

## MEMBER'S INITIATIVE FUND

## Application Form 2016 – 2017



**Complete pages 1,2 and 6**

<b>1.</b>	<b>COUNCILLOR/S (providing funding):</b>
<b>2.</b>	<b>PROJECT NAME: Fireworks Festival</b>
<b>3.</b>	<b>TOTAL COST OF PROJECT: £16565</b>
<b>3.1</b>	<b>AMOUNT REQUESTED (from STC): £9520</b>
<b>4.</b>	<p><b>APPLICANTS DETAILS:</b></p> <p>Delivery Organisation: Stanley Events _____</p> <p>Project Manager / Monitoring Officer: ____Anna Marshall_____</p> <p>Position Held in Organisation: Development Manager _____</p> <p>Telephone Number: 01207 239 227 _____</p> <p>Address: Stanley Community Football Centre, Tyne Road, Stanley, Co. Durham. DH9 6PZ</p> <p>Email Address: anna@stanleyevents.co.uk</p> <p>Bank Sort Code: 30-92-79</p> <p>Bank Account Number: 34403568</p>
<b>5.</b>	<p><b>BRIEF PROJECT DESCRIPTION, ITS OBJECTIVES / EXPECTED OUTCOMES &amp; STC WARDS TO BENEFIT FROM THE PROJECT:</b></p> <p>Since 2012 Stanley Events, a non for profit social enterprise, has continued to develop an annual fireworks festival as a free event for the local area. The display has continued to grow and over recent years has attracted over 9000 people per year. The event is highly regarded and visitor feedback from the event through our social media, independent research and word of mouth has been extremely positive. We continue to develop our staff base from local people, currently having trained and employed over 60 local people to support the delivery of our events and those we are contracted to support. The event has an excellent safety record and is well regarded by local partners. The event is not only a great evening out but provides an official display, ensuring that an organised display helps prevent smaller un-official displays and reducing risks to the wider public.</p> <p>Stanley Events are committed to providing a free festival in Stanley, however as the event becomes</p>

	increasingly more popular the costs of ensuring the safety of the event continue to rise as staffing and traffic management become increasingly important. The costs for this year's event are listed below and provide for a 22minute choreographed display to music, children's entertainment and live music.		
<b>6.</b>	<b>ELEMENTS OF THE PROJECT AND A BREAKDOWN OF THE COSTS:</b>		
	<b>PR &amp; Traffic management</b>	<b>£ 1620</b>	
	<b>Staffing</b>	<b>£ 2505</b>	
	<b>Site equipment – toilets, waste &amp; removal, site cabin, firefighting equipment, tower lights and fencing</b>	<b>£ 2120</b>	
	<b>Site re – instatement</b>	<b>£800</b>	
	<b>Fireworks, staging and permissions</b>	<b>£ 9520</b>	
		<b>£</b>	
<b>6.1</b>	<b>PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION</b> <i>(i.e. letter headed quote or price list from reputable supplier)</i> Done <input type="checkbox"/>		
<b>7.</b>	<b>DETAILS OF ANY FINANCIAL ASSISTANCE THAT HAS BEEN SOUGHT / OBTAINED FROM OTHER BODIES:</b>		
<b>7.1</b>	<b>NAME OF ORGANISATION</b>	<b>AMOUNT £</b>	<b>CONFIRMED IN WRITING? YES / NO</b>
	Stanley Events – Management, supervision, SAG application,	4654	yes
<b>8.</b>	<b>HAS THIS ORGANISATION PREVIOUSLY APPLIED TO STC FOR FUNDING?</b> Yes / <input type="checkbox"/> No <input type="checkbox"/> <b>PLEASE PROVIDE DETAILS BELOW:</b> Previous fireworks festival, Christmas festivals and Music Festivals.		
<b>9.</b>	<b>ELECTED MEMBER'S DECLARATION:</b>		
<b>9.1</b>	Member's involvement with the project <i>(if any)</i> :		
<b>9.2</b>	Member's declaration of interest <i>(if any)</i> :		
<b>9.3</b>	Is the interest referred to on the latest registration of your interests (ROI) form? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>10.</b>	<b>Signed (Councillor/s)</b>	<b>Date</b>	

11.	Approved by (RFO)	Date
12.	Approved by (Chair of STC)	Date

## 1. Conditions of funding

### 1) Simplified Terms and Conditions:

- a) Your application sets out full details of the estimated eligible costs. Funding will only be payable in respect of money spent on the approved project. Any money spent prior to the date of any Funding Offer may be ineligible. The funding must be spent within 6 months of receipt of the funding.
- b) Any significant change to the project as described in the application must be agreed in advance by the Responsible Finance Officer.
- c) Stanley Town Council reserves the right to vary the amount of funding payable where there have been such changes.
- d) Stanley Town Council reserves the right to reduce the amount of funding if the total amount spent on the project is less than the estimated total in the Funding Offer.
- e) A monitoring report must be submitted within 6 months of the date of receipt of funding. The monitoring form will be sent to you with payment, and it is designed to collect financial and non-financial details to enable progress to be monitored.

### 2) Eligible Project Costs:

- a) The delivery organisation agrees that the funding must be used on the Project and must not be used for:
  - i. Payment for unfair dismissal or redundancy to staff.
  - ii. Expenditure on activities of a political or exclusively religious nature.
  - iii. Expenditure supported from other sources (for example: the total cost of the Project must not be less than the total of ALL Grants, Offers of Funding etc towards its cost).
  - iv. Expenditure on works or activities which any other person or organisation has a statutory duty to undertake.
  - v. Recoverable VAT.
  - vi. Any liability arising out of negligence.

- b) The delivery organisation should contact the RFO at Stanley Town Council (01207 299 109) if there is any doubt as to whether a particular cost is eligible to be paid out of the funding.

3) Breach of Conditions and Recovery:

- a) Stanley Town Council may also reduce, suspend or withhold funding or require all or part of the funding to be repaid, if it is believed that:
  - i. The funding has not been used for the purposes for which it was given.
  - ii. The application form was completed dishonestly or the supporting documents gave false or misleading information.
  - iii. Insufficient measures are being taken to investigate and resolve any reported irregularity.
  - iv. There are reasonable grounds to believe that it is necessary to protect public money.
  - v. There are any other reasons why continuing to fund the Project would be undesirable.

4) Maintaining Records:

- a. The delivery organisation must keep accurate records of activities and outcomes achieved by the project.
- b. These must be available for inspection at any reasonable time by Stanley Town Council.
- c. Up to date accounts must be kept with all invoices, receipts and other relevant documents relating to a claim for payment, such that a clear audit trail can be followed. These must be made available for inspection at any reasonable time.
- d. All receipts for spend must be copied and returned with the claim and monitoring forms when requested; (please only supply copies, not the original receipts).

5) Publicity:

- a. The delivery organisation must ensure that appropriate publicity is given to the approved project wherever practicable by:
  - i. Drawing attention to the benefits and opportunities afforded by the scheme.

- ii. Appropriate reference to the Stanley Town Council funding should be included on any related literature and publicity associated with the project e.g. annual report, posters etc. (with evidence provided to STC).
- iii. Digital photographs shall be provided (and other audio/visual material if applicable) for use in future Town Council publications such as Town Council News and/or the website etc.

6) Other Matters:

- a. The delivery organisation should ensure that it and anyone acting on its behalf complies with the law for the time being in force in the United Kingdom and in particular:
  - i. Takes all necessary steps to secure health, safety and welfare of all persons involved in the project.
  - ii. Does not unlawfully discriminate against any person on the grounds of sex, disability, race, age or faith.
- b. The delivery organisation should ensure that the project has the necessary authority (legislative or otherwise) for the activity proposed.

7) Insurance:

- a. The delivery organisation will maintain adequate appropriate insurance at all times.
- b. The delivery organisation must keep any assets acquired by the funding in good repair and must make sure that it has adequate insurance for all of them.

8) Financial Arrangements:

- a) The delivery organisation should have a bank account in its own name, or obtain written agreement from STC to use another organisation as an 'accountable body'. Appropriate arrangements should be in place for the management and administration for this account.
- b) The delivery organisation may be required to provide Stanley Town Council with details of all income or profit received in respect of the project.
- c) The delivery organisation must seek advice from the Responsible Finance Officer (01207 299 109) if financial problems appear likely or are actually experienced.

- d) When purchasing equipment and supplies, services etc. the delivery organisation should ensure that it is able to obtain value for money.

**2. Acceptance of Funding Award / Offer of Financial Support:**

- a) Any queries regarding this offer letter should be referred to the Town Council's Responsible Finance Officer.
- b) Please sign below to show that you have read and understood the Conditions of Funding above

Name \_\_\_\_\_ Signature \_\_\_\_\_

- c) Please specify to whom the cheque/s should be made payable

\_\_\_\_\_

- d) A copy of these Conditions will be sent to you with your cheque



**Stanley Events**  
**Stanley Community Football Centre**  
**Tyne Road, Stanley**  
**DH9 6PZ**

Dear Alan,

**RE: Funding request towards Stanley Fireworks Festival 2016**

Please see below a funding breakdown and proposal for the 2016 Fireworks Festival.

Since 2012 Stanley Events, a non for profit social enterprise, has continued to develop an annual fireworks festival as a free event for the local area. The display has continued to grow and over recent years has attracted over 9000 people per year. The event is highly regarded and visitor feedback from the event through our social media, independent research and word of mouth has been extremely positive. We continue to develop our staff base from local people, currently having trained and employed over 60 local people to support the delivery of our events and those we are contracted to support. The event has an excellent safety record and is well regarded by local partners. The event is not only a great evening out but provides an official display, ensuring that an organised display helps prevent smaller un-official displays and reducing risks to the wider public.

Stanley Events are committed to providing a free festival in Stanley, however as the event becomes increasingly more popular the costs of ensuring the safety of the event continue to rise as staffing and traffic management become increasingly important. The costs for this year's event are listed below and provide for a 22minute choreographed display to music, children's entertainment and live music.

**PR & Traffic**

Including; Marketing, Publicity, Resident Engagement, Traffic Management

**Costs £1620**

**Staffing Costs**

Including; SIA, Stewards, Event's Safety Officer, Control Room, Site Assembly, Site Dismantle and litter picking, radio hire.

**Costs £2505**

**Site Equipment**

Including; Gazebo's, Generators, Crowd Control Barrier, Toilets, Waste & removal, Fire Fighting Equipment, Tower Lights.

**Costs £2120**

**Site Re-Instatement**

**Costs £800**

**Fireworks, Staging, Permissions**

Including; Fireworks, PA System, Staging, Compere, Event Insurance, First Aid

**Costs £9520**

**Stanley Events Contribution as \*match funds\***

Management, Supervision, SAG application, Licenses, Administration

**Costs already secured £4654.50**

**Total Fundraising target required £16,565.00**

**Total match currently secured £4654.20**

Stanley Events would like Stanley Town Council to consider funding the 2016 fireworks festival so that the popular event can remain free for families across our local area.

Please do not hesitate to contact me if you would like to discuss the proposal further.

Kind Regards,

Anna Marshall  
Stanley Events  
[anna@stanleyevents.co.uk](mailto:anna@stanleyevents.co.uk)  
07879810960



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**From:** Carl Marshall <carl@stanleyevents.co.uk>  
**Date:** Thursday, 19 May 2016 at 11:35  
**To:** Alan Shaw <alan.shaw@stanley-tc.gov.uk>  
**Cc:** Anna Marshall <anna@stanleyevents.co.uk>  
**Subject:** Fireworks Proposal

Hi Alan

Please see attached a proposal for this year's fireworks festival.

Anna will be more than happy to sit down and discuss anything that needs clarification.

Thanks  
Carl



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**From:** Alan Shaw alan.shaw@stanley-tc.gov.uk  
**Subject:** Re: Fireworks Proposal  
**Date:** 19 May 2016 at 12:10  
**To:** Carl Marshall carl@stanleyevents.co.uk  
**Cc:** Anna Marshall anna@stanleyevents.co.uk

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Carl,

I acknowledge receipt of your message.

As this is an application for grant funding could you please complete and return the funding application form and also supply a copy of the company's most recent set of annual accounts.

Could you also expand on the application: The supporting text refers to children's entertainment and live music but there is no breakdown of costs or detail for these.

As I write, you will be aware that the Town Council did not make provision in the budget for a fireworks display in 2016/17. However, I am aware (as I am certain you are) that the fireworks event was popular with residents when we conducted a community survey earlier this year. We have published the results of our survey on our website.

The Council will be holding an extraordinary meeting in early June this year to consider how to respond to the results of the survey and may (or may not) decide to review the budgets at this time. I will obviously make members aware that your application has been received upon receipt of the completed grant funding form.

In terms of the document as it stands, I would offer the following feedback: The breakdown of funding includes the following: Radios, Gazebo's, Generators, Crowd Control Barrier, Toilets Fire Fighting Equipment, Tower Lights. Staging.

It is my understanding (and most if not all members of the Council will have the same view, I suspect) that Stanley Events already owns most if not all of these things. The Council may wish to know why funding is being requested for assets that the company already has in its possession (the same items appear on previous funding applications). Could you clarify why funding is being requested for these items.

I look forward to hearing from you.

Kind Regards

Alan

Alan Shaw  
Town Clerk  
**Stanley Town Council**

Civic Hall | Front Street | Stanley | DH9 0NA  
Tel: 01207 299109

[www.stanley-tc.gov.uk](http://www.stanley-tc.gov.uk)

**From:** Anna Marshall [anna@stanleyevents.co.uk](mailto:anna@stanleyevents.co.uk)  
**Subject:** Fireworks 2016  
**Date:** 20 July 2016 at 12:39  
**To:** Alan Shaw [alan.shaw@stanley-tc.gov.uk](mailto:alan.shaw@stanley-tc.gov.uk)



Hi Alan

Please see attached our application for Funding towards the Firework Festival this November. In response to your question as to why we request funding for items we already own:

Stanley Events equipment needs to be repaired, replaced and maintained on a regular basis. As company we also incur costs for transporting the equipment as well as staff to assemble it. So, unfortunately we are not able to offer these without any cost attached. Hope this can help answer your question.

Many thanks

Anna



FireworksMIF20  
16.doc

***Email from Cathrine Baker:***

Name: Cathrine Baker  
Subject: Fireworks Display

Message: I'd just like to say how much my family enjoyed last years fireworks display! As a mum with a low income, and no means to get around apart from buses, its great to have a display so close to home, and of course its free which is always a bonus! We are highly anticipating this years display.

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***Email from Emily White:***

Name: Emily White  
Subject: Stanley Fireworks Display at Oakies Park

Message: Alan Shaw/STC

Just a short note to state it would be wonderful if funding could be provided to hold the annual fireworks display at Oakies park. We have taken our children each year and they thoroughly enjoy it. It is an amazing event and enjoyed by all local residents. I understand this is being discussed at a meeting on 20th Sep and I would luv this to be held for Stanley residents again. It is so important that our children have these experiences and opportunities.

Thank you for your time with this matter, it really is appreciated.

Emily White

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***Email from Emma Thomas:***

Name: Emma thomas  
Subject: Alan Shaw

Message: Fao Alan Shaw

Please can we have funding for fireworks at Stanley again this year. I have 5 kids and don't drive. They would be heartbroken to miss out as would many other children in Stanley

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***Email from Adele King:***

Name: Adele  
Subject: Free fireworks display at Oakes

Message: I have been going to this event every year since it started. I have brought up 4 kids and 4 grandkids to this event. They thoroughly look forward to it every year come rain hail snow whatever the weather. This event is free and thousands of Stanley folk attend young and old for some (on the dole ) it's the only way they can afford to take their kids to see something as

## Item 7 - ATTACHMENT G

spectacular as this. It has been the talk of the town of how good it is and for many weeks after the event I have friends coming from Edinburgh just to come see this event. Don't take away the few joys Stanley has left. Give the community what they want and expect ( including me my family and distant friends ) Stanley town council has a display on in Chester-le -street and I see its £5 per person that is something a single mother with two kids could not afford and people from Stanley most could not attend due to transport issues . Please keep the firework display going for as many years as you can. I've been to a few in the past but nothing can compare to the firework event at Oakes.

\*\*\*\*\*

### *Email from Victoria Bell:*

Dear Alan,

I hope this email finds you well.

I have noticed that you are starting to advertise for the firework event at oakies park this year. I am a resident of Whinside Stanley and would like to know if there will be anyone stopping people parking on the estate as you do with all the private estates around the park, as the last two years we have been unable to park anywhere near our house and received nothing but verbal abuse when asking people if they would move there cars.

I would be grateful if you could advise how you are going to manage this problem this year, or alternatively point me in the right direction to someone who can help.

Many thanks for your help in advance.  
Victoria Bell

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### *Email from Lewis Christie:*

Evening Alan,

Just a quick email regarding Tuesday 20th September at 6:30PM

I believe Stanley should host another "FREE" fireworks festival at Oakies Park in November. The event has grown since 2013 when it first was funded by STC it should make you`s as a parish council proud for the area as it brings thousands of people together not just from the Stanley Area but right across the north east and is one of the best FREE events in the region.

P.S I will be attending the meeting however I would like your permission to go "LIVE" on my Facebook page for the people wont be able to attend the meeting, I hope that is alright.

Link below of site that is proposed to go live on

Could you send an agenda too please.

"MY VIEWS ARE MY OWN"

<https://www.facebook.com/Stanleycountydurham>

Thank You for reading this ha

Kind Regards

Lewis Christie

\*\*\*\*\*

**Email from Christine McGeorge:**

Alan

In response to the fb message from Carl Marshall – below

*So...if you are one of the people who think this should be an event that Stanley Town Council puts some funding into I would suggest the best way to make this known is to contact them. We need to remember that this event is one of the only organised displays in the area. All others have admission fees of around £5 per person. This event and the Music Festival support local people, provide training and jobs locally as well as a really great display that everyone can afford to go to. The event will go ahead without town council funding but whether it is at the same level or without entry fees every year remains to be seen without the extra support. The decision has not yet been made to "Not fund" this and the music festival but there has been a recommendation made that they do not. This has to be agreed at a full council meeting. If you would like to see the event continue in its current format you can make your opinions known by emailing the Town Clerk [alan.shaw@stanley-tc.gov.uk](mailto:alan.shaw@stanley-tc.gov.uk) or writing to them at the Civic Hall. The other chance is to attend the public full council meeting on Tuesday 27-Oct at the Civic Hall. I am Double checking the time. Again can I repeat. I do not intend this to be a place to engage in arguments so if you support it send a nice polite Email or letter and tell the Council that you think its important to Stanley! Thanks all :)*

There is clearly some long standing/ongoing concern around STC's continued funding of Stanley Events.

I do not understand why as I feel that the events have been a success.

However I do think that if STC intend to fund then they should have, and make public a full breakdown of all costs submitted by STC and be very clear on why the funding has been given or not

This is fast becoming a poison chalice

Kind Regards

Christine McGeorge

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