



To All Members of the Parish Council

You are hereby summoned to attend the Parish Council Meeting of Sacriston Parish Council at The Fulforth Centre on Wednesday 12th November 2025 at 6.30 pm for the purpose of transacting the following business:

AGENDA

- 1. Welcome and Apologies for Absence**
- 2. Declarations of Interest** -To receive and record any Disclosable Pecuniary Interests in relation to items on the agenda.
- 3. Public Participation** -Questions and comments from members of the public (maximum 5 minutes per item/per individual).
- 4. Approval of Minutes** - To approve the minutes of the meeting held on 1st October 2025 (attached)
- 5. Police Matters**
- 6. Planning Applications** - to note and consider any response to applications received between 24th September 2025 and 6th November 2025.
- 7. Growing Sacriston Together in Bloom**
- 8. Parish Assets**
 - a. Bus Shelters
 - b. Village Clock
 - c. Parish Building
 - d. War Memorial
 - e. Pit Wheel
- 9. County Councillors' Reports**
- 10. Reports from Group Representatives**
 - a. **Fulforth Centre** – To note the verbal report provided.
 - b. **HR and Finance Panel** - To note the minutes from the meeting held on 1st September 2025 and to note the verbal report provided regarding the meeting held on 10th November 2025 (attached).
 - c. **Sacriston Allotment Association** – To note the minutes from the meeting held on 1st September 2025 and to note the verbal report provided regarding the meeting held on 10th November 2025 (attached).
- 11. Wilkinsons Funfair** – To discuss the correspondence received and to consider a reply (attached)
- 12. Website** – The clerk is to provide an update regarding the current contract.
- 13. Festive Lights** – To approve the installation of the lights at the Crossroads as per the quotation (attached).
- 14. It's Your Neighbourhood Campaign** – to note the information (attached).

15. Finance Report

- a. To review and approve payment of invoices received (attached)
- b. To review and agree on the current up to date budget 2025-2026 (attached)
- c. To note that the clerk is to provide a claim for VAT.

16. Grant Applications

- a. Salvation Army – Christmas Toy Appeal (attached)
- b. Sacriston Colliery Cricket Club (attached)

17. Grant Awarding Policy and Grant Application Form – To approve the Grant Awarding Policy and Grant Application Form (attached)

18. Date and Time of Next Meeting - Wednesday, 3rd December 2025 at 6:30 PM

Signed: Mrs C Dixon (Clerk to the Council)



SACRISTON PARISH COUNCIL

Minutes of the meeting held on Wednesday, 1st October 2025 at 6.30 pm In The Fulforth Centre

Present: Cllr H. Dixon (Chair), Cllr A Wray, Cllr R Mickle, Cllr M Morrell, Cllr E Hopkins, Cllr A Page, Cllr D Robson, Cllr K Wilson, Cllr R Sharp, Cllr A-M Johnson, and Mrs C Dixon (Clerk)

Also, present was County Cllr T Robson

Apologies: Cllr D Robson, Cllr G Ludlow, Cllr D Forth, Cllr E Waldock and County Cllr J Pickard

Item No:

1. Introductions and Apologies for Absence

The Chair opened the meeting at 6.30 pm and welcomed everyone.

Apologies **RECEIVED** and **ACCEPTED** from Cllr D Robson, Cllr G Ludlow, Cllr D Forth, Cllr E Waldock and County Cllr J Pickard.

2. Declarations of Interest

RESOLVED: No declarations were received.

3. Public Participation - (Questions & Comments from the public in attendance – max 5 mins per item/individual)

There were no members of the public in attendance.

4. Approval of Minutes

RESOLVED: The minutes from the Meeting held on 3rd September 2025 were accepted and signed as a true record.

5. Police Matters

RESOLVED: The pact meeting is being held tonight in The Fulforth Centre.

6. Planning Applications

RESOLVED: To **NOTE** there were no planning applications.

7. Growing Sacriston Together in Bloom

RESOLVED: To obtain costs for purchasing some planters and spring bulbs for around the pit tub. To consider asking the local schools to participate in planting the spring bulbs.

8. Parish Assets

- | | |
|--------------------|-------------------------------------|
| a. Bus Shelters | RESOLVED: Nothing to report. |
| b. Village Clock | RESOLVED: Nothing to report. |
| c. Parish Building | RESOLVED: Nothing to report. |
| d. War Memorial | RESOLVED: Nothing to report. |
| e. Pit Wheel | RESOLVED: Nothing to report. |

9. County Councillor Report

Cllr T Robson;

- Highways is looking at the junction of Plawsworth Road and John Street.
 - Liaising with Live Well North East regarding their next event.
 - Paint is worn from the zebra crossing.
 - Bus shelters have been smashed in various places.
 - Having a meeting with restorative justice to see if they can help in any areas of the village.
 - Lingey Close wasteland – to try to contact the owner.
 - 106 monies discussed.
 - Looking to get vacant industrial units tenanted.
 - Reported damage to Jubilee Park.
 - Contacted public health regarding rubbish bags lying around.
- RESOLVED:** The verbal report was noted.

Cllr Sharp raised issues she is experiencing with the footpath beside the development at Daisy Hill and requested the help of the County Cllr.

Cllr Hopkins requested that the woodland behind the old Church be inspected for fly-tipping and cleared.

Cllr Page requested that the metal fencing be removed from the new development at Graham Court.

Cllr Wray requested that another waste bin be provided for the area next to the pit wheel.

RESOLVED: County Cllr Robson will investigate the above.

10. Parish Council Noticeboard

RESOLVED: to **APPROVE** the clerk to obtain costs for a new noticeboard. It was discussed that the old board could be relocated to Daisy Hill allotments.

11. Unmetered Electricity Usage for the Festive Lights

RESOLVED: to **APPROVE** the 3-year contract with Valda for the unmetered electricity supply.

12. Reports from Group Representatives

- a. **Fulforth Centre** – no report as meetings not until next week.
- b. **HR and Finance Panel** – no report as meetings not until next week.
- c. **Parish Allotment Association** – no report as meetings not until next week.

13. Finance Report

a. Invoices to be paid

RESOLVED: Invoices agreed to be paid and were signed by the Chair.

b. HMRC tax and NIC contributions to be paid monthly by direct debit

RESOLVED: to **APPROVE** for the payment to be made by direct debit and the clerk to be delegated to sign this.

14. Annual Governance and Accountability Return (AGAR)

RESOLVED: to **RECEIVE** the final audit report, and to note that the clerk has displayed it on the website.

15. Grant Applications

RESOLVED: No applications to consider.

16. Date and Time of Next Meeting

The next meeting will be held on Wednesday, 12th November 2025, at 6.30 pm.

The meeting closed at 19.25 pm.

Agreed and signed by Chair of Sacriston Parish Council

Date



SACRISTON PARISH COUNCIL

HR and Finance Meeting

Minutes of the meeting held on 1st September 2025 at 6.30 pm
The Fulforth Centre

Present: Cllr H. Dixon (Chair), Cllr D Robson, Cllr E Waldock and Cllr B Mickle (Allotment Rep for Cross Lane)

Apologies: Cllr G Ludlow (Vice Chair), Cllr A Page, Cllr R Sharp (Allotment Rep for Daisy Hill), and Mrs. C. Dixon (Clerk)

Item No:

1. Welcome and Apologies for Absence

RESOLVED: The Chair opened the meeting at 7 pm and welcomed everyone.
To **NOTE** Apologies received and accepted.

2. Declarations of Interest

RESOLVED: To **NOTE** there were no declarations of interest.

3. Approval of Minutes

RESOLVED: It was noted that there was a spelling error in the name of *Cllr Sharp* in the minutes. This is to be amended.

To **APPROVE** the minutes of the meeting, following the amendment, held on 7th July 2025 as a true and accurate record, and for the Chair to sign them accordingly.

4. Finance Report

RESOLVED: No report was provided due to the absence of the clerk.

5. Invoices

RESOLVED: No invoices were provided for approval due to the absence of the clerk.

6. HR

RESOLVED: To **NOTE** there were no HR related issues.

7. Policies and Procedures

RESOLVED: item a) 5.18 states £10,000 on adjustment, but 6.9.ii refers to £15,000. Both cover the same matters, to have figures match up.

All other changes discussed and agreed to give the Clerk greater autonomy to help deal with items in a timely manner.

b. Scheme of Delegation. **AGREED** to pass to Full Council for approval.

To put on record, thanks to the Clerk for these items, for the work and time that have been put into this.

7. Confidential Item: (to exclude press and members of the public) – to review and approve the NJC pay agreement.

RESOLVED: To **NOTE** a minor amendment and, following that, to **ACCEPT** but to be passed to Full Council for approval.

8. Date and Time of Next Meeting

RESOLVED: To be held on Monday, 6th October 2025 at 6.30 pm

Meeting closed at 7.31pm.

Agreed and signed by Chair of Allotment Association.....

Date



SACRISTON PARISH ALLOTMENT ASSOCIATION

**Minutes of the meeting held on 1st September 2025 at 6.30 pm
The Fulforth Centre**

Present: Cllr H. Dixon (Chair), Cllr D Robson, Cllr E Waldock and Cllr B Mickle (Allotment Rep for Cross Lane)

Apologies: Cllr G Ludlow (Vice Chair), Cllr A Page, Cllr R Sharp (Allotment Rep for Daisy Hill), and Mrs. C. Dixon (Clerk)

Item No:

1. Welcome and Apologies for Absence

The Chair opened the meeting at 6.30 pm and welcomed everyone.

Apologies received and accepted from Cllr G Ludlow (Vice Chair), Cllr A Page, Cllr R Sharp (Allotment Rep for Daisy Hill), and Mrs. C. Dixon (Clerk).

2. Declarations of Interest – Nothing to declare.

3. Approval of Minutes

RESOLVED: The minutes from the Meeting held on 7th July 2025 were accepted and signed as a true record.

4. Gates/Boundary Fencing - Discussion held regarding quotes. Two quotations are very similar, and one is slightly cheaper.

RESOLVED: To be passed to Full Council for approval.

5. Treasurer's Report

RESOLVED: Bank Account Balance: £2,707.40

Cash in Hand: £30.00

Gate Key Deposit Allocation: £580.00

Total Available Funds: £2,263.43

(Note: Gate Key Deposit is allocated and not available for general use)

Payment of the NASLG membership in the sum of £70 and the payment of the allotment gate keys £105 (North East Locks) was paid by the parish, and therefore, monies are to be repaid to the Parish Council.

6. Water Rates

RESOLVED: Daisy Hill Allotments: £NIL

Cross Lane Allotments: £562.40 (In credit)

7. Matters Arising

Pest Control visit will be on 25th September.

RESOLVED: Request for notice to be put on the boards at the allotment.

D3: letter to possibly be sent regarding the query of plans, possibly before the next inspection due to the mess.

P7: Report that the owner has had a heart attack. Help has been offered by fellow allotment holders to help with maintenance on the plot.

Keys: 30 keys have been cut. 20 keys have been passed to the clerk. Cllr H Dixon has been given 5 keys, and Cllr B Mickle has been given 5 keys (2 have already been given to new allotment holders).

8. Vacant Allotments

Cross Lane: D4

Works Currently Underway On: Plots P14, P16, P17 and P19

Daisy Hill:0

RESOLVED: To query whether D3 is vacant and not D4. D4 to be looked at. Work has been completed to split P19, and 2 gates to be added to the perimeter this week.

9. Waiting Lists

RESOLVED: To **NOTE** the waiting list.

10. Representative Reports

Cross Lane - D3 (see above) D7- letter already gone and may need a follow-up. Everything else is okay.

Daisy Hill - no report submitted.

11. Application for Buildings

RESOLVED: No Applications.

12. Inspections

RESOLVED: Daisy Hill inspections to take place on 20th September 2025, timings TBC. Cross Lane inspections to be confirmed with Cllr Sharp and the Clerk.

13. Date and Time of Next Meeting

RESOLVED: To be held on Monday, 6th October 2025 at 18.30 pm

Agreed and signed by Chair of Allotment Association.....

Date

Meeting Closed at 18.59pm

Tue, 07 Oct 2025 6:09:49 PM +0100

Hello, i am writing to you today with interest in doing a giant carnival weekend in your village next summer. We are looking for a large field to be able to bring this fantastic event to your community. We used to bring the fair to sacriston around 20 years ago but the land we operated on has now got homes. I am looking for help off the parish to be able to make this possible. We have 6 generations of experience in funfairs & events all around the northeast. We work with a lot of local parishes and they all love when the fair comes to there villages. . We have had a lot of good feedback and it should be very successful. All of our events are security ran to make it a safe & happy environment for everyone. We are wanting to make an annual carnival so the people have something to look forward to every year. This will be good for the youth to have fun & make memories with family and friends. Also, every first night of the fair we have the first hour quiet. This is aimed at people with special needs who cant deal with noise and busy environments. This gives everyone a fair turn to enjoy the fun of the fair! This event will be a great success if the parish works in with us and bring smiles to the community.

All of our equipment has all the legal paperwork such as 9/1 insurance, ADIPS safety certificates.

We have loads of rides which could attend this event. Waltzer, Twister, Dodgems, Miami, The claw, Extreme and much more!

On the other hand, this would be a free entry event, with plenty of entertainment on like, dinosaur invasion, transformer take over, foam party, circus workshop and free face painting!

I hope to hear back soon

Many thanks

Hi Hugh,

Lovely to talk to you earlier.

Please find my quote to supply and install cool white twinkling MiniLED lighting in the tree as discussed, installed in a branch wrap fashion, and left in situ as a permanent installation.

10 x 10M dark rubber MiniLEDs in 24v cool white twinkling - £580.00

1 x 150va driver - £100.00

1 x installation - £360.00

Total cost - £1,040.00 + vat

If you have any questions, please do not hesitate to contact me

Hi David,

I have spoken to Hughie, and he thinks he has provided you with the incorrect information for the tree lights at the Crossroads. The tree he has told you, when looking face on to the Crossroads, is the one on the far left hand side; however, that is the smallest tree, and he would like the lights to go on one of the middle trees as they are larger. Can you confirm that it will not affect the cost, and you will be able to put them on the tree?

I have attached a photograph of the tree.

Hi Claire,

Hope you are well.

We would need to take the power lead further, which is not a problem. Regarding the cost, I would possibly add another 20% product to the quote sent to Hugh

Kind Regards

David Murphy

Comercial Director

From: Neighbourhood Services Civic Pride Team
Sent: 27 October 2025 07:18
To: (redacted)
Subject: FW: It's Your Neighbourhood campaign is now open for applications!

Dear Civic Pride Volunteer,

We are delighted to announce that the 2025 It's Your Neighbourhood campaign is now open for applications!

This initiative offers grants of up to £500 to support local projects that make a positive difference in our communities. Whether you're planning to brighten up a shared space, start an environmental project, or bring people together through creative or educational activities, we'd love to hear from you.

Applications are open until 31 January 2026, and we welcome submissions from:

- Local community groups & gardens
- Schools and colleges
- Parish and town councils
- Youth groups
- Other not-for-profit organisations working within the community

If you have an idea but aren't quite sure where to start, we're here to help. We'd be happy to chat about your project, offer advice, and guide you through the application process to make things as easy as possible. Please note that terms and conditions do apply.

You can find application forms and further information here:

<https://www.durham.gov.uk/article/3393/It-s-Your-Neighbourhood-Campaign>

We look forward to hearing about your exciting ideas and the ways you're helping to make our neighbourhoods even better places to live.

Thank you for your continued support!

Kind regards,

The Civic Pride Team

Name	Description	NET	VAT	TOTAL
The Fulforth Centre	B&M for items for Sacriston in Bloom			46.2
The Fulforth Centre	B&Q for items for Sacriston in Bloom			20
RBL Poppy Appeal	Poppy Wreath for Remembrance Day			25
Scribe	Allotments Subscription	18	3.6	21.6
ALV IT Business Solutions	Annual Hosting and Support			385
GCS Medical	Event cover for Christmas Extravaganza			250
Valda	Unmetered Electricity - festive Lights	61.72	3.09	64.81
James Fletcher	Final instalemtn for marquee for Christmas Extravaganza			669.98
LITE	Festive Lights - Payment 2 of 3	4062.4	812.48	4874.88
Salary	Salary - October			828.92
HMRC	HMRC deductions			195.99
EJH Electrical	Installation of socket for Festive Lights			95
Shincliffe Mill Nursery	Purchase of flowers for around the pit tub			79.9
Shincliffe Mill Nursery	Purchase of flowers for around the pit tub			79.9
The Fulforth Centre	Amazon - Christmas Extravaganza			25.49

SPC - BUDGET 2025 - 2026						
Division of Service	Anticipated Budget for 2025 - 2026	Leftover budget	Total spent up until 30/06/2025	01/11/2025	To 08/01/2026	To 31/03/2026
	£	£	£	£	£	£
DONATIONS [1]	£8,000.00	£6,325.00	£1,650.00	£25.00		
ALLOTMENTS						
Pest Control	£1,600.00	£600.00	£1,000.00	£0.00		
Fencing Repairs	£10,000.00	£10,000.00	£0.00	£0.00		
Allotment Association	£2,000.00	-£800.00	£0.00	£2,800.00		
Allotment Database Package	£259.20	£108.00	£64.80	£86.40		
SUB TOTAL	£13,859.20	£9,908.00	£1,064.80	£2,886.40		
ADMINISTRATION						
Co Assoc. of P & TC Subs	£760.00	-£132.29	£892.29	£0.00		
External Audit Fees	£400.00	£400.00	£0.00	£0.00		
Internal Audit	£150.00	£25.00	£125.00	£0.00		
Room Hire at Fulforth Centre	£1,000.00	£1,000.00	£0.00	£0.00		
Insurance	£2,000.00	-£335.62	£2,335.62	£0.00		
Clerks Salary including pensio, HMRC	£13,000.00	£4,227.02	£3,185.88	£5,587.10		
Project Development Worker/Manager	£8,000.00	£5,470.00	£0.00	£2,530.00		
Postage, Stationery, Printer Ink	£500.00	£294.42	£110.66	£94.92		
Mobile Phone Contract	£72.00	£42.00	£6.00	£24.00		
Training	£300.00	-£170.00	£450.00	£20.00		
SLCC Membership	£150.00	£150.00	£0.00	£0.00		
I.T. Support and Annual Registration	£500.00	£115.00	£0.00	£385.00		
Parish Council Computer	£70.00	£70.00	£0.00	£0.00		
iCloud Storage	£60.00	£60.00	£0.00	£0.00		
Virus Protection	£60.00	£60.00	£0.00	£0.00		
Microsoft Office	£85.00	£85.00	£0.00	£0.00		
GDPR Fee - Annual Subscription	£52.00	£52.00	£0.00	£0.00		
Miscellaneous	£500.00	£435.19	£0.00	£64.81		
Advertising - Newsletter	£500.00	£240.00	£260.00	£0.00		
Petty Cash	£0.00	£0.00	£0.00	£0.00		
SUB TOTAL	£28,159.00	£12,087.72	£7,365.45	£8,705.83		
ENVIRONMENT						
Growing Sacriston Together	£5,000.00	£4,170.62	£500.94	£328.44		
Closed Churchyard grass cutting	£1,870.00	£1,230.00	£0.00	£640.00		
Durham County Council Grounds Maintenance	£11,000.00	£1,991.70	£0.00	£9,008.30		
Christmas Lights & Tree	£10,500.00	£5,625.12	£4,874.88	£0.00		
Crossroads Project	£15,000.00	-£1,389.90	£0.00	£16,389.90		
SUB TOTAL	£43,370.00	£11,627.54	£5,375.82	£26,366.64		
ASSETS						
Bus Shelters	£4,000.00	£4,000.00	£0.00	£0.00		
Village clock maintenance	£500.00	£266.00	£234.00	£0.00		
Pit Wheel maintenance	£300.00	£300.00	£0.00	£0.00		
War Memorial	£100.00	£100.00	£0.00	£0.00		

SUB TOTAL	£4,900.00	£4,666.00	£234.00	£0.00		
EVENTS						
Christmas Extravaganza	£5,500.00	£383.00	£0.00	£5,117.00		
Party in the Park	£5,500.00	£1,575.00	£3,925.00	£0.00		
Miners Gala - Band	£2,600.00	£100.00	£0.00	£2,500.00		
SUB TOTAL	£13,600.00	£2,058.00	£3,925.00	£7,617.00		
TOTALS	£111,888.20	£65,215.94	£19,615.07	£45,600.87		
Balance Carried forward	£81,072.28					
Precept and LCTRS	£65,652.16					
	<u>£146,724.44</u>					

[1] Live Well North East
Sacriston Toddler Group
Durham Pride Uk
Sacriston Cricket Club

Request for support - Salvation Army Sacriston Christmas Appeal

Thu, 16 Oct 2025 2:03:10 PM +0100

Tags ■ Agenda

Dear Parish Council,



In previous years, you have kindly supported The Salvation Army Sacriston with a donation towards our Christmas Appeal. We are deeply grateful for your generosity.

This year, with the continued rise in the cost of living, we are once again seeking help to provide food, clothing and toys for families within our community. We would be extremely grateful if the Parish Council could consider donating £500.00 towards this effort, helping us to offer food parcels, toys and clothing to those who need it most.

Thank you for your continued care and generosity in helping to make Christmas a little brighter for those who are struggling this year.

Warm regards.

Major
The Salvation Army
Plawsworth Road
Sacriston
County Durham
DH7 6PE

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The Salvation Army Trustee Company, registered number 00259322 (England and Wales). Registered office: 1 Champion Park, London, SE5 8FJ

Sacriston Colliery Cricket Club - Sponsorship Opportunity

Thu, 30 Oct 2025 8:41:02 AM +0000

-

Good morning,

Thank you for sponsoring Segga Rocks 2025. Despite the weather, it was still a great day and many people still turned out in the conditions.

As you sponsored Segga Rocks, the management committee of the Sacriston Colliery Cricket Club were wondering whether you would like to have a permanent sponsorship board, similar to the attached, for £175.00. It would then be a payment of £50.00 a year in order to keep the board, yet also continue support towards the club.

Please find the attached sponsorship brochure for Sacriston Colliery Cricket Club for the upcoming 2026 season.

I have also attached image of the advertisement for Segga Rocks for reference.

Please let me know if you have any queries.

Kind regards,





SACRISTON

COLLIERY CRICKET CLUB



Front Street, Sacriston, County Durham, DH7 6JT

Opportunities for sponsorship 2026 Season

Sacriston Colliery Cricket Club is in the centre of the village, a family friendly atmosphere with the ethos of getting male and females of all ages playing cricket.

Renowned for its fantastic views and inclusive approach, we believe we are a fantastic part of our local community and continue to grow year after year.

We currently field 5 senior teams competing in the North East Premier league Division 1 amongst others and a growing junior section numbering greater than 100! which play in the Durham Cricket board leagues across 15 teams.

We look forward to welcoming more local children and families for the 2026 season.

Sponsorship

During 2025 we welcomed a range of new sponsors which helped us achieve investment in all the junior teams as well as investment in the ground and facilities.

We aim to continue to improve our facilities for members and the community in 2026.



What We Offer

For the 2026 season we are offering various sponsor boards measuring 244 x 60 cm and these are the most common which are installed around the perimeter of the field.

Examples of these



When will your advertising be seen?

- **Senior home matches every Saturday and Sundays**
- **We run several junior teams which play on Sunday mornings, Monday, Tuesday & Wednesday Evenings. Our midweek team play on a Thursday evening with coaching on a Friday evening.**
- **We host several junior cricket festivals during the season, which again are attended by over 80 children and parents**
- **The ground is in use by SCCC 7/7 throughout May-September and is also host to County Junior representative teams, local school sports days and cricket festivals as well as our annual music concert Segga Rocks**



In addition to your own advertising board, we also have a display of all of our sponsors next to the pavilion and regular social media tags and content.

Sponsor links and logos can be seen on our website.



Prices

Team Match Ball Sponsor (for Season)

U9s - £100 - U11s - £200 - U13s - £200

U15s - £200 - U18s - £200 - Midweek - £250

3rd / Academy - £400 - 2nd - £400 - 1st - £400

Add £100 to above cost if Advertising Board also required (Expect U9s)

Senior Match Day Sponsorship - £150

Practice Facility Sponsorship - £250

(then £100 per annum)

Advertising Board Sponsorship - £175

(then £50 per annum)

The club will reference each sponsor (individual / company) on club website page, posts and tweets, and posters with be placed around the club and ground on the date of the fixture.

**In addition, Senior match day sponsors will receive
£20 worth of drinks tokens to be exchanged at the bar**

**Advertising board sponsors, board will be located at the perimeter of the ground, and
a link from the club's website**

**(Cost will include design, if no existing artwork available, we will create and supply a
proof for approval, prior to supply, and installation)**

**If you are interested in taking up any of these opportunities, or would like to discuss
any other sponsorship opportunities, including shirt sponsorship, junior section
sponsorship, and club sponsorship,
please contact, either**

Thank you in advance



Sacriston Parish Council

Donations Policy

Introduction

Sacriston Parish Council reserves a sum of money each year for distribution as grants to organisations and activities that contribute constructively to the life of the village.

These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance within the village. To utilise the Council's resources prudently, it is necessary to implement guidelines to follow when deciding upon making a donation. This policy sets out the procedure and criteria to follow when applying for a donation and for the Council when deciding upon conferring a donation.

Policy Statement

It is the policy of Sacriston Parish Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

To ensure that all requests are considered fairly and equitably, the following should be submitted to the Clerk to the Council when making a request.

1. A copy of the donation request application should be submitted.
2. A copy of the most recent annual statement of accounts available.
3. A copy of the last 3 months' bank statements.
4. A financial projection or budget for the period following the accounts.
5. Any additional relevant information that the organisation considers will support their application.

Note: If the organisation does not have a copy of an annual statement of accounts, it should provide a business plan including an estimated income/expenditure forecast for at least the current financial year.

Conditions of donation

Applications will be considered from organisations under the following conditions.

1. Applications will only be accepted from Charitable and/or non-profit-taking organisations; applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's donation scheme.

2. Organisations applying to Sacriston Parish Council should be local to Sacriston or, if just outside the boundary, their work should be of significant benefit to the village and its residents.
3. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or funds to help persons outside the UK.
4. The Council would prefer to provide financial assistance towards specific projects or purchases of equipment; however, it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the village and its residents if the organisation is unable to continue or is hampered by a lack of funds.
5. Donations must be spent within the year, for the purpose for which they were given.
6. Donations will not be made to cover money already spent.
7. The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
8. Organisations receiving grant-aid in excess of £250, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
9. If an organisation dissolves, the Council would expect the organisation to reimburse the grant-aid awarded.
10. The giving of a grant one year does not set a precedent for another year.
11. Organisations must have provided demonstrable benefit for Sacriston within the last 12 months or can demonstrate that benefit will be provided to the village within the next 12 months.
12. Requests will not be considered from individuals.
13. The decision of Sacriston Parish Council is final.

Sacriston Parish Council Grant Award Procedure

1. All donation requests will be considered at the next parish council meeting after receipt of the application. If successful in securing a donation, this will be paid by BACs following the meeting.
2. All donation requests submitted via letter, email, telephone or other means of correspondence shall be referred back to the organisation and will be provided with a copy of the policy and application form to re-submit their request.
3. Donation requests will be placed on the Full Council Meeting agenda for consideration at their next meeting held on the first Wednesday of each month, except August.
4. At the meeting, members will first consider the financial position of the Parish and the budget available for donations, taking into context any other donation requests to be considered at that time.
5. The committee will decide which requests are to be refused and on which grounds.
6. Of those donation requests considered favorably, the committee will decide the level of support it can make in each case. The amount required notified by the applicant will be used as a guide only. Applicants who can demonstrate the greatest benefit within/for Sacriston as a proportion of their activity will be considered more favorably than those for whom such activity is marginal.

Application Process

1. Organisations should request a copy of the grant awarding policy and application form from the council. No grant award may be considered without the submission of a grant application form.
2. The form should be filled in completely and comprehensively by the organisation and any supplementary information attached. Sacriston Parish Council reserves the right not to consider any grant request should any relevant information be omitted.
3. Forms should be returned to the Parish Clerk, no later than the Monday of the third week of the month in order for the request to be included in the agenda for the next Council meeting for the coming month.

4. Organisations will be informed of the Council's decision following their monthly meeting, which will commence on the first Wednesday of each month, except August.

GRANT APPLICATION FORM

Please complete all questions, including signing and dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you would like to provide additional information or elaborate on a question, please include an attached sheet.

Grant applications will be reviewed by the Council at the upcoming Parish Council meeting, which takes place on the first Wednesday of each month, except for August when no meetings are held. To have your application considered at the next meeting, please submit the completed application form to the clerk by the Monday of the third week of the month. If the form is not submitted within this timeframe, it will be addressed at the following Parish Council meeting.

Submitting this application does not guarantee that an award will be granted. Sacriston Parish Council retains the discretion to award grants.

Only one project per application will be considered.

Name of Group/Organisation	
Contact:	
Contact Name:	Position:
Telephone:	Email:
Website:	
Is your organisation a registered charity?	Yes / No If yes, Charity Number:
Please provide a brief description of your group/organisation's main purposes/activities:	
Please provide information about the project for which the grant is required:	

Please provide details of how this project will benefit Sacriston?

Total cost of the project:

Amount of the grant requested: The maximum allowance is typically £250.

Have you received, applied for, or do you intend to apply for funding from any other source for this project? Yes / No

If yes, please specify who you have applied to, or details of who you intend to apply to for further funding:

How much of the total cost does your group/organisation plan to raise on your own, and how?

Please tick to confirm you have included the following documentation with your application (please enter N/A if not applicable):

A copy of your annual accounts

☐

Bank statements for the last 3 months, signed by a member of your organisation, indicating their position

☐

Detailed budget plan and supporting evidence

☐

Copy of your organisations Constitution, Terms of Reference or Rules

☐

Evidence of any other awards for the project e.g. lottery funding, other bodies

☐

For grant requests for projects, evidence of tendering procedures.

☐

DECLARATION

Please sign the following declaration and return this form together with all supporting documentation to:

Clerk to the Council
Sacriston Parish Council
c/o The Fulforth Centre
Sacriston
Durham
DH7 6JT

Telephone: 07479 024 639

Email: clerk@sacristonparishcouncil.gov.uk

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Sacriston Parish Council as a result of this application will only be used for the purposes of this application.

I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to providing copies of receipts and invoices etc. If requested, to Sacriston Parish Council to confirm to them exactly how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Sacriston Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;
- If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant; If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

Signed

Print Name

Position in the organisation

Date