

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE  
PARISH COUNCIL**

Clerk to the Council Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB,  
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**Minutes of the Meeting of Hindlip, Martin Hussingtree & Salwarpe Parish Council  
held at 7.15pm on Monday 20<sup>th</sup> March 2023**

**PRESENT:** Cllr. P. Oakley, Cllr. B. Meddings, Cllr. M. Armitage, Cllr. J. Clarke, Cllr. A Phillips, Cllr. D. Luscombe, Cllr. A Thawley

**IN ATTENDANCE** E. Gallagher (Clerk).  
District Councillor N. Wright  
Guest Attendee - District Councillor Applicant D. Birch

No	Minute	Action
1.	<b>Apologies</b> Cllr. J. Hill Cllr. A. Thomas Cllr. J Brodrick Cllr. C. Hughes (Dispensation) County.Cllr. Bayliss District Councillor Miller	
2.	<b>Declarations of Interest/Code of Conduct</b>  <b>i) To Declare any Dispensations/Interests</b> <b>Cllr. Hughes</b> – Dispensation extended until May 2023 (21.11.2022) <b>Councillor J Clarke.</b> Non-pecuniary interest item 7(a)  <b>ii) To note the Code of Conduct and requirements of the Transparency Regulations</b> Noted: The Parish Council now classified intermediate category with greater than £25,000 turnover.  <b>iii) To note the Right to Record meetings:</b> Noted.  <b>iv) To confirm any necessary update to the Register of Interests</b> No update.  <b>v) To note security and privacy of information under the General Data Protection regulations.</b> Noted.	
4.	<b>Minutes</b> The Draft Minutes of the Parish Council Meeting held on 16 <sup>th</sup> January 2023 were approved as being a correct record and signed by the Chairman.	
5.	<b>Chairman's Report</b>  <b>a) Provision of Bus Shelter</b> <b>i</b> Significant progress had been made in this area. Mr. B. Barnes, County Highways Liaison Officer had applied for a s115e Licence and was awaiting an update regarding this issue. Wm Davis had agreed to the installation of a bus shelter in a collaborative funding agreement with the Parish Council. The Parish Council had agreed to fund the cost of the shelter and Wm Davis had would contribute by funding the cost of the base. Full ownership of the shelter would be retained by the Parish Council and provision for maintenance and insurance would rest with it. The Parish Council would also install and fund at least one litterbin. Wm Davis had agreed to fund the provision of a Parish Council noticeboard and had granted permission for it to be sited within the vicinity of the new bus shelter.	Chairman/ Clerk

	<p>A non-material amendment planning application (22/02334/NMA) for the provision of a connecting footpath through overgrown land at Copcut Rise had been registered on the 28/10/2022 but a decision on this application was still pending. It was agreed that this potential footpath would have a beneficial impact for residents of the Estate. The clerk had attempted to contact the planning officer on numerous occasions, in an attempt to expedite proceedings, without success and so District Councillor Wright had offered to intervene on behalf of the Parish Council.</p> <p><b>Highways</b></p> <p>b) A38 roadworks continued to be a shambolic problem for road users and residents. The current state of works was deemed not fit for purpose and so the County Council was unable to adopt the highway. Highway officials were in talks with the developer in the search for a resolution. The Chairman asked the clerk to contact County Councillor Bayliss upon his return to request a full updated report on the situation.</p> <p><b>Elections</b></p> <p>c) Local elections would be held on the 4<sup>th</sup> May 2023. The clerk had sent nomination packs to three residents who had shown an interest in becoming a parish councillor. All councillors who were considering applying for re-election and were currently in situ had received their papers from the clerk. The closing date for nominations was the 4<sup>th</sup> April and the District Council would send out validation letters approving applications. Results would be announced on the 5<sup>th</sup>/6<sup>th</sup> April.</p> <p><b>Coronation Day 6<sup>th</sup> May 2023</b></p> <p>d) Wychavon District Council were offering grants of £496 specifically to be used for community events celebrating the coronation of King Charles 111. The Chairman asked councillors to consider whether an event could be arranged. There were some known limitations as other non-council events would already be taking place. It was suggested that the beacon situated outside the Village Hall could be lit and residents invited to attend. The chairman asked all councillors to investigate other possibilities. It was agreed that whatever the event, residents of Copcut Rise should be invited to attend.</p>	Clerk
6.	<p><b>Deputy Chair Report</b> No report</p>	
7. a)	<p><b>Councillor Reports</b></p> <p><b>Hindlip First School – s137Expenditure Proposal - Councillor M. Armitage (See s137 proposal appendix to the minutes)</b></p> <p>Councillor Armitage had now met with the headmaster of Hindlip First School four times, (once with the clerk in attendance). The headmaster reiterated on each occasion that a major issue for the school was the economic impact on families who were ‘just managing’ and funding towards a breakfast club specifically designed to assist this category of family would have a massive beneficial impact on the school and community alike.</p> <p>The clerk and Councillor Armitage had drafted a collaborate costed proposal involving s137 grant provision. The grants would span two financial years. The first year’s grant would be utilised by the provision of items required to set up the scheme with the second year’s grant being specifically for the operation of the scheme. The costed proposal was circulated to all councillors a week prior to the meeting. Councillors were asked to scrutinise the proposal and pose any concerns or points requiring further clarification via the clerk, where possible, prior to the meeting. This would enable further information to be presented at the meeting (if required). One such query led the clerk to contact the legal team at NALC (via CALC) to ensure that the proposal was legally sound. NALC had subsequently provided written assurances that this proposal did indeed fall within an acceptable remit for s137 expenditure. Wychavon District Council had also been consulted and were supportive of the project.</p> <p>The clerk was asked whether there were sufficient ringfenced funds to cover the cost of the grant without affecting other proposed projects. She explained that there was currently £2463 available in ‘s137/grants’ ringfenced category, and, if agreed, the remainder (£617) could be taken from ringfenced ‘noticeboard/miscellaneous’ category. The 23/24 grant could be fully funded by the anticipated underspend from the 22/23 budget.</p> <p>Further discussion took place, which included consideration of whether the scheme should be partially or fully funded, after which the Chairman asked the meeting to proceed to voting. This</p>	

	<p>was seconded by the Deputy Chair. Each year's proposals were to be voted on separately and recorded by a show of hands.</p> <p><b>Vote one - Year 2022/2023-</b> The meeting was asked to vote on the provision of a fully funded s137 grant for setup costs of a breakfast club at Hindlip First School</p> <p><b>First Vote 'To provide a fully funded set-up provision of up to £3350'</b> The vote was passed at a rate of six councillors voting for the proposal with one abstention and no votes against the proposal. The motion was therefore passed without the need to move to a proposal for a partially funded year 22/23 scheme.</p> <p>It was noted that set up funding could be less than £3350 if items could be sourced at a discount but it could not be more than the agreed £3350.</p> <p><b>Vote two - Year 2023/2024-</b> The meeting was asked to vote on the provision of a fully funded s137 grant for operational costs of a breakfast club at Hindlip First School</p> <p><b>Second vote 'To provide a fully funded operational provision of up to £10625'</b> The vote was passed at a rate of six councillors voting for the proposal with one abstention and no votes against the proposal. The motion was therefore passed without the need to move to a proposal for a partially funded scheme.</p> <p>It was noted that operational funding could be less than £10625 if the club was not fully subscribed by the funded category of child, but it could not be more than the agreed £10625.</p> <p>The clerk was asked to draft two separate agreements containing the terms of the funding, to be accepted by the school prior to the transfer of monies (in respect of that particular year's agreement).</p> <p>The chairman thanked Councillor Armitage and the clerk for their work in bringing the proposal into fruition.</p> <p><b>b) Update on Hindlip Lane Verges Following a Site Visit by County Councillor Bayliss on 27/7/2022 – Cllr M Armitage</b> County Councillor Bayliss to update upon his return</p> <p><b>c) New District Ward – Cllr. B. Meddings</b> Councillor Meddings drew attention to the appendix attached to the agenda which gave details of the newly formed District Ward of North Claines and Salwarpe</p> <p><b>d) Bus Service Timetable/Joynes Road Nameplate – Cllr. B. Meddings</b> Bus Service Timetables were incorrectly displaying the name Copcut Boulevard instead of Joynes Road. The bus operative was aware of the mistake and would issue new corrected timetables. The District Council would arrange to have a Joynes Road nameplate installed to avoid further confusion.</p>	
<b>8.</b>	<b>Salwarpe Village Hall Committee Report - Cllr. J. Hill</b> Councillor Hill had offered his apologies and therefore no Village Hall Committee report was available	
<b>9.</b>	<b>Reports by District &amp; County Councillors</b>	
<b>a)</b>	<b>Grants - District Councillor N Wright</b> Various grants were available for rural areas. The Legacy grant had been extended by a further year with £1m pot. A grant of £870,000 was available for rural pursuits and a further £4m grant was available through Rural England. District Councillor Wright asked to be kept informed of any projects where he might assist by approaching the district's grant providers.	
<b>10.</b>	<b>Progress on items from Previous Minutes</b> All progress reported through the current agenda	
<b>11</b>	<b>Finance</b>	
<b>a)</b>	<b>Review and ratification of payments made and received since the last meeting (see Appendix 1)</b> Approved	Approved

<p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p>	<p><b>Report on Year-to-Date Expenditure Compared to Budget</b> Approved. - An anticipated underspend was noted.</p> <p><b>Monitoring Officer Confirmation of Accuracy of Payments</b> All payments to date had been checked and confirmed as being accurate.</p> <p><b>Annual Lengthsman/ Maintenance Contracts</b> Three Tenders for both Lengthsman and Maintenance Contracts had been dispatched with the closing date of 17/02/2023, Two completed lengthsman tenders were submitted but only one maintenance contract tender. A late enquiry in respect of the maintenance contract had been made, but as this came after the tender closing date, it was rejected as being out of time.</p> <p>Lengthsman Contracts had been received from Top Cut Mowing Services Ltd and S. Joyner quoting an hourly rate of £25 and £20 respectively. Discussion took place about the merits of each contractor and it was generally mooted that as the rates were comparable, Top Cut should retain the contract for the following reasons; Top Cut had access to heavy machinery (if the need arose), their staff were aware of the parish areas and issues associated with them and there had been no previous issues regarding service or standard of work. The Deputy Chair proposed that the Top Cut Ltd Lengthsman tender be accepted, this was seconded by Councillor Phillips and unanimously agreed.</p> <p>As Top Cut Ltd was the sole applicant for the maintenance contract, the Deputy Chair proposed that the Top Cut Ltd Maintenance tender be accepted, this was seconded by Councillor Phillips and unanimously agreed.</p> <p><b>NALC Award - One Day Additional Clerk Holiday Entitlement</b> Noted</p> <p><b>Pension Regulator Redeclaration</b> Redeclaration made on the 28/2/2023. Next redeclaration due 28/02/2026</p>	<p>Approved</p> <p>Confirmed</p>
<p>12.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b>Planning Consultations - Appendix 2-4</b></p> <p><b>Planning Applications</b> Application 22/01756/OUT – Drury Lane. The clerk to formally request a site inspection by the LPA at the appropriate time</p> <p><b>Enforcements and Appeals</b> Noted</p> <p><b>Temporary Granted Permissions</b> Noted</p>	<p>Clerk</p>
<p>13.</p> <p>a)</p>	<p><b>Councillor Reports and Items for Future Agendas</b></p> <p><b>Copcut Rise</b> Funding of a defibrillator at Copcut Rise was suggested. To be considered as a future agenda item</p>	
<p>14.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b>Items Carried Forward for Noting</b></p> <p><b>Defibrillator</b> Renewal of Battery due November 2027. (ii) Pads expiry date July 2025 (iii) Warranty of AED expiry April 2023.</p> <p><b>Memorial Land.</b> Possessory Title 2024. Possessory title to be finalised with Land Registry.</p> <p><b>Pensions Regulator.</b> Auto enrolment compliance. Re-declaration made 28<sup>th</sup> February 2023. Next redeclaration due February 2026.</p>	
<p>17.</p>	<p><b>Date of Next Meeting</b> The next Annual Meeting of the Parish Council was scheduled for the 15<sup>th</sup> May 2023 at 7.00pm in the Main Hall of Salwarpe Village Hall</p>	

There being no further business the Chairman closed the meeting at 8.25pm.

Signed..... Date

Chairman

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**Proposed Grant Award (s137)  
HMHS Parish Council Support for Children/Families at Hindlip First  
School**

**Project Lead – Councillor M. Armitage**

**Proposal**

To authorise a s137 grant award for years 2022/23 and 2023/24 to support children/families attending Hindlip First School, (primarily from the parishes) who are currently experiencing a chronic level of financial difficulty. Support to be offered funding a school Breakfast Club

**Background**

Councillor Armitage had met with the Head Teacher of Hindlip First School on 3 occasions between January 2023 and March 2023 to discuss the possibility of HMHSPC funding the school with a grant for activities not supported by central government in their core funding allocation.

**Headteachers' Primary Concern.**

The most pressing issue identified by the headteacher was the need for support for a newly identified class of children who had fallen into deprivation but were not entitled to official governmental support. This category of family was identified by the term of 'just managing'

**Additional Information to Support the Decision**

The cut off in family income for the Free School Meals (FSM) category is c£7000 meaning that families with incomes just above this level did not qualify for free school meal support. Children at this second level of deprivation were often found to be as needy but unable to access any means of support. There was evidence that the cost-of-living crisis had worsened problems resulting in families falling into crisis being unable to provide sufficiently for their children in various ways. The major concern vocalised by the school's headteacher was the lack of provision of food to sustain the children throughout the school day. This extended to concern about lack of provision both before and after the school day. In addition to this it was noted that academic standards of some of children were behind the expected educational achievement level. This could be attributed to several years of disrupted education but it was strongly felt that this had been compounded by deprivation, lack of food, and difficult family circumstances.

Schools are not under obliged to open breakfast clubs and as such this facility does not attract any funding support from central governments. Scientific evidence has proven that eating breakfast before school significantly helps children in their concentration and learning abilities

**A before-school Breakfast Club could**

- (a) ensure that the group of children attending could start the school day on a full stomach (scientifically proven to aid their ability to learn. In addition, this might possibly be their only substantial meal of the day).
- (b) as an additional benefit, and at the same time, provide some extra time for individual or group learning activities to aid their catch-up programme of educational support.
- (c) Lessen coping pressures on deprived families.

### **Existing situation and Help.**

The school already runs a small phonics/breakfast Club from 7.45 to 8.45 each week day for a few children. (Numbers vary with the day of the week but usually 5-8). The current funding is through a mix of Free School Meals (FSM) allocation, a Wychavon D.C. grant of £300per annum, parents' contributions and an element of core school funding. If the Parish Council voted to fully fund the proposed project the current FSM and school funding could be re-allocated to other educational and in-school support. Wychavon D.C have confirmed that they would welcome additional support from HMHSPC.

### **Numbers in the Catchment**

The Parish and school catchment boundaries are not exactly the same. Parents have the choice to send children to a school which will accept them if there is sufficient space within the allocated school number.

Currently Hindlip school has 87 pupils (allocated number 100). Of these 37 are from the HMHS parish. Children with FSM are 16 in the school with 10 from the Parish. The number of pupils considered to be from homes experiencing some form of deprivation is 14 with 8 from HMHS.

The proposal would enable the school to fund up to 20 pupils (more than double the current number) at the Breakfast Club with sufficient staff for that hour each day of the week. The school would seek to recruit from the current Teaching/Support Assistants who already know the children and their needs (contracts for additional hours at breakfast club would be based on zero-hour agreements). The cost of supervision would be the major element in the cost of the project and would remain as such irrespective of the number of pupils attending the club.

### **Costs – Fully Funded**

#### **Project Proposal- Requisite Grant Award - Projected Costs – All net of VAT and evidenced by copy invoice**

#### **Year 1**

#### **Year 2022/23 Grant - Set Up Costs.**

##### **Benches & Tables**

Benches and tables that would be used for the breakfast club are c40 years old and breakages are repaired by tape. This is not a satisfactory situation and has already resulted in injuries to children's hands and bottoms.

A proposal costed by the school to replace benches and tables is as follows:

Replacement of benches           £1400

Replacement of tables           £1100

**Total Table & Bench net cost   £2500**

##### **Microwave Oven**

The school would also like to provide hot food (porridge) at the club. Currently the only microwave on-site is located in the staff room and therefore if hot food was provided it would need to be carried along corridors. A dedicated breakfast club microwave would therefore not only be classified as an asset but would also minimise risk.

**Microwave Oven (New addition)   £200**

##### **Cutlery & Crockery**

Additional cutlery & crockery would be required for a larger group of pupils. The projected cost would include both new provision and replacement of damaged existing

**Cutlery & Crockery   £50**

##### **Age-Appropriate Educational Activity Resources**

Educational activity resources to work alongside the provision of food to stimulate children prior to the school day and assist supervisors in their task to elevate children to their

expected level of attainment. This class of activities are especially pertinent to children with additional needs or with an autistic diagnosis.

Links to relevant activities (example only)

[https://www.amazon.co.uk/Learning-Resources-Word-Phonics-Game/dp/B0000A9Y0X/ref=sr\\_1\\_6?crid=3POEVP48MIB20&keywords=phonics+games&qid=1678191128&sprefix=phonics+games%2Caps%2C96&sr=8-6](https://www.amazon.co.uk/Learning-Resources-Word-Phonics-Game/dp/B0000A9Y0X/ref=sr_1_6?crid=3POEVP48MIB20&keywords=phonics+games&qid=1678191128&sprefix=phonics+games%2Caps%2C96&sr=8-6)

[https://www.amazon.co.uk/TOY-CASTLE-Spelling-Montessori-Birthday/dp/B092W6RT1H/ref=sr\\_1\\_16?crid=3POEVP48MIB20&keywords=phonics+games&qid=1678191128&sprefix=phonics+games%2Caps%2C96&sr=8-16](https://www.amazon.co.uk/TOY-CASTLE-Spelling-Montessori-Birthday/dp/B092W6RT1H/ref=sr_1_16?crid=3POEVP48MIB20&keywords=phonics+games&qid=1678191128&sprefix=phonics+games%2Caps%2C96&sr=8-16)

**Activity Hardware – Up to £600**

**Total Year 2022/2023 Grant Application            £3350**

## **Year 2**

### **Year 2023/2024 – Breakfast Club Operations**

#### **Cost of Supervision.**

Supervision would be undertaken by staff currently employed as teaching assistants. They would be issued additional zero-hour contracts by the school with the knowledge that the number of hours required may fluctuate and the zero-hour contracts may be withdrawn at any time. HMHSP would not be involved with the issuing of contracts nor would it have any responsibility for any contractual element of staff employment. Hindlip School would be the sole employer of the staff provided for supervision and would take full responsibility for remuneration and benefits under law.

#### **Cost of Supervision (Provided by Hindlip School)**

Supervisory costs 7:30am-8:45 (1 hour club plus set up time. (School could extend and open earlier if funded from parish council, same costs but open at 7:30) £17.50 x5 = £87.50 a week. x39 school weeks a year = £3,412 per year. £3,413 x2 for two members of school staff

**Total Cost of Supervision - £6,825 per annum.**

#### **Projected Cost of Food Items**

**Projected annual food cost - £3800 per annum**

**Total Annual Breakfast Club Costs - £10625**

**£10625 divided by 20 pupils = £531.25 per pupil per**

**annum**

(The cost of extra pupils would be negligible as the staffing costs would already have to be paid for).

### **HMHSPC Funding Provision – Where Will the Funds Come From**

#### **Year One Grant 2022/2023**

Year One Grant 2022/2023 could be allocated from Ringfenced monies categorised as 'Grant' currently standing at £2463 plus remaining element from ringfenced category headed **Miscellaneous** & Notice Boards currently standing at £4995

#### **Year Two Grant 2023/224**

Funding for the 2023/24 could be taken from existing ringfenced monies, (re-categorised non relevant allocations). Alternatively, the grant category could be made up of underspend 2022/23 excess. Spend to date is c£18000 out of a budget of £37352. An element of, or all of, the underspend could be diverted from General reserve into a general s137project category or definitively to a Hindlip School allocation.

## Legal Power and Authority to Award Grants

### Award by s137 Grant

Section 137 Definition	Power to provide things not otherwise authorised for the benefit of some or all of its parishioners
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CALC have also confirmed that is within our power to grant funding for this project under the s137 category.

### Limitations

s137 limit is £8.82 per elector (2022/2023). We have an electorate of 1293 so that means a total of £11404 for all s137 This may increase in year 2023/2024

### HMHSCP Grants Policy

#### DONATIONS/GRANT AWARDING POLICY STATEMENT

(Ref: LGA 1972: s137:s144:s145)

The Parish Council may consider contributions by way of donations/grant awards to any voluntary/charitable group, organisation or club located within or for the benefit of the three parishes of Hindlip, Martin Hussingtree and Salwarpe.

1. For the purposes of making donations/grant awards, the Parish Council will consider the use to which the contribution will be put, whether it is reasonable and which in the opinion of the council, is in the interests of the three parishes or any part of the parishes or is in the interests of all or some of its inhabitants. The council's discretion is not open to challenge.
2. Before incurring expenditure, the council must be satisfied that there is a direct link to the parishes or part of an area within a parish or to some or all of the inhabitants.
3. The council requires a written statement of the purpose of the donation/grant and how it is intended to spend the money.
4. A donation/grant must be authorised in advance by a formal resolution of the council.
5. The maximum value of contributions made by the Council in any one year will be relative to the annual budgeted sum allocated for the purposes.

#### Limitations:

- i. A donation/grant award will be restricted for the benefit of an area located within the designated parishes.
- ii. The voluntary/charitable group, organisation or club is to be located within or operating within the three parishes.
- iii. A donation/grant award may not benefit a single individual.



- iv. A donation/grant award may be used to provide for occasional use of facilities or premises which further the development of arts and local crafts or to the expenses of any group, organisation or club or other persons providing any of these facilities.
- v. Admission to any indoor or outdoor event may be either with or without payment.
- vi. A donation/grant award may be used to encourage persons to visit any of the three parishes by publicity or otherwise, for recreation, health purposes, shows, displays, or other public purposes. This includes provision of equipment, supplies and assistance of any kind for such purposes.

### Summary

- The allocation of funds would be used specifically granted for Hindlip First School Breakfast Club and evidenced as such by receipts and invoice
- No monies from Central Governments core funding will be used to support any element of the breakfast club's operation
- The grant would be awarded specifically for the neediest (2<sup>nd</sup> level) families who are unable to access support from elsewhere (just-managing)
  - The grant would be for the stated period/s only and its continuation beyond this period would not be guaranteed (re-visited on an annual basis).
  - Costs for operation may include food, supervision and any dedicated equipment. (For example, chairs and tables and crockery/cutlery, educational activity resources). The Parish Council would not bear any responsibility at any time for staff contracts or wages (irrespective of whether the grant is in place or not). The employment and remuneration (and other contractual employment benefits) of staff will always be the sole responsibility of Hindlip First School
- Set-up costs (chairs/tables/equipment could be granted from ringfenced funds from the 2022/2023 budget limited could be set at an amount of £3350 and evidenced by receipts.
- The start of the Breakfast Club's operational funding could begin in the financial year 2023/4 starting 1<sup>st</sup> April 2023 and would be specifically granted for that year only (in the first instance/to be considered on an annual basis).
- The school would invoice the PC termly (similar to the way we handle the lengthsman scheme) for up to - *To be agreed* per term (approx. *To be agreed* for the year.) (Level of funding to be agreed at the meeting) Invoices should be net of VAT and will be paid to Hindlip School only (no third-party suppliers).
- All links with the school would be made through the Headteacher Josh Uren. The pupils/families where funding is directed, with numbers or identity of supported pupils, would be anonymous and allocated at his discretion. HMHSPC would not be involved in the operation or decision- making process of the Breakfast Club
- Monies awarded for the breakfast club could not be used for any other activity without the express consent of HMHSPC

- The project would be audited by both HMHSPC’s internal auditor and the school’s auditor.

**Minute 7(a) Parish Council Meeting 20/03/2023**

**Resolved:**

Fully Funded Proposal Year 2022/2023

Accepted/Rejected Signed .....Chairman  
Date.....

**Resolved:**

Partially Funded Proposal Year 2022/2023

Amount Granted .....

Accepted/Rejected Signed .....Chairman  
Date.....

**Resolved:**

Proposal Year 2023/2024

Accepted/Rejected Signed .....Chairman  
Date.....

**Resolved:**

Partially Funded Proposal Year 2023/2024

Amount Granted .....

Accepted/Rejected Signed .....Chairman  
Date.....