule of rates. All charges are subject to VAT at the prevailing rate, except in cases where the work or goods carried out is zero- rated.
5. Invoices are due for payment immediately or only with prior written agreement from the Company 7 days from date of invoice. On longer works further payment terms are available which will be discussed and added into the works contract. Any queries on invoices must be made in writing to the Company within 7 days of the date of invoice. Invoices which remain unpaid (whether wholly unpaid or in part) shall incur interest at the rate of 8% above the Bank of England base rate until payment is received in full by the Company.
6. Where the date and/or time for works to be carried out is agreed by the Company with the Customer, then the Company shall use its best endeavours to ensure that the Operative shall attend on the date and on the time agreed. However, the Company accepts no liability in respect of the non-attendance or late attendance on site of the Operative, or for the late/non delivery of materials, if such delay is due to any cause whatsoever beyond its reasonable control. The Company shall be entitled to a reasonable extension of the time for performing such obligations.
7. The Company shall not be under any obligation to provide an estimate to the customer, and shall only be bound (subject as hereinafter) by estimates given in writing to the Customer and signed by a duly authorised representative of the Company. The Company shall not be bound by any estimates given orally. When a written estimate has been supplied to the Customer, the total charge to the Customer referred to in the estimate may be revised in the following circumstances: (i) If after submission of the estimate the Customer instructs the Company (orally or in writing) to carry out additional works not referred to in the estimate (ii) If after submission of the estimate there is an increase in the cost of materials. (iii) If after submission of the estimate it is discovered that further works need to be carried out which were not anticipated when the estimate was prepared. (iiii) Any savings made regarding promotional purchases or bulk buying of materials or a reduction in man hours required on any works will be reflected in the final invoice sent to the custom
8. If the Customer shall purport to terminate a Contract prior to any work being carried out, or materials being delivered to site, he shall be entitled to do so upon payment to the Company, of an amount equivalent to the cost to the Company of any time

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spent and materials purchased by the Company in connection with the Contract calculated in accordance with Clause 4 plus the profit which the Company would have made on the Contract if it had not been terminated.

9. If, after the Company shall have carried out the works and/or supplied the materials, the Customer is not wholly satisfied with the works carried out and/or materials supplied, then the Customer shall give notice in writing to the Company, within 7 days of completion of the works or delivery of materials, and shall afford the Company the opportunity of inspecting such works and/or materials. Where appropriate the Customer shall afford the Company the opportunity of carrying out any necessary remedial works and/or replacing any defective materials. The Customer accepts that if he/she fails to notify the Company as aforesaid then the Company shall not be liable in respect of any such defects in the works carried out and/or materials supplied.

10. Subject as expressly provided in these Terms and Conditions all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law, and in particular the Company shall be under no liability to the Customer in respect of any defect arising from the use of materials supplied by the Customer. Except in respect of death or personal injury caused by the Company's negligence, the Company shall not be liable to the Customer by reason of any representation (unless fraudulent) or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract, for any indirect, special or consequential loss or damage (whether for loss of profit or otherwise), costs, expenses or other claims for compensation whatsoever (whether caused by the negligence of the Company its employees or agents or otherwise) which arise out of or in connection with the performance of any contract and except as expressly provided in these Terms and conditions, the entire liability of the Company under or in connection with the performance of any contract shall not exceed the price of that contract.

11. Title to any goods, supplied by the Company to the Customer shall not pass to the Customer but shall be retained by the Company, until payment in full for such goods, has been made by the Customer to the Company. Until such time as title in such goods has passed to the Customer (i) The Company shall have absolute authority to retake, sell or otherwise deal with or dispose of all, any or part of such goods in which title remains vested in the Company. (ii) For the purpose specified in (i) above, the Company or any of its agents or authorised representatives shall be entitled at any time and without notice to enter upon any premises in which goods or any part thereof is installed, stored or kept, or is reasonably believed so to be. (iii) The Company shall be entitled to seek a Court Injunction to prevent the Customer from selling, transferring or otherwise disposing of such goods: Notwithstanding the foregoing, risk in such goods shall pass on delivery of the same to the Customer, and until such time as title in such goods has passed to the Customer, the Customer shall insure such goods to their replacement value and the customer shall forthwith, upon request, provide the Company with a Certificate or other evidence of such insurance.

12. These Terms and Conditions and all contracts awarded between the Company and the Customer shall be governed and construed in accordance with English Law and shall be subject to the exclusive jurisdiction of the English Law ALL BUILDING, ELECTRICAL & GAS WORK WILL BE CARRIED OUT IN ACCORDANCE WITH BUILDING CONTROL REGULATIONS.

Please note, the above quotation costs are based on that stated above and if you have any queries please do not hesitate to contact us. *Any discount or client benefits from any Heating & Cooling (Midlands) Limited companies will not be applied until sign off of completed works or goods received by customer/client*

Your Property Maintenance Specialists

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Coventry - CV1 2NT

to me

Hi Jo,

Many thanks for sending me the attached information

Our estimated price to supply and install similar equipment 40 kw boiler size would be £5500 + vat

If you wish to proceed please let me know.

Best Regards

Mark Stephenson
Managing Director

Mobile 07973 835 494
Office – Freephone 0800 464 7388
Why not visit our website www.OKEL.co.uk



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