

**Parish Clerk**

Mr Philip Harty
The Glebe
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Planning applications: All applications can be viewed at www.eastcambs.gov.uk/online-applications/ then putting the application number in the search bar.

Minutes of the meeting of Sutton Parish Council held on 19th August 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Cllr M Inskip Cllr B Browne Cllr B Goodjohn Cllr L Jordan Cllr A Newton Cllr N Oakland
Cllr L Kirby

Clerk: Mr P Harty **County Councillor** L Dupre

Public: 1

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 5

Minutes Meeting Opened at 7.30pm

077/25 To receive and note apologies for absence.

Apologies were received from Cllrs Butler, Partington and Cassidy.

078/25 To receive declarations of interest

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.

None Declared

079/25 Public Participation

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting **in relation to the business to be transacted at that meeting.**

No Public Participation Noted

080/25 To approve the minutes of the meeting of Council held on 22nd July 2025 (See Info Pack)

It was proposed by Cllr Inskip and seconded by Cllr Newton that the minutes for the meeting held on the 22nd July 2025 were a true reflection of the meeting.
4 Cllrs voted in favour, none against and 3 abstentions.
The Chair duly signed the minutes. Clerk to place on website.

081/25 To Consider the Co Option of One Parish Councillor

An application to join the Council had been received from Mr P Barnard to become a council member.

My Barnard attended the meeting and was invited to say a few words about himself. It was proposed by Cllr Inskip and seconded by Cllr Jordan to accept Mr Barnard as a new member. This was agreed unanimously with a show of hands.

082/25 To receive and note the Project Chart and Action Plan (See Info Pack)

Noted

083/25 To receive reports in relation to Sutton from: (See Info Pack)

1. Cllr Lorna Dupre – Cambridgeshire County Council
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council

Reports Received and Noted.

084/25 Finance

1. To approve payments.

Online Payments

August 2025	Salaries & expenses	£9409.40
August 2025	Cambs Pension Fund	£954.32
Veolia Ltd	Easi-bins	£123.17
ECOApproach Ltd	EPC Inspections	£1234
The Copier Warehouse	Photocopying	£88.36
Safety Signs 4 Less	Signs/Posts	£350.09
CAMEO	Glebe Curtains	£3213.60
Centra Data	Computer Support	£85.37
The Workplace Depot	Bins for Pavilion	£103.18
Gordon Ellis & Co	3 x Planters	£759.77
Stunning Landscapes	Replace Roof Tiles/Install Signs	£305
Gallagher	Van/Cyber Insurance	£917.62
Amazon Business	Kettles/Signs/CCTV	£77.45
PFK Littlejohn	External Audit	£756
MA Cleaning Services	Glebe Windows	£30
SLCC	Training	£144
Pecks	Paint	£22.78

Direct Debits

ECDC	Non-domestic rates	£717
Lloyds	Multipay	£56.81
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£261.15
DRAX	Glebe Electric	£310.12
British Gas	Glebe Gas	£32.89
British Gas	Pavilion Gas	£160.17
B & CE	Peoples Pension	£242.02
HMRC	Tax & NIC	£2573.54

It was proposed by Cllr Browne and seconded by Cllr Goodjohn to accept the payments as above. All Councillors present voted in favour by show of hands.

2. Report From Finance Working Party (See info Pack)

a. Review of Finances

Noted by Council

b. Note External Auditors Report

Noted by Council

085/25 Planning

1. Planning approvals/Refusals –

A. Proposal: To Vary Condition 1 (Approved Plans) of previously approved 23/00870/RMM dated 11 March 2024 for reserved matters for outline planning application 18/01053/OUM for 41 residential dwellings including Appearance, Layout Scale and Landscaping, along with parking and open space
Location: Land Rear Of 30 To 40 Garden Close Sutton Cambridgeshire
Reference: 24/01096/VARM: REFUSED

Noted by Council

B. 24/00747/DISA & 24/00747/DISB & 24/00340/DISC

To discharge Condition 5 Off Site Pedestrian Improvements
To Discharge Condition 27 Archaeological Excavation Report
To Discharge Condition 4 Lighting Scheme
Land Adjacent 43 Mepal Road Sutton Cambridgeshire

Noted by Council

2. Appeals/Variations –

To Vary Condition 1 (Approved Plans) of previously 22/00057/RMM approved at appeal APP/V0510/W/23/3328203, dated 08 July 2024 for Reserved Matters for appearance, landscaping, scale and layout for the erection of 47 homes including public open space of previously approved Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access
Location: Land Rear Of 30 To 40 Garden Close Sutton Cambridgeshire
Reference: 25/00667/VARM

After a discussion it was proposed by Cllr Inskip and seconded by Cllr Newton that this goes against the Neighbourhood Plan.

All Councillors present voted in favour, with the exception of 1 abstention.
Clerk to feedback to ECDC Planning Dept.

3. Planning Applications – NONE

4. Tree Consents –

25/00846/TRE: 58 High Street Sutton Ely Cambridgeshire CB6 2RA
T1 - Holly - Reduce height by approximately 2-3 metres.
T2 - Bay - Reduce height by 3 metres.
T3 - Apple - Crown reduce by approximately 2 metres.
T4 - Apple - Crown reduce by approximately 1 metre. All trees in back garden

Noted by Council

086/25 To Discuss Local Government Reorganisation (See Info Pack)

After a discussion by Councillors it was proposed by Cllr Inskip and seconded by Cllr Jordan that the Parish of Sutton would be best served being aligned with South Cambs and City (Proposal A Unitary 2).

5 Cllrs in favour and 2 abstentions.

Clerk to notify ECDC and Chief Executive of CCC of the Councils preference.

087/25 Review and Adopt Policies

a. Press & Media Policy

It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve the Press & Media Policy.
All Councillors Present agreed by show of hands

b. Complaints Procedure Code of Conduct

It was proposed by Cllr Inskip and seconded by Cllr Newton to approve the Press & Media Policy. Agreed unanimously.

088/25 To discuss AGAR 2025 Assertion 10 - Digital and data compliance (See Info Pack)

a. Training

Clerk to look at suitable training providers and bring costs back to Council.

b. Ensure PC meets requirements

Clerk reported that the PC currently meet all mandatory requirements. Noted by Council.

089/25 To Discuss Witcham Neighbourhood Plan (See Info Pack)

After a brief discussion the Council had no comments.

090/25 To Approve Replacement Fence at The Glebe (See Info Pack)

Rear Fence at the Glebe is damaged and rotten.
Quote to Replace £687

It was proposed by Cllr Newton and seconded by Cllr Goodjohn to accept the quote.
All Councillors present voted in favour by show of hands.
Clerk to arrange for work to be carried out.

091/25 Clerks Report

- a. Play Park Signage Now in Place
- b. Vandalism at the Pavilion
 - 1. Windows – small holes from a sling shot device.
 - 2. Graffiti on Climbing Wall.
- c. EPC Certificate to be Completed in September
- d. War Memorial – Grant applied for and PCC Contacted.
- e. The Glebe curtains are now being refurbished – expected date back September 2025.

Noted by Council

092/25 Nature Recovery Strategy (See Info Pack)

After a brief discussion no comments were made by Council.

093/25 To Discuss EV Chargers

a. Contract with Believ

Councillors discussed contract and recommended Solicitors advice as below.

It was proposed by Cllr Inskip and seconded by Cllr Jordan that the Clerk should return to Solicitors to ratify points in b. as below.
This was approved by all Councillors present by show of hands

b. Solicitors' Recommendations

Council have asked Clerk to go back to Solicitors and engage with Believ regarding:

- a. Clause Break in Contract
- b. Schedule of payments
- c. Non-Payment of lease regarding EV Chargers downtime outside of PC hands.

094/25 To Discuss and Approve Traffic and Transport Working Party Meeting. (See Info Pack)

To Discuss and Approve Recommendations:

a. LHI Bid Weight Restriction

Recommendation to full council: To proceed with stage 1, including:

1. Approval for the Clerk to initiate a 7 day origin and destination survey, 7 day vibration monitoring and NOX monitoring as advised by the county council
2. Clerk to engage with local businesses on the weight limit proposal and to explore potential covenant arrangements with HGV operators
3. To work with the county council on funding for additional HGV advisory signage
4. To work with the county council on possible schemes for additional traffic management to reduce the impact of HGV traffic

It was proposed by Cllr Inskip and seconded by Cllr Newton that the Clerk will:

- Contact relevant companies to source costings for item 1.
- Prepare a letter to local companies as detailed in item 2.
- Contact CCC and gather further information on items 3 & 4.

This was agreed unanimously.

095/25 To Note Outcome of Personnel Committee Meeting on the 19th August 2025.

Council noted outcome of meeting and Clerk to publish minutes of Personnel Committee on website.

096/25 Matters as Agenda Items for Future Consideration

- a. Vandalism and ASB in Sutton
- b. Land at Top of Mepal Road

Any items for consideration for next Full Council Meeting to be sent to the Clerk by the 17th September 2025

097/25 Date of Next Full Council Meeting(s)

23rd September 2025 – Full Council
21st October 2025 - Full Council
25th November 2025 - Full Council
16th December 2025 - Full Council & Budget/Precept
27th January 2025 - Full Council

Meeting Closed at 9.15pm.

Members of the public and press are welcome to attend the meeting.



PROJECT AND ACTION PLAN

Full Council – 23rd September 2025 Agenda Item 102/25



September 2025
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

2025 – Sutton Parish Council Project and Action chart

As at: 16th September 2025

Date	Priority Level	Detail	Budget	Progress	Completed
27.10.20 Min 90/20/2/i	M	Transfer of land to provide path between St Andrews Close and The Orchards <ul style="list-style-type: none"> • Instruct Solicitor • Obtain all paperwork for solicitor. 		<ul style="list-style-type: none"> • Invoice received and once paid we will get the paperwork finalised (14.10) Waiting for confirmation on ownership. • Chased 11/1/2021 • Chased 19/01/2021 Solicitor should be making the final land transfer application have emailed twice to confirm no reply (24.03) • Other solicitor now querying Map, so awaiting further contact from our solicitor, the application has not been submitted to Land Registry (14.04) • Further chased on 28.06.21 as have heard nothing from the solicitors, chased again on 14/7 he is on annual leave until 19/7 – Chase if nothing by 22nd July – Chased 22.7 Chased 4/8 if not contact by Monday 9th call to speak to them • 16/08/2021 – Solicitors haven't heard from other sols and have been snowed under with other work. • 14/09/21 – Final plan received from other solicitors and will now be sent to Land Registry to transfer the land. Awaiting timescale from our solicitor • Melissa chased Solicitor for an update 14.10.21 • Solicitors have advised Land Registry are still taking almost a year to sort Transfers of Part. They have tried to prompt/chase them but unfortunately, they do not expedite unless you have an active sale. 	Complete. To go to working party for discussion.

			<ul style="list-style-type: none"> • Melissa requested an update from solicitor as nearly a year since application sent to Land registry 08.08.22 • Been advised that the solicitor has tried to prompt land registry but without a sale or other dealing they simply process in order. 10.08.22 • Chased and advised the process can take over a year, Office to look to see if we can get details and chase Land Registry ourselves. 30.11.22 • Solicitor will look to see if they can expedite the application. 02.03.23 • Transfer of land all completed and land registry confirmation received on 22nd March 2023. • Traffic and Transport working Party to review options at next working party meeting. • Survey set up online and consultation letter prepared • Survey completed and sent out with Newsletter to houses the path would be used by 18th August 2023 • Data and responses to be given to the TTWP to review once collated. • Clerk to obtain quotes and item to be added to Agenda in Feb 2024 – Awaiting site visits. • As of 13/3/24 2 quotes have been obtained. 4 Companies contacted 2 have quoted and 2 have declined. To go to WP. • TRAFFIC & TRANSPORT WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on quote and Clerk to engage with residents • Clerk still awaiting requote from 1 company to include install of offset pedestrian barriers. • 2 quotes received – Lowest quote to be engaged as per meeting April 2025 • Letters sent out to residents warning of work going ahead. Awaiting contractor to confirm date. 	<p>Yes</p> <p>Yes</p>
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			<ul style="list-style-type: none">Approved Contractor has declined to carry out the work. Clerk has approached another contractor to carry out work.Work now scheduled for October – Clerk to inform residents nearer time.Work to commence w/c 6/10/25 – letters sent to residents 12/9/15		<ul style="list-style-type: none">Approved Contractor has declined to carry out the work. Clerk has approached another contractor to carry out work.Work now scheduled for October – Clerk to inform residents nearer time.Work to commence w/c 6/10/25 – letters sent to residents 12/9/15
M	<ul style="list-style-type: none">Picnic Benches for open spaces and recreation ground	CIL	<ul style="list-style-type: none">Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal. Prices given to SRWP. More details on the costs on fixing of the picnic tables requested – We need to know where these are to be installed and onto what ground so calculations can be made. – WP need to provide more specific details. 4/8 – Asked working party for more specific info as to what benches will be purchased, if they are going to be on hard standing or grass 4/8Clerk to get 3 quotes once WP decideCurrently on HoldWP to investigate overlay of concrete pad and addition of 2 concrete picnic benches and a table tennis table.SPORTS & RECREATION WP		<ul style="list-style-type: none">Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal. Prices given to SRWP. More details on the costs on fixing of the picnic tables requested – We need to know where these are to be installed and onto what ground so calculations can be made. – WP need to provide more specific details. 4/8 – Asked working party for more specific info as to what benches will be purchased, if they are going to be on hard standing or grass 4/8Clerk to get 3 quotes once WP decideCurrently on HoldWP to investigate overlay of concrete pad and addition of 2 concrete picnic benches and a table tennis table.SPORTS & RECREATION WP

24 th October 2023	M	EV – Charging points <ul style="list-style-type: none"> Provide charging points for The Glebe and Pavilion. 	<ul style="list-style-type: none"> Clerk to sign Non-disclosure agreement (Believ) Clerk to contact Roger Taylor (Solicitor) Roger Taylor emailed 15/2/24 – awaiting response. Non Disclosure resigned by Clerk and emailed to Believe. 21/2/24 	Yes Yes
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				<ul style="list-style-type: none"> • Currently awaiting solicitors to respond to email for help with contracts. • Solicitors have responded with concerns over 20 year lease/rent. Passed to Luke for comment. • Solicitors now retained. Have been instructed to look at a break clause after 10 years. • Clerk has spoken to Believ who will now start to survey proposed locations to finalise exact locations. • Update – CCC are offering fully funded EV Charge points – Clerk to investigate – Meeting with CCC 23/4/24 • Clerk reported back to Council re CCC charge points • Solicitors instructed to talk to Believ re break clause in contract. • Currently awaiting contracts • Awaiting RBL to come back re using 4 spaces in their agreement for charge points. • Believ will go ahead with charge points at Glebe whilst awaiting RBL. • Believ have requested Deeds for relevant areas. Clerk to provide. • RBL have proposed area for Disabled Bay – area opposite entrance. Clerk to look at and report back. • Still no contract – Clerk to chase Solicitors. • RBL have suggested locating 2 to 3 disabled bays in front of the building on the grass area. • To go to Full Council. • Awaiting Minutes from Meeting held 30/9/24 • Believ have contacted the PC saying they will not currently be going ahead with the Chargers at RBL but will be at the Glebe – if suitable demand will revisit RBL location • Clerk to obtain full detailed plan for installation and bring back to PC
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			<ul style="list-style-type: none"> • Clerk to contact Believ and make sure the bike racks moving will be at their cost. Confirmed by Believ they will pay for racks. • Full Council to approve lease and plan. • Awaiting Believ to come back with full contract • Chased several times still awaiting contract • Currently Solicitors are reviewing contract • Report back from Solicitors – to go to Full Council Aug 25 • Updated response from Believ to Solicitors – Full Council to make decision in September 2025 		
H	Cycle Parking (CCC) at facilities <ul style="list-style-type: none"> • Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre. 	CCC funded	<ul style="list-style-type: none"> • The Glebe installation 4th May 2022 • Pavilion and Brooklands installation • Awaiting bollards and mesh flooring (No date given) Chased 16/06 • Contractors came to install the bollards, however after reviewing with the parish clerk, they will be coming back when they have found a better solution for the installation taking into account the resin car park. 02.08.22, No mention of Mesh at Pavilion • No updates from CCC regarding Pavilion or Glebe, office to chase 18.10.22 • Pavilion and RBL bike stands have had the Geogrid installed and area made neat. • To chase CCC about the Glebe stands and rectifying the surrounds to the surfacing. • Clerk to look into Oct/Nov 2024 • Bike Stands to be moved 	Yes Yes	Yes Yes
H	LHI Scheme – 20mph speed reduction <ul style="list-style-type: none"> • Application to be made for speed reductions on The Row, Painters Lane, West Lodge Lane and Mepal Road. • Scheme to also include Ely Rd, Brooklands, High Street. 	CIL	<ul style="list-style-type: none"> • Application form submitted 25th April 2022 • CCC Has allocated an Engineer to work with SPC. • CCC Engineer emailed to give info on CCC 20mph reduction scheme. SPC to consider if it wishes to continue with application. • SPC agreed to hold the application until its in receipt 	Yes Yes	Yes Yes

			<p>of CCC 20mph policy. It will be discussed again at this point. (24.5.22)</p> <ul style="list-style-type: none"> • Been advised by Highways officer at CCC that further information on the application process, specific requirements and timelines will be provided in due course after their meeting in December 2022 • Email sent to CCC Highways for an update on the scheme. • Application forms have been received, and data being collected to make the application. • Consultations letters sent to residents in the area. • Application form completed. • Pending decision • 20mph Scheme fully funded reopens 15/2/24 https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/20mph-funding – Clerk has reapplied to the scheme. • Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFHl. • Funding for the scheme has now been allocated and Sutton was unsuccessful. Council to decide if we should reapply next year. • Clerk to reapply – produce residents survey to support application – January 2025 • Survey active now – once complete to go to Working Party. Survey now closed. • Traffic and Transport Working Party WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on what areas to apply for in 20mph Scheme at March 25 Meeting • Clerk has now applied for Mepal Road, The Row, 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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				Painters Lane and West Lodge Lane	
10 th May 2022		Library Access Point		<ul style="list-style-type: none"> • Awaiting outcome of application • New working party formed to discuss project • 23rd May 2023 – Working party membership agreed and date to be set for the meeting • Councillor Newton to arrange meeting of WP LIBRARY ACCESS POINT WP 	Yes
10 th May 2022		Provision for Young People		<ul style="list-style-type: none"> • New working party formed to discuss project • 23rd May 2023 – Council agreed to discuss this group again in September • Currently placed on hold – May 2024 • Clerk is investigating the Fire and Chill group to see about a group for Sutton. • Meeting with group 21/10/24 – Costs to be approx. £9k pa. • Clerk to produce Youth Policy and WP party to be established in 2025 • YOUTH SERVICES AND ACTIVITIES WP 	Yes
28 th June 2022		War Memorial		<ul style="list-style-type: none"> • Obtain specialist advice as to what work is required. I.e., cleaning and/or re-lettering, re-pointing etc. • Clerk to take pics of wording etc. • Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent. • Obtain quotations from specialist companies. • Obtain Funding – Application to the War Memorial Trust. • Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections. 	
		War Memorial			

24 th January 2023				<ul style="list-style-type: none"> 3 Quotes received. Will added to Agenda for July 2025 Quote Of £2128 from Brown & Ralph agreed. Clerk to look at a grant and approach PPC Grant applied for – WMT will grant 50% of quoted works if successful. PCC have informed us we need a Faculty. Applied for. 			
				<ul style="list-style-type: none"> Submit application to CCC Application submitted LHI application Dismissed and not reviewed as part on the complex or non-complex application. Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 Clerk to arrange for traffic surveys up to a sum of £1,000. – To go back to November FC meeting, as quotations over £1,000. Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. Order placed with Tracsis – survey January 2024 Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. Clerk to have funding approved for 2nd survey before March 24 Tracsis to need locations and duration to give quote for March survey. Further information required by CCC regarding impact 	CIL		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
			LHI 23/24 Application Weight restriction on B1381				

			<p>on people</p> <ul style="list-style-type: none"> • Online survey ready to go out once approved by WP. • Next traffic survey to be carried out on w/c 15th April 2024 • Note – additional fee of £330 for licences from CCC not included in original quote. • Online survey went live 4th March 2024. • Local PC'S and Police have been contacted. • Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vat to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend 22/4/24. • Enviro testing sent to Council. Councillor Jordan to look into other companies. • Decision from CCC will now be September 2024 • Unsuccessful – Council to decide how to proceed • Clerk to continue with application in 2025 • Letter to Business in area • Ask Lorna/Joshua with help/ideas • Environmental survey • Application Submitted January 2025 • CCC have advised we look at doing this in 3 stages. • Clerk to explore further on 20th June at LHI Panel. • T&T WP to discuss on 29/7/25 • Recommendations from WP to go to FC in Aug 2025 • Clerk has obtained Quotes for environmental monitoring – to go to FC • Traffic and Transport WP 		
25 th July 2023		<p>Definitive Map Modification Order</p> <p>To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Cllr Inskip</p>	<ul style="list-style-type: none"> • Deferred to meeting on the 22nd August 2023 until Cllr Inskip is in attendance to give more of a background to the application. • To be tabled at December 2023 meeting • Mark Inskip to determine how forms to be distributed to people by PC 		

25 th July 2023	ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions		<ul style="list-style-type: none"> • Approved to make an application for this grant for the Orchards, to clear drainage and restore areas to grass • Placed on hold – May 2024 • Seek grant to help with ditch clearance in Old Rec/The Orchard. • Still awaiting prices from Contractors • One quote obtained – to go to FC 	
22 nd August 2023	Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall internal – need attention		<ul style="list-style-type: none"> • Salmons Bros, contacted for an assessment on the windows. • Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24 • Clerk has spoken to contractor to quote for work on windows. • Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work. • Still chasing contractors to quote for windows. • Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work. • Clerk to keep trying to obtain more quotes 	
March 2024	Fire Station – Proposed Closure		<ul style="list-style-type: none"> • Clerk has arranged for a Public Consultation to take place on the 5th March 2024. • Consultation completed – to be discussed at next Full Council Meeting on 26th March 24. • Clerk emailed Fire Services with offers to help with recruitment in any way possible. Fire Services response to be discussed at next FC Meeting in April. 	

				<ul style="list-style-type: none"> • Clerk has now written directly to Fire Station offering help – no response as of May 2024 • Fire Services have notified PC that no decision will be made before summer 2025. • Fire Services have extended decision time into 2026. 	
March 2024		Bowls Club Access and footpath around green		<ul style="list-style-type: none"> • Site visit by Clerk 6/3/24 – report sent to Sports and Rec WP for discussion. • Clerk obtaining quotes and will seek funding if possible. • 3 quotes obtained and passed to Cllr Inskip– refer to Sports and Rec WP. • Clerk to have quote for 30mm asphalt top be increased to 50mm • Awaiting Minutes from meeting 30/9/24 • Quotes to go to FC • Nov 24 – Clerk to source matched funding for project. • Dec 24 PC approved FC Construction to undertake work • Awaiting update on grant application • Grant application to EDC was unsuccessful. Clerk to carry on seeking funding. • Clerk has applied to Sport England for Grant. • Sports England have awarded a grant of £6k. Currently awaiting dates from contractor. • More work has been identified – contractor to 	

LOCAL GOVERNMENT REORGANISATION

To nobody's very great surprise, it has been revealed that the Ministry of Housing, Communities & Local Government failed to undertake its own analysis of the financial implications of the ongoing local government reorganisation, relying instead on analysis by consultants PwC.

Fresh analysis of those figures shows that replacing the two-tier system with 58 new unitary councils with populations as low as 300,000 could end up costing £850 million over five years and deliver no long-term savings.

ADULTS & HEALTH

Cambridge Children's Hospital contractor appointed

A building contractor has been appointed to Cambridge Children's Hospital, which will be built on the same site that houses Addenbrooke's and Royal Papworth hospitals. Bouygues UK is expected to start within the next 18 months.

The facility will be the first specialist children's hospital in the East of England—the only region in the UK currently without one. The five-storey building will include 108 inpatient beds, sixteen paediatric intensive care beds, forty-two day-case beds, seven operating theatres, imaging and diagnostics, and a hospital school alongside a new research institute.

'Good' rating for adult social care services

Cambridgeshire County Council's adult social care services have been rated as 'Good' by the Care Quality Commission (CQC), with its assessment finding that early support and flexible options are helping people stay independent longer.

Assessment began in November 2024, with a site visit in early April. It found that people who draw on the council's care felt supported, listened to and offered choices, with care being co-ordinated in a planned way considering people's interests and what was important to them.

A range of successes and areas of good practice were highlighted in the report, including:

- Prevention and Reablement success: Quick assessments and goal-focused care are enabling people to stay at home and thrive.
- Strong provider relationships: Staff build trust and offer tailored care packages, supported by robust quality assessments.

- Leadership that listens: A stable leadership team is driving cultural change and boosting morale.
- Wellbeing at work: Staff feel supported through flexible working, wellbeing initiatives, and caring leadership.

The report also includes a number of areas for improvement, including:

- Direct payments: The number of people receiving direct payments is significantly below the national average. This needs to be increased to give people more choice and control over their care.
- Equity and inclusion: The council needs to improve its use of demographic data to understand the needs of underrepresented groups in Cambridgeshire.
- Unpaid carers: The council should build on the work of its All Age Carers Strategy 2022-2026 to ensure unpaid carers have consistently good experiences.
- Transitions and continuity of care: The council should work to improve transitions from children's services to adults' services for young people, ensuring this is timely and well-coordinated.

www.cqc.org.uk/care-services/local-authority-assessment-reports/cambridgeshire-0825

Integrated Care Boards 'between a rock and a hard place'

NHS Integrated care boards (ICBs) have been left between a rock and a hard place over taking forward redundancy schemes to hit demanding cost reduction targets set by the Government.

In March, the Government announced that it was scrapping NHS England over the coming years and set a target for integrated care boards to reduce running costs by 50 per cent by the end of the third quarter of this year. It later refined this target to keeping running costs within £18.76 per head of population, meaning that ICBs face different cost reduction targets depending on their starting point. Redundancies will be essential to meet this target.

However, it has subsequently become clear that there is an expectation that all redundancy costs should be self-funded. However, this leaves ICBs facing the prospect of launching a redundancy scheme, where the costs have not been included in their financial plan, or putting schemes on hold and missing their target to reduce running costs.

ICBs are now stuck between a rock and a hard place, without the additional funds needed to pay for their own restructuring.

To meet the cost cutting requirements of the Government, most ICBs have agreed 'clustering' arrangements. Cambridgeshire and Peterborough ICB has

clustered with Bedfordshire Luton & Milton Keynes and Hertfordshire, with a population of around 3.3 million people.

Annual Healthwatch summit

Healthwatch is an independent patient champion organisation consisting of a national body, Healthwatch England, and local Healthwatch groups focused on specific geographical areas. The current leadership team at Healthwatch Cambridgeshire have been active supporters of health scrutiny, including submitting reports and attending public scrutiny sessions to share the patient voice.

This years' annual summit is focusing on mental health and making local mental health services accessible to everyone. The event is taking place on Wednesday 8 October 2025 between 9:00AM and 2:50PM at the Delta Marriott Hotel, Kingfisher Way, Huntingdon PE29 6FL. It is free to attend and open to all. Booking required.

www.healthwatchcambridgeshire.co.uk/form/sign-up-to-join-our-annualsummi

CHILDREN & YOUNG PEOPLE

Improvements in support for care leavers

The County Council has improved the support and stability it provides for care leavers in Cambridgeshire, according to a recent Ofsted report.

Ofsted carried out a focused visit in July, looking at the council's arrangements for care leavers. They concluded that arrangements have strengthened since their last visit in 2024, though there is still work to be done.

Inspectors commented that:

- 'Leaders are ambitious to support care leavers into employment, further education and training opportunities [...] The local authority is trailblazing the use of bursaries for care leavers over 19, supporting care leavers to remain longer in further education or giving care leavers who wish to return to employment, education or training, these opportunities.'
- 'Care leavers now have stronger and more purposeful relationships with their personal advisors and investment in additional staffing in the service is helping to reduce staff turnover and workloads.'
- 'Most care leavers live in suitable accommodation that meets their needs and increasing numbers are supported to remain living with their current carers through effective Staying Put arrangements.'
- 'Political and corporate leaders and care leavers have co-produced a convincing and aspirational pledge which sets out their commitment to help care leavers fulfil their full potential.'

The summary also identifies four areas for improvement:

- The quality and impact of front-line manager's supervision to promote and provide reflective practice for personal advisors
- The quality and impact of front-line managers oversight to ensure purposeful and considered case direction
- The quality and consistency of pathway planning
- The range and accessibility of suitable accommodation to meet care leavers needs.

<https://files.ofsted.gov.uk/v1/file/50285468>

Could you be a foster carer?

Cambridgeshire Fostering Service is looking for compassionate individuals and families across Cambridgeshire to become foster carers. By offering a stable, loving home, you can make a life-changing difference for children and young people who are unable to live with their families. Fostering doesn't have to be a long-term commitment—the council also needs carers for short-term fostering and respite care. Find out more

- 0800 052 0078
- www.cambridgeshire.gov.uk/residents/children-and-families/fostering-and-adoption
- Facebook www.facebook.com/CCCFosteringService/
- Instagram www.instagram.com/cambsfostering/

COMMUNITIES, SOCIAL MOBILITY & INCLUSION

Dementia Friendly Communities

The Communities Service has been supporting the work of East Cambs Dementia Friendly Communities to bring together and support people living with dementia and their carers. Together, local organisations have been offering fun activities and a chance to connect with others who understand and share similar experiences—including drop-in craft sessions in Littleport, dementia support groups at Ely Library, and singing groups in Ely and Soham.

For more information

- watch an animation from local artist Bob Banks which showcases the activities on offer at <https://www.youtube.com/watch?v=rCEfz3t3rmE>
- or call Tracey Knott, Neighbourhood Carers Lead for Ely Primary Care Networks, on 07523 269754.

Cambridgeshire Skills course guide

Whether you're looking to boost your career, gain essential qualifications, or explore a new passion, there's something for everyone at Cambridgeshire Skills - from functional skills in English and maths, to horticulture and counselling.

Courses are delivered in venues across Cambridgeshire, with flexible learning options and expert tutors, making it easier than ever to learn locally.

Explore the full course guide on the Cambridgeshire Skills website or contact your local centre for more information.

www.cambridgeshire.gov.uk/residents/adults/cambridgeshire-skills-adult-learning

HIGHWAYS & TRANSPORT

Firm action to reduce disruption on Cambridgeshire roads

Cambridgeshire County Council is taking firm action to reduce disruption on the county's roads, issuing fines totalling £483,000 to utility companies and developers for non-compliant and over-running roadworks during 2024–25.

In total, the council processed more than 32,000 street and roadwork permits last year, regulating when and how works can take place on the highway.

- £185,000 was issued through Fixed Penalty Notices for 1,655 offences, including works that lacked a valid permit or breached the conditions of their permit.
- A further £298,000 was recovered from 201 works that overran, resulting in 1,191 extra days of disruption for road users and residents.

51 utility companies are entitled to work on Cambridgeshire's roads—and when that work is deemed an emergency they can legally start work even before notifying the council.

However, as the highways authority, the council does have powers to challenge how long emergency and urgent works remain in place. In 2024-25:

- Over 1,460 emergency permits were challenged for requesting excessive duration – more than 25% of all emergency permits.
- 254 immediate permit applications were rejected where they did not meet the legal criteria for emergency status.

One option the council is currently exploring is a lane rental scheme, which would allow the council to charge companies for the time that roadworks occupy the highway—with higher charges for works on the busiest streets at the busiest times. The council currently talking to other authorities about their experiences of lane rental.

Excessive and misleading signage

I'm challenging the council and its contractors over excessive and misleading road closure signage, particularly in the Little Downham and Pymoor area.

Recent projects have seen road closure signage giving the impression that drivers cannot access areas of our villages that are open, and sending them instead on unnecessary detours to Littleport and along the A1101.

Plans for signage of forthcoming roadworks on Ely Road Little Downham near Cowbridge Hall Road, and on Hundred Foot Bank, seem quite excessive, and I'm asking for them to be reviewed and reduced where possible.

New shuttle bus to Welney Wetland Centre

People can now access Welney Wetland Centre, near Littleport, by public transport thanks to a grant from Greater Anglia's Customer and Community Improvement Fund.

The train operator granted £9,334 to the Wildfowl and Wetlands Trust for a trial shuttle bus service connecting Welney Wetland Centre and Ely railway station, to help encourage more people to enjoy car-free days out.

The free minibus will run on Tuesdays and Saturdays, departing Ely railway station at 11:00 and 12:00, and departing Welney at 14:45 and 15:45.

The bus will run for a trial period from Tuesday 2 September to Saturday 29 November.

New highways system to go live in September

The County Council's new Asset Management system Aurora goes live on Monday 22 September. The current system will be taken offline on Thursday 18 September, and residents will not be able to log issues or defects online between 18 and 22 September.

Under the new system:

- Customer reports will be automatically directed to the correct officer or team, ensuring they are handled by the right person first time.
- All Highways Maintenance Officers will now be equipped with tablets, allowing them to inspect defects, raise work orders, and update customers directly while on-site.
- New workflows automatically escalate reports that are not progressed within agreed service level timescales, helping to prevent delays and improve response times.
- Performance dashboards will ensure no cases are overlooked.
- Officers can send updates directly from the system, meaning residents receive regular progress updates on their reports.
- Reports can be managed dynamically by officers in the field, and loaded into inspection routes so they can be reviewed at the same time.

- The system will task officers with inspecting completed work and identifying any defects. If defects are identified these will be flagged to contractors and corrected.

Road works programme

A reminder that the council's road works programme can be found at www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/road-improvements

MEET YOUR COUNCILLORS

Sutton surgery

Cllr Mark Inskip and I hold our monthly surgery at Joy Bistro 65 High Street Sutton. Forthcoming dates are Monday 6 October and Monday 3 November, 18:30-19:30.

Or catch me on ...

- Wednesday 10 September, 11:00-12:00, Scott Court Sutton (Nellie's)
- Tuesday 16 September, 10:00, The Glebe Sutton (Timebank coffee)
- Wednesday 17 September, 10:00, St Andrew's Hall (Witchford coffee)
- Wednesday 17 September, 14:00, Little Downham Village Hall (book café)
- Wednesday 24 September, 10:30, Coveney soup lunch

The above dates may change at short notice subject to late changes to my diary.

I can also be contacted ...

- by email at lorna@lornadupre.org.uk
 - on Facebook
 - by phone on 07930 337596
-

Cllr Lorna Dupré

County Councillor for the Sutton division

Cllrs Lorna Dupré and Mark Inskip

MONTHLY REPORT SEPTEMBER 2025

MEPAL CREMATORIUM

East Cambridgeshire District Council began work on its £13 million crematorium at Mepal on Monday 4 August. The scheme is being paid for by contributions from developers which were meant to improve local communities facing pressure from local development.

GARDEN CLOSE SUTTON VARIATION OF APPLICATION

Planning officers have confirmed that the variation to the planning consent for the new Garden Close development (25/00667/VARM) requested by the applicant is to remove all affordable housing from the plans.

We believe this is unacceptable, and that the developers should continue to be obliged to provide the minimum 30 per cent affordable homes required by the district council's Local Plan for sites of more than ten dwellings.

GOVERNMENT PROPOSED CHANGES TO PLANNING SYSTEM

The district council has written to Angela Rayner MP asking the Government to reconsider its proposals to further reduce the number of planning applications that are determined by council planning committees.

FORTHCOMING MEETINGS

- Wednesday 3 September: Planning Committee
 - Wednesday 10 September: Licensing Committee
 - Thursday 18 September: Full Council
 - Thursday 25 September: Finance & Assets Committee
 - Monday 29 September: Operational Services Committee
-

MEET YOUR COUNCILLORS

We will be at Joy Bistro, 65 High Street, Sutton on Monday 6 October and Monday 3 November at 6:30-7:30PM. Between surgeries, residents can continue to contact us by email, Facebook, or phone.

Cllrs Lorna Dupré and Mark Inskip

District Councillors for the Sutton ward
(Mepal, Sutton, Wentworth, and Witcham)

Sutton Parish Council

Finance Working Party report for 16/9/25

Working Group: Cllr M Inskip (Lead Member), Cllr B Browne, Cllr Andrew Newton, Cllr B Goodjohn, Philip Harty (Clerk & RFO).

1. Bank Reconciliations and Statements.

All balance up to end August 2025. Final reconciliations to be checked and signed by Cllr Newton and Cllr Butler at next FC Meeting.

NOTED

2. The RFO gave details of the bank balances. (As 11/09/25)

Balances:	Unity current	Account	£14377.83
	Unity deposit	Account	£50163.26
	Cambs & Counties Bank		£47628.42
	CCLA		£80000
	Cambridge Building Society		£1052.38
	Total		£193221.89

Second Part of Precept due end September 2025 = £100k.

NOTED

3. Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £ 484.80 net, Those not yet due a total of £1250.91 net. (As of 11/09/25). (attached)

NOTED

4. Budget/Precept

Budget Vs Actuals attached.

Recommendations:

Move £1234 from 4120 Subscriptions to 4520 Safety & Security. Virement from Contingencies to cover unbudgeted amount.

4440 Street Furniture – Virement from Contingencies to cover additional spend.

4485 Non Domestic Rates Community Room – Query Increase of approx. £500 in rates.

5. CIL Spending and Allocated CIL To Date.

Information attached

To be discussed at FC for CIL allocation going forward.

6. Date of next meeting.

Zoom meeting scheduled for 21st October 2025. Zoom Meeting Time to be arranged.

First Budget Draft to be Proposed.

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	100,000	200,000	100,000			50.0%	
Administration :- Income	100,000	200,000	100,000			50.0%	0
4000 Office Staff Cost	24,255	62,550	38,295		38,295	38.8%	
4010 Time bank Coordinator salary	5,993	14,750	8,757		8,757	40.6%	
4015 Employee Expenses	0	150	150		150	0.0%	
4020 Employer NIC	4,460	13,740	9,280		9,280	32.5%	
4045 Brightpay PAYE	44	600	556		556	7.3%	
4050 Employer Pension Contrib Costs	3,880	9,510	5,630		5,630	40.8%	
4055 Facilities Staff	12,255	31,500	19,245		19,245	38.9%	
4075 Lengthsman Staff	7,271	18,005	10,734		10,734	40.4%	
4120 Subscriptions	2,024	1,725	(299)		(299)	117.3%	
4125 Training/Conferences	707	1,650	943		943	42.8%	
4135 Phone/Internet	870	2,000	1,130		1,130	43.5%	
4140 Admin Costs	261	850	589		589	30.8%	
4145 Photocopier	438	1,000	562		562	43.8%	
4150 Data Protection Fee	0	35	35		35	0.0%	
4155 Computer Equip & Support	1,753	2,500	747		747	70.1%	
4160 Insurance	582	6,000	5,418		5,418	9.7%	
4175 ICCM	105	100	(5)		(5)	105.0%	
4580 Licence: The Glebe	180	180	0		0	100.0%	
Administration :- Indirect Expenditure	65,077	166,845	101,768	0	101,768	39.0%	0
Net Income over Expenditure	34,923	33,155	(1,768)				
150 Finance							
1090 Interest Rcvd	3,700	3,500	(200)			105.7%	
1100 Income from RBL Lease	0	1,500	1,500			0.0%	
Finance :- Income	3,700	5,000	1,300			74.0%	0
4100 Audit Fees	(16)	1,000	1,016		1,016	(1.6%)	
4110 Loan Repayments	0	13,129	13,129		13,129	0.0%	
Finance :- Indirect Expenditure	(16)	14,129	14,145	0	14,145	(0.1%)	0
Net Income over Expenditure	3,717	(9,129)	(12,846)				
200 Communications & PR							
4200 Newsletter	586	650	64		64	90.2%	
4210 Website	0	300	300		300	0.0%	
4225 PR	65	100	35		35	65.0%	
Communications & PR :- Indirect Expenditure	651	1,050	399	0	399	62.0%	0
Net Expenditure	(651)	(1,050)	(399)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Grants Made							
4300 Section 137	0	2,500	2,500		2,500	0.0%	
Grants Made :- Indirect Expenditure	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	(2,500)	(2,500)				
300 Play Area/ Open Space							
4415 Lottery Grant	(7,150)	0	7,150			0.0%	
Play Area/ Open Space :- Income	(7,150)	0	7,150				0
4025 Groundsman	0	550	550		550	0.0%	
4405 ROSPA & ECDC Inspection	116	250	134		134	46.4%	
Play Area/ Open Space :- Indirect Expenditure	116	800	684	0	684	14.5%	0
Net Income over Expenditure	(7,266)	(800)	6,466				
310 Highway and Conservation							
1105 Income from Agency Services	2,043	2,395	352			85.3%	
2010 Christmas tree donation	0	200	200			0.0%	
Highway and Conservation :- Income	2,043	2,595	552			78.7%	0
5040 Tree surveys & Tree works	650	800	150		150	81.3%	
Highway and Conservation :- Direct Expenditure	650	800	150	0	150	81.2%	0
2000 Christmas Trees/lights	0	3,100	3,100		3,100	0.0%	
4430 Agency Services Costs	0	2,300	2,300		2,300	0.0%	
4435 Street Lighting	507	900	393		393	56.4%	
4440 Street Furniture	706	0	(706)		(706)	0.0%	
4462 Village planting	0	150	150		150	0.0%	
Highway and Conservation :- Indirect Expenditure	1,214	6,450	5,236	0	5,236	18.8%	0
Net Income over Expenditure	179	(4,655)	(4,834)				
330 Burial Ground							
1185 Income from Burials	895	2,500	1,605			35.8%	
Burial Ground :- Income	895	2,500	1,605			35.8%	0
4470 Burial Ground Skip Hire	330	750	420		420	44.0%	
4485 Non-domestic Rates Expenses	257	350	93		93	73.5%	
Burial Ground :- Indirect Expenditure	587	1,100	513	0	513	53.4%	0
Net Income over Expenditure	308	1,400	1,092				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
340 Allotments							
1190 Income from Rent	0	2,517	2,517			0.0%	
1195 Income: Allotment Drain Rates	0	440	440			0.0%	
1200 Income from Admin	0	40	40			0.0%	
Allotments :- Income	0	2,997	2,997			0.0%	0
4140 Admin Costs	0	40	40		40	0.0%	
4500 Rent	0	2,400	2,400		2,400	0.0%	
4505 Allotment Drainage Rates	440	440	0		0	100.0%	
Allotments :- Indirect Expenditure	440	2,880	2,440	0	2,440	15.3%	0
Net Income over Expenditure	(440)	117	557				
350 Facilities Services							
5045 Defibrillator	213	500	287		287	42.6%	
Facilities Services :- Direct Expenditure	213	500	287	0	287	42.6%	0
4520 Safety & Security	1,457	2,000	543		543	72.8%	
4525 Cleaning Materials	232	700	468		468	33.1%	
4530 Sanitation	1,397	2,000	603		603	69.8%	
4630 Health & Safety Clothing	21	100	79		79	21.0%	
4640 Lengthsman equipment	10	120	110		110	8.4%	
Facilities Services :- Indirect Expenditure	3,116	4,920	1,804	0	1,804	63.3%	0
Net Expenditure	(3,330)	(5,420)	(2,090)				
360 Community Room							
1190 Income from Rent	57	330	273			17.2%	
Community Room :- Income	57	330	273			17.2%	0
4400 Repairs & Maintenance	376	0	(376)		(376)	0.0%	376
4485 Non-domestic Rates Expenses	326	190	(136)		(136)	171.7%	
Community Room :- Indirect Expenditure	703	190	(513)	0	(513)	369.8%	376
Net Income over Expenditure	(646)	140	786				
6000 plus Transfer From EMR	376	0	(376)				
Movement to/(from) Gen Reserve	(270)	140	410				
400 Football Pitches							
4490 Grass Cutting	576	1,200	624		624	48.0%	
4550 Utilities	(500)	0	500		500	0.0%	
Football Pitches :- Indirect Expenditure	76	1,200	1,124	0	1,124	6.3%	0
Net Expenditure	(76)	(1,200)	(1,124)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
420 Playing Field & Paddock							
4510 Tree Maintenance	0	600	600		600	0.0%	
Playing Field & Paddock :- Direct Expenditure	0	600	600	0	600	0.0%	0
4490 Grass Cutting	407	1,000	593		593	40.7%	
4500 Rent	0	260	260		260	0.0%	
Playing Field & Paddock :- Indirect Expenditure	407	1,260	853	0	853	32.3%	0
Net Expenditure	(407)	(1,860)	(1,453)				
440 Pavilion							
1190 Income from Rent	2,035	7,000	4,965			29.1%	
4401 Sport England Grant	6,000	0	(6,000)			0.0%	6,000
Pavilion :- Income	8,035	7,000	(1,035)			114.8%	6,000
4400 Repairs & Maintenance	383	0	(383)		(383)	0.0%	425
4485 Non-domestic Rates Expenses	1,325	2,860	1,535		1,535	46.3%	
4550 Utilities	2,690	6,800	4,110		4,110	39.6%	
Pavilion :- Indirect Expenditure	4,398	9,660	5,262	0	5,262	45.5%	425
Net Income over Expenditure	3,637	(2,660)	(6,297)				
6000 plus Transfer From EMR	425	0	(425)				
6001 less Transfer To EMR	6,000	0	(6,000)				
Movement to/(from) Gen Reserve	(1,938)	(2,660)	(722)				
480 The Glebe							
1190 Income from Rent	6,073	13,000	6,927			46.7%	
The Glebe :- Income	6,073	13,000	6,927			46.7%	0
4400 Repairs & Maintenance	455	0	(455)		(455)	0.0%	455
4485 Non-domestic Rates Expenses	1,673	3,500	1,827		1,827	47.8%	
4550 Utilities	3,261	6,000	2,739		2,739	54.4%	
4555 Ikonik Lift Service/Repair	0	500	500		500	0.0%	
The Glebe :- Indirect Expenditure	5,389	10,000	4,611	0	4,611	53.9%	455
Net Income over Expenditure	684	3,000	2,316				
6000 plus Transfer From EMR	455	0	(455)				
Movement to/(from) Gen Reserve	1,139	3,000	1,861				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Contingencies Earmarked Funds							
4610 Contingency	0	3,000	3,000		3,000	0.0%	
Contingencies Earmarked Funds :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	(3,000)	(3,000)				
520 Vehicles							
5030 Van Insurance	627	700	73		73	89.5%	
Vehicles :- Direct Expenditure	627	700	73	0	73	89.5%	0
5015 Road tax for Van	192	400	208		208	48.1%	
5020 Fuel for vehicle	85	330	245		245	25.7%	
5060 Van Maintenance	135	500	365		365	26.9%	
Vehicles :- Indirect Expenditure	412	1,230	818	0	818	33.5%	0
Net Expenditure	(1,039)	(1,930)	(891)				
530 Time Banking							
1226 Donations to Timebank	363	800	437			45.4%	229
Time Banking :- Income	363	800	437			45.4%	229
4335 Time Bank Equipment	229	250	21		21	91.7%	229
Time Banking :- Direct Expenditure	229	250	21	0	21	91.7%	229
4330 Timebank UK Subscription	0	200	200		200	0.0%	
Time Banking :- Indirect Expenditure	0	200	200	0	200	0.0%	0
Net Income over Expenditure	134	350	216				
6000 plus Transfer From EMR	229	0	(229)				
6001 less Transfer To EMR	229	0	(229)				
Movement to/(from) Gen Reserve	135	350	215				
540 Summer Hols Sports Project							
5055 Sports Holiday Club	2,000	0	(2,000)		(2,000)	0.0%	2,000
Summer Hols Sports Project :- Indirect Expenditure	2,000	0	(2,000)	0	(2,000)		2,000
Net Expenditure	(2,000)	0	2,000				
6000 plus Transfer From EMR	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	114,016	234,222	120,206			48.7%	
Expenditure	86,289	230,264	143,975	0	143,975	37.5%	
Net Income over Expenditure	<u>27,727</u>	<u>3,958</u>	<u>(23,769)</u>				
plus Transfer From EMR	3,486	0	(3,486)				
less Transfer To EMR	6,229	0	(6,229)				
Movement to/(from) Gen Reserve	<u>24,985</u>	<u>3,958</u>	<u>(21,027)</u>				

Agenda Item 105/25 (1)(a)

Reference: 24/00747/DISC

Date application valid: 15th August 2025

Officer: Holly Durrant

Parish: Sutton

Location: Land Adjacent 43 Mepal Road Sutton Cambridgeshire

Proposal: To discharge Condition 12 (contamination) of decision 24/00747/VARM dated 6 December 2024 to Vary Condition 4 (Assessment of Ground Conditions) of previously approved 19/01707/OUM, dated 12 April 2022 for outline planning application for the demolition of existing buildings and erection of up to 173 dwellings and provision of land for community facilities (sports pitches and burial ground), including access (not internal roads), open space, sustainable urban drainage systems and associated landscaping. All matters reserved apart from access

Applicant:

Agent:

Vistry East Anglia
FAO Rebecca Smith
Ashurst
Southgate Park
Bakewell Road
Peterborough
PE2 6YS

Grid Reference: 544362 279505



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**

THE GRANGE, NUTHOLT LANE,
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Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00624/FUL
Your ref

10th September 2025

Dear Clerk

Proposal: Erection of hay barn for the storage of hay bales for personal usage
Location: Paddock To South Of 65A The Row Sutton Cambridgeshire
Reference: 25/00624/FUL

I am writing to inform you that the above proposal has been considered and it was resolved to approve the application.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXXQ6HGGKM600>.

If you wish to discuss this matter further please contact the case officer Cassy Paterson on 01353 665555.

Yours faithfully

Cassy Paterson
Planning Officer



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Rachael Forbes

Telephone: 01353 665555
E-mail: pls@eastcambs.gov.uk
My Ref: 25/00904/VAR
Your ref

3rd September 2025

Dear Sir/Madam

Proposal: To vary condition 1 (Approved Plans) of previously approved 23/00512/RMA for Reserved matters of Appearance, Landscaping and Scale of previously approved 22/00525/VAR to vary condition 12 (floor area) of previously approved 21/00485/OUT for proposed residential development of nine dwellings, access road, car ports, garaging, visibility splays and associated site works

Location: Land To North Side Of Mill Field Sutton Cambridgeshire

Reference: 25/00904/VAR

An application been received by this Authority for the development described above.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 24th September 2025. You can view the application and supporting information on our Public Access page

<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T1AB2LGGR700>. Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 24th September 2025, It will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

If you would like to discuss this application further, please contact Rachael Forbes on 01353 665555.

Yours faithfully



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Jayne Owen

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00828/FUL
Your ref

8th September 2025

Dear Sir/Madam

Proposal: First floor extension above existing single storey element to rear
Location: 5 The Orchards Sutton Ely Cambridgeshire CB6 2PX
Reference: 25/00828/FUL

An application been received by this Authority for the development described above.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 29th September 2025. You can view the application and supporting information on our Public Access page

<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T09250GGFL100>). Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 29th September 2025, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

If you would like to discuss this application further, please contact Jayne Owen on 01353 665555.

Yours faithfully

Jayne Owen
Planning Officer



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00930/FUL
Your ref

29th August 2025

Dear Sir/Madam

Proposal: Proposed two-storey side extension involving the demolition of existing garage
Location: 21 Red Lion Lane Sutton Cambridgeshire CB6 2NE
Reference: 25/00930/FUL

An application been received by this Authority for the development described above.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 19th September 2025. You can view the application and supporting information on our Public Access page

<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T1P4EJGGH8A00>. Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 19th September 2025, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

If you would like to discuss this application further, please contact Cassy Paterson on 01353 665555.

Yours faithfully

Cassy Paterson
Planning Officer

EXTENSION UNTIL 24/9/25



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Jayne Owen

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00787/FUL
Your ref

22nd August 2025

Dear Sir/Madam

Proposal: Two storey side extension
Location: 6 Fieldgate Sutton Cambridgeshire CB6 2NT
Reference: 25/00787/FUL

An application been received by this Authority for the development described above.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 15th September 2025. You can view the application and supporting information on our Public Access page

<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZQJF1GGMOA00>. Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 15th September 2025, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

If you would like to discuss this application further, please contact Jayne Owen on 01353 665555.

Yours faithfully

Jayne Owen
Planning Officer

AWAITING EXTENSION
EXTENSION 24/9/25



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00752/TRE
Your ref

20th August 2025

Dear Clerk

Proposal: T1. Ash on right hand side just to rear of house - Re-pollard, Prune to clear neighbours roof, Remove ivy on wall
T2. Ash on left hand side (a little further into rear garden) - Prune to clear roof by 0.5-1m
Location: 40 High Street Sutton Ely Cambridgeshire CB6 2RB
Reference: 25/00752/TRE

I am writing to inform you that the above proposal has been considered and it was resolved to allow the above works to be carried out.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZ8MYGGGM8G00>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555
E-mail: pls@eastcambs.gov.uk
My Ref: 25/00846/TRE
Your ref

12th September 2025

Dear Clerk

Proposal: T1 - Holly - Reduce height by approximately 2-3 metres.
T2 - Bay - Reduce height by 3 metres.
T3 - Apple - Crown reduce by approximately 2 metres.
T4 - Apple - Crown reduce by approximately 1 metre. All trees in back garden

Location: 58 High Street Sutton Ely Cambridgeshire CB6 2RA

Reference: 25/00846/TRE

I am writing to inform you that the above proposal has been considered and it was resolved to allow the above works to be carried out.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T0IBFKGGFUF00>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer

Agenda Item 106/25

Land at top of Mepal Road:





Sutton Parish Council

Documents and Record Management Policy

**Approved by Full Council
22nd May 2018
Reviewed September 2025**

Background

V2 – May 2018

Sutton Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited.

There is a need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings. Papers and records may be destroyed if they are no longer of use or relevant. This policy has been drafted in accordance with legislation, NALC and SLCC guidelines, by the proper officer of the council.

Legislation

Along with the Local Government (records) Act 1962 the following provisions of the Local Government Act 1972 apply.

- S225 - Deposit of documents with the proper officer.
- S226 - Custody of parish/community documents.
- S227 - Provision of depositories for such documents.
- S228 - Inspection of documents.
- S229 - photographic copies of documents.
- S234 - Authentication of documents.

Other legislation needs to also be considered when managing documents.

Employment Rights Act 1996
FOI Act 2000
Limitations Act (Amended) 1980
Legal Deposit Libraries Act 2003
The General Data Protection Regulation (GDPR) 2018

Responsibilities

The Parish Council has corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk to the Parish Council. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines

Scope

The records and documents of Sutton Parish Council will be kept in good condition in a safe place, and are to be used for the purposes directed by any enactment or statutory instrument in force.

The Following criteria will be applied by the proper officer on behalf of the council.

P Records to be preserved permanently

Records in this category when no longer regularly consulted in the Parish should be deposited to the Records Office, Shire Hall, Cambridge.

They are to include

1. Minute Books.
2. Receipts and Payment Books
3. Correspondence files on important local issues
4. Planning applications for major or controversial developments.

R Records to be reviewed by the County Archivist for possible permanent preservation.

They will be sent when

- The prescribed minimum retention period is over
- When they are no longer required in the parish for administrative purposes

D Records which may be destroyed by the Parish Clerk.

- Where no specified retention period is required they may be safely destroyed by the Parish Clerk.
- To be destroyed following the specified retention period.

C Confidential Records

- Staff contracts and appraisals will be retained within HMRC and legislation.
- Will be destroyed following the specified retention period, by a secure method, ie. Shredding confidential data.

S Safe Storage and maintaining copies

- Original legal agreements, deeds, will be held by SPC Solicitor.
- Copies will be scanned and held electronically at the SPC office where possible.

Document History		
Status	Date	Version
Draft to Clerk		1.0
Review by Clerk	January 2015	
Draft to Council for Debate	March 2015	
Draft to Council for adoption	May 2018	2.0
Date adopted	22 nd May 2018	
Reviewed and Readopted	23 rd September 2025 Minute Ref;	2.0
Next Review September 2028		

Policy to be Reviewed every 3 years or if legislation changes.

Without Prejudice

Dear Mrs Hughes

**Church Commissioners - Ely Estate
Land at Sutton - Rent Review**

I write further to the Section 12 Notice served upon the Parish Council in 2024 to review the rent on the above holding with effect from Michaelmas 2025.

The rent is currently £2,000 per annum and has remained at that level since 2022. In view of the strengthening market for rents and comparable evidence of other holdings in the locality, I feel that there is scope for a small increase.

Taking into account the above I am prepared to recommend settlement at £2,100 per annum with a view to settling this prior to the term date and therefore avoiding the costs of arbitration for each party. I have therefore taken the liberty of enclosing a Rent Memorandum to that effect. I would be grateful if you could please discuss this matter at your next Parish Council meeting and if you are in agreement, please could you sign and return the enclosed Rent Memorandum.

To approve and sign new agreement for annual rent of £2100 commencing 1st April 2026

Communication from Solicitors:

Dear Philip,

Belive has responded to my request for amendments as follows:

“Due to the small size of this project, we are not able to amend any of our standard terms and conditions presented.

Please can you confirm if the council are happy to accept the terms, or if they would like to withdraw from this proposal at this stage?”

Please let me have your instructions.

Consider next steps –

- a. Withdraw
- b. Sign Agreement.

Agenda Item 110/25

Clerks Report

a. ACRE Meeting

Meet with Acre and Hastoe to discuss looking at affordable housing sites.

Hastoe agreed to look for sites and come back with their findings.

Meeting Date; 21st August 2025

b. Sports Day Funding National Lottery

We have again secured £6000 worth of funding allowing us to provide 3 full weeks of free sports activities to children.

Agenda Item 113/25

Work Quoted for:

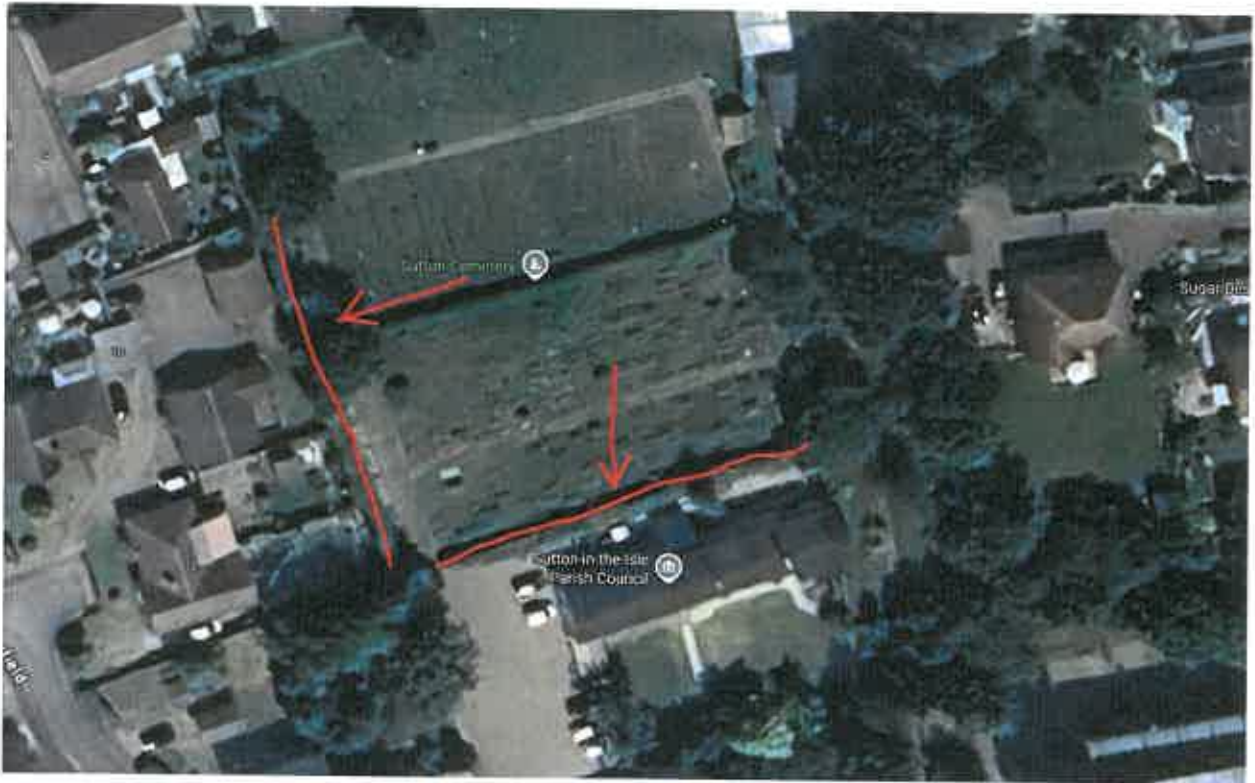
Cemetery hedges. West/left hedge - Trim side and top.

Hedge next to Glebe - Trim both sides and top.

Including removal of all arising materials

Quote 1 £900.

Quote 2 £650



Agenda Item 114/25

Sutton Vegetation and Ditch Clearance

To clear a 3m width work zone of vegetation alongside the ditch at Sutton as per the map attached (the northern red line). There is a significant amount of vegetation to be cleared to allow access for ditching works to commence. All vegetation from the far toe of the ditch, across the ditch and 3m from the top of the bank on the southern side will be cleared using our robot mower with mulching head, chainsaw operative and chipper where needed. Any material to be chipped will be stock piled on site and chipped in 1 day at the end of the vegetation clearance to improve efficiency and minimise costs. All vegetation and self-set bushes within the blue areas are to be mulched down using our robot mower. Once complete the ditch running south will then be accessible to be slubbed out. All slubbed arisings from the ditches will be spread out within the 3m work zone from the top of the bank. Please see a fixed cost for the works and a day rate for each operation so you have an option to work with. I have priced the fixed cost as accurately as I can based on what I think the work will require.

- Fixed cost for the works above £4995.00
- Day rate for robot mower £ 700.00
- Day rate for excavator £ 450.00
- Chainsaw operative £ 280.00
- Chipper £ 400.00

Prices +VAT



Agenda Item 115/25
All quotes excluding VAT.

Quote 1 Nox

3 Months of Monitoring

4 NO2 Diffusion tubes sites for 3 months. Includes additional travel blank & reporting.
Locations TBD

£3015

Quote 2 Vibration Monitoring

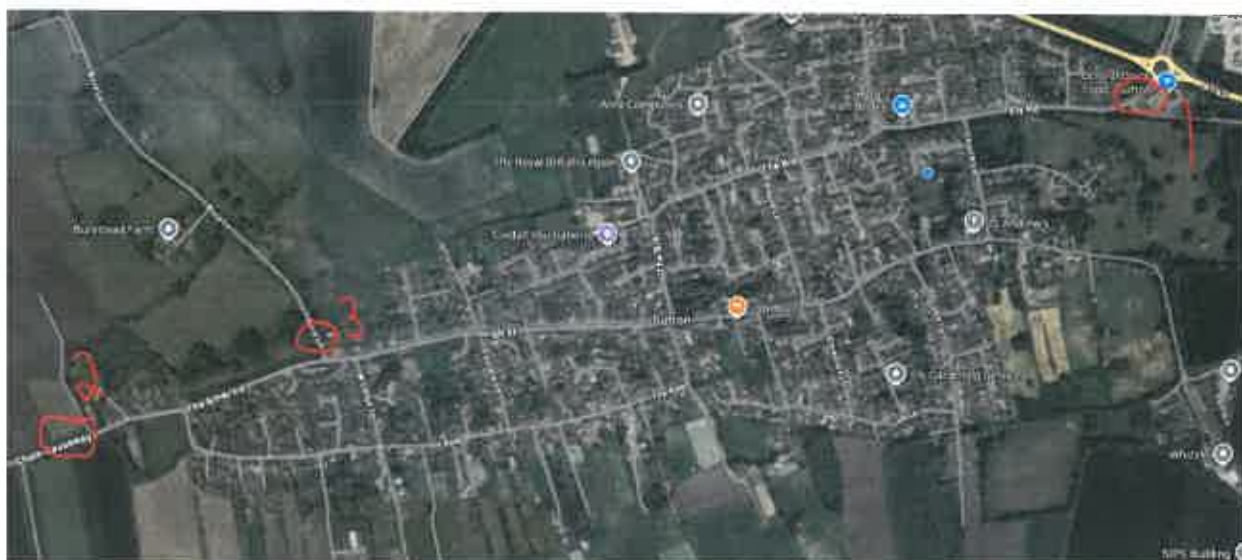
We will attend site and undertake attended vibration measurements and observations from the worst-affected residential home. These measurements should last around an hour, with the aim of correlating measured levels with the vehicle type passing at that time and quantifying the spectral characteristics of the vibration incident at the residence. This will help us analyse the longer-term measurements outlined below. The equipment used for these measurements is a battery-powered tablet-based computer measurement system connected to an accelerometer mounted on a mass plate. We require a solid floor surface to place the equipment, as soft finishes such as carpet serve to absorb the vibration and lead to an inaccurate measurement.

An unattended vibration monitor will be left at the worst-case residence for a period of a week. This monitor provides less detailed data, but the longer survey period gives a better indication of long-term exposure. The unit again should be placed on a hard surface in e.g a spare bedroom on the traffic-facing façade. It is important that such a room be unoccupied, and away from where footfall and other household vibration sources (washing machines etc) will not be close by during the measurement period. The sensor could also be placed outside in a location such as a patio where there will be no footfall or other disturbances not associated with the traffic. The unit is battery-powered, and data is uploaded to a cloud storage system in real time.

£2330

Quote 3 ANPR Survey

One Week, 0500-1900 (7 x 14 hours) £5495



Agenda Item 116/25

Play Park Repair – CZU015 Spinner

Quote 1 – supply parts – no labour.

New spinner and associated parts
£402.75

Quote 2 – Supply and Fit Parts
£1572

Quote 3 – Supply and Fit Parts
£1932



Grant Application – MAGPAS Air Ambulance

Full Council – 23RD September 2025

Assessment of grant – As per Parish Council criteria.

Does the Council have the powers to provide a grant for the project outlines?

- *Local Government Act 1972 S137*

Application is for £250

How well does the grant meet the needs of the community in providing positive benefit to residents?

The application is for help with ongoing running to provide the Air Ambulance service and maintain equipment, medical stocks.

How effectively will the group use the grant?

- *Part fund the cost.*

Is the cost of the project appropriate?

- *The total costs of the project are £126645 Grant applied for is £250*
- *Are the expected outcomes realistic?*
- *Yes.*

What level of contributions has been, or will be, raised locally?

- *Magpas are looking for help with local communities*

Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate sources?

Yes – donations and grants from other sources

How is the organisation or group managed and does it have a constitution?

*Constitution not Received
Accounts not Received.*

Recommendation from Clerk/RFO:

1. Parish Council to discuss grant for the sum of £250
Legal: S137
Financial: Grant funding budget for 2025/26 IS £2500. (Currently at £2500)

Philip Harty - Parish Clerk/RFO
17/09/ 2025



Sutton Parish Council

Grant application and Terms and Conditions

**Approved 23rd August 2016
(Updated July 2023)**

	<p>stronger than morphine.</p> <p>Ketamine – Incredibly versatile. Given in low doses it is a strong painkiller. A medium dose would be used to sedate a patient – especially useful if a patient has a fracture or break and the bone requires manipulation. In high doses ketamine can be used to anaesthetise a patient.</p> <p>The drugs outlined above are some of Magpas Air Ambulance’s most frequently used treatments, with Ketamine being administered 200 times in 2024, and Fentanyl administered 150 times. They are essential to the care the charity provides.</p> <p>Magpas medics also use equipment usually only found in hospital for treating critically ill and injured patients. For example, doctors and paramedics use fluid warmers to prepare blood and saline, to ensure they are the right temperature before being delivered to patients via a drip.</p> <p>Magpas Air Ambulance doctors and paramedics receive specialist training in how to use these powerful drugs and are regularly required to anaesthetise and sedate patients who are in distress and suffering from life-threatening injuries.</p> <p>Maintaining a sufficient stock of pharmaceuticals is essential in ensuring we can relieve patients’ discomfort and pain and save lives across the East of England and beyond.</p>
7.	<p>Have you applied for grant in respect of this project to any other organisation (including Local Authorities)? YES / NO</p> <p>If yes, please give details of to whom and for how much. Amount Date of expected decision</p> <p>East Cambridgeshire District Council £</p> <p>Sutton Pools Land Charity £</p> <p>National Lottery £</p> <p>(Please state which fund)</p> <p>Other (Please provide details) We have applied to several local councils and trusts to support this project.</p>
8.	<p>Have you applied to this Council for assistance before? YES / NO</p> <p>If yes, please give details:</p> <p>When: How much: £.....</p> <p>What:</p> <p>Was the application approved? YES / NO</p>
9.	<p>Is your organisation (please delete as appropriate)</p> <p>a) a registered charity? Please state your Charity No.: 1119279</p> <p>b) a limited company?</p> <p>c) an unincorporated self help group?</p> <p>d) a branch of a national organisation?</p> <p>e) other (please specify).....</p>

- | | |
|--|---|
| ● Purchase of Equipment (Please list equipment on the reverse) | £ |
| ● Professional Fees and expenses | £ |
| ● Other (Please supply details on reverse) | £ |

The application form should be signed and returned to :

FOR SUTTON PARISH COUNCIL OFFICIAL USE ONLY



Magpas Air Ambulance

Barnwell Road, Enterprise Campus
Alconbury Weald, Huntingdon
Cambridgeshire, PE28 4YF
01480 371060
magpas.org.uk

Sutton Parish Council
The Glebe
4 High Street
Sutton
Cambridgeshire
CB6 2RB



August 18, 2025

Dear the Town Clerk,

Application for funding from Magpas Air Ambulance

I am pleased to make an application for a grant to Sutton Parish Council (Cambs) on behalf of Magpas Air Ambulance.

We are a medical charity, providing life-saving care to people living in Cambridgeshire and beyond. Our incredible crew go out each day to provide hospital level care by the patient's side, bringing the hospital to them. For those who have suffered cardiac arrest, been in a road traffic collision or had an accident, this level of care can make the difference between life and death and having a good quality of life beyond their incident. This vital work is entirely funded through voluntary donations and so we rely on the generosity of our community to help keep us flying.

I have enclosed our proposal for funding that tells you more about our work and the difference a donation from Sutton Parish Council (Cambs) could make.

Thank you so much for your time and consideration, and please do feel free to get in touch with any questions!

Yours sincerely

Milly Cole

Senior Philanthropy Officer

milly.cole@magpas.org.uk | 07990 068742

Patrons:

The Lord Fairhaven KStJ JP DL Dr **Neville Silverston** MBE **Christopher Vane Percy**
Prof. Ian Greaves OStJ FRCSed FASI MB ChB FRCP FRCEM FIMC FRCSed DTM&H FIMC DMCC DipMedEd



Grant Application – Ely Food Bank

Full Council – 23RD September 2025

Assessment of grant – As per Parish Council criteria.

Does the Council have the powers to provide a grant for the project outlines?

- *Local Government Act 1972 S137*

Application is for £750

How well does the grant meet the needs of the community in providing positive benefit to residents?

The application is for help with ongoing running to provide food and other services to the local communities.

How effectively will the group use the grant?

- *Part fund the cost. Cost to supply food to Residents of Sutton last year was £3285*

Is the cost of the project appropriate?

- *The total costs of the project are in excess of £4000 Grant applied for is £750*
- *Are the expected outcomes realistic?*
- *Yes.*

What level of contributions has been, or will be, raised locally?

- *Ely Foodbank are looking for help with local communities*

Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate sources?

Yes – donations and grants from other sources

How is the organisation or group managed and does it have a constitution?

Constitution Received
Accounts Received.

Recommendation from Clerk/RFO:

1. Parish Council to discuss grant for the sum of £750
Legal: S137
Financial: Grant funding budget for 2025/26 IS £2500. (Currently at £2500)

Philip Harty - Parish Clerk/RFO
17/09/ 2025



Sutton Parish Council

Grant application and Terms and Conditions

Approved 23rd August 2016



SUTTON PARISH COUNCIL

Grant Application Form

1.	Name and address of organisation: <div style="text-align: center; margin: 10px 0;">Ely Foodbank, 10 Chapel Street, Ely, Cambs</div> Postcode: CB6 1AD
2.	Contact name (and address if different from above) <div style="text-align: center; margin: 10px 0;">Jessie Byford</div> Postcode:
3.	Daytime telephone no: 07915905902 E-mail address: jessie@ely.foodbank.org.uk
4.	Position held in organisation: <div style="text-align: center; margin: 10px 0;">Fundraising Officer</div>
5.	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> a. How many members are in your organisation? Committee b. What percentage live in Sutton? Committee..... </div> <div style="width: 35%; text-align: right;"> Members..193..... Members..193..... </div> </div>
	Total cost of Project: £ 750.00 Amount applying for: £ 750.00 If not 100%, then how is the shortfall being financed?
6.	<p>Please provide details of the project and the amount of grant requested. (You should explain clearly and simply the purpose for which the money will used, enclosing drawings if appropriate). Continue on a blank piece of paper and attach to the back if necessary.</p> <p>We are requesting funding to support the continuation and growth of our 9 weekly foodbank sessions held in Ely and surrounding villages.</p> <p>The foodbank provides essential food and household items to individuals and families who are experiencing financial hardship and cannot afford basic necessities. In addition to food support, we also host a Citizens Advice adviser at the foodbank sessions. This ensures that people can access practical guidance on debt management, benefits, housing, and other issues, helping them to find longer-term solutions to their financial challenges.</p> <p>In the past year in Sutton alone, we have provided:</p> <p>1186kg of food (excluding "Extras"), with a total value of £3285.22</p> <p>Fuel vouchers worth £100 to households in crisis</p> <p>Direct support to 278 people (145 adults and 133 children)</p> <p>This demonstrates the scale of local need and the difference our service makes to vulnerable residents.</p> <p>Grant Request We are applying for a grant of £750.00 The funding will be used to:</p> <p>Purchase essential food and household supplies to meet rising demand</p> <p>Contribute to the cost of providing Citizens Advice sessions at the foodbank</p> <p>Cover basic running costs such as transport, storage, and volunteer expenses</p> <p>This support will enable us to continue providing immediate relief to those in crisis, while also offering longer-term advice and support to help individuals and families move towards financial</p>
7.	Have you applied for grant in respect of this project to any other organisation (including Local

<p>Authorities)? YES/ NO</p> <p>If yes, please give details of to whom and for how much. Amount Date of expected decision</p> <p>East Cambridgeshire District Council £</p> <p>Sutton Pools Land Charity £</p> <p>National Lottery £</p> <p>(Please state which fund)</p> <p>Other (Please provide details)</p>
--

8.	<p>Have you applied to this Council for assistance before? YES/ NO</p> <p>If yes, please give details:</p> <p>When: How much: £.....</p> <p>What:</p> <p>Was the application approved? YES / NO</p>
9.	<p>Is your organisation (please delete as appropriate)</p> <p>a) a registered charity? Please state your Charity No.: 1150746</p> <p>b) a limited company?</p> <p>c) an unincorporated self help group?</p> <p>d) a branch of a national organisation? -</p> <p>e) other (please specify).....</p>
10.	<p>Please attach the following information if your application is for more than £250:-</p> <p>a) your organisation's latest audited accounts..... <input checked="" type="checkbox"/></p> <p>b) a copy of your organisation's constitution together with a list of Officers. <input checked="" type="checkbox"/></p> <p>c) a copy of your last annual report, where available <input checked="" type="checkbox"/></p> <p>d) a copy of the most recent bank statement <input checked="" type="checkbox"/></p> <p>e) Copies of any estimates available. (If the grant is approved these will need to be seen before funds are released. Three (3) estimates are required for work in excess of £2500.)</p>
11.	<p>Please provide or attach any additional information that may assist the Council in reaching its decision.</p>

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Sutton Parish Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a brief report will be submitted to the Council within 3 months. (T&C 12)

Signed (1): Jessie Byford Signed (2): Seamus Connolly
Position: Fundraising Officer Position: CEO
Date: 12/09/2025 Date: 12/09/2025

For and on behalf of (organisation):

The signing and submission of the Grant Aid/Loan form constitutes acceptance of the above statements.

FOR CAPITAL GRANTS/LOAN APPLICATIONS, THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:

Please provide a breakdown of relevant costs of the project for which Grant Aid/loan is requested:

- Project Cost total £ that consists of the following:
- Purchase of Land/Property £
- Construction of new building(s) £
- Adaptation/conversion of existing building(s) £
- Internal improvements/upgrade £
- Site preparation/landscaping £
- External improvements £
- Purchase of Equipment (Please list equipment on the reverse) £
- Professional Fees and expenses £
- Other (Please supply details on reverse) £

PROPOSED TIMETABLE OF PROJECT:

- START DATE: Ongoing
- COMPLETION DATE:

The application form should be signed and returned to :

**Mrs R A Hughes FILCM
Parish Clerk
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB**

FOR SUTTON PARISH COUNCIL OFFICIAL USE ONLY

Application No:

Date approved/declined:

Amount:

Conditions if applied:

Sutton Parish Council Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. Grants to regional or national charities will not be considered unless for a specific project where there will be obvious benefits to residents in the Parish area.
3. The amount of any grant award will be at the discretion of the Council
4. All applications will be considered on their merits, but in general grants can be awarded for:
 - Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
5. The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.
6. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
7. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply for a grant.
8. The Council may take into account any previous grant made to an organisation or group when considering a new application
9. No grant will be awarded to or for any commercial venture for private gain.
10. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
11. All grants will be conditional upon submission of a Grant Application Form.
12. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
13. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
14. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
15. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.

How will a grant application be assessed?

- Does the Council have the powers to provide a grant for the project outlined?
- How well does the grant meet the needs of the community in providing positive benefit to residents?
- How effectively will the group use the grant?
- Is the cost of the project appropriate?
- Are the expected outcomes realistic?
- What level of contributions has been, or will be, raised locally?
- Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- How is the organisation or group managed and does it have a constitution?

Ely Foodbank

Statement of financial activities

Year ended 31 December 2024

		Unrestricted funds £	2024 Restricted funds £	Total funds £	2023 Total funds £
	Note				
Income and endowments					
Donations, grants and legacies	4	334,872	137,060	471,941	402,935
Investment income		8,050	—	8,050	5,857
Total income		<u>342,922</u>	<u>137,060</u>	<u>479,981</u>	<u>408,792</u>
Expenditure					
Charitable activities	5	358,970	120,262	485,232	383,676
Total expenditure		<u>358,970</u>	<u>120,262</u>	<u>485,232</u>	<u>383,676</u>
Net income		<u>(16,048)</u>	<u>16,807</u>	<u>(5,241)</u>	<u>25,116</u>
Transfers between funds		<u>(21,119)</u>	<u>21,119</u>	<u>—</u>	<u>—</u>
Net movement in funds		<u>(37,167)</u>	<u>31,926</u>	<u>(5,241)</u>	<u>25,116</u>
Reconciliation of funds					
Total funds brought forward		287,300	20,246	310,546	291,432
Total funds carried forward		<u>250,133</u>	<u>61,174</u>	<u>311,307</u>	<u>316,548</u>

The notes on pages 9 to 15 form part of these financial statements.

Ely Foodbank

Balance sheet

31 December 2024

	Note	2024		2023	
		£	£	£	£
Current assets					
Stock	9	26,121		25,373	
Debtors	10	7,655		6,900	
Cash at bank and in hand		287,366		287,504	
		321,162		319,777	
Creditors: Amounts falling due within one year	11	9,655		3,229	
Net current assets			311,307		316,548
Total assets less current liabilities			311,307		316,548
Net liabilities			311,307		316,548
Funds of the charity					
Restricted funds			61,174		29,248
Unrestricted funds			250,133		287,300
Total charity funds	12		311,307		316,548

These financial statements were approved by the board of trustees and authorised for issue on 06/08/2025, and are signed on behalf of the board by:

S Greenish (Chair)
Trustee

S Ochieng (Treasurer)
Trustee

The notes on pages 9 to 15 form part of these financial statements.

ELY FOODBANK
11 SUMMERHAYES
ELY
CAMBRIDGESHIRE
CB7 4YL

Your Account

Sort Code 30-00-89
Account Number 35992660

TREASURERS ACCOUNT

01 September 2025 to 12 September 2025

Money In £3,372.21 Balance on 01 September 2025
Money Out £13,381.11 Balance on 12 September 2025

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 25	CAF2508271472CF 2508271472CF	BQC	20.00		
01 Sep 25	STEVEN FARMER FARMER HUBX6C4ECC0242BE18 000120	FPI	25.00		
01 Sep 25	HALLS R. HALLS R	BO	10.00		
01 Sep 25	DYSON J. DYSON	SO	12.00		
01 Sep 25	G C & K J GLOVER	SO		620.00	
01 Sep 25	VOLUNTARY NORFOLK	BP		120.00	
01 Sep 25	FJP CAMBRIDGE LTD	SO		900.00	
01 Sep 25	EASTERLING H. EASTERLING	SO	10.00		
01 Sep 25	J JESSOP JESSOP	SO	25.00		
01 Sep 25	A BLANEY ELY FOOD BANK	SO	50.00		
01 Sep 25	PRATT ROGER PRATT FP25243052297485 070116	FPI	20.00		
01 Sep 25	HEALTH ASSURED LTD 000ELY009	DD		120.00	
01 Sep 25	KELLY WEST KWESTFDBNKDONATION	FPI	10.00		
01 Sep 25	CLUBB I&R RACHAEL CLUBB 9878957574321315SO 404788	FPI	20.00		
01 Sep 25	ROSARIO D PNK F ROSARIO 250831230849140391 300000	FPI	3.00		
01 Sep 25	COLIN WATKINS COLIN WATKINS 250831230849374818	FPI	20.00		

(Continued on next page)

CHARITY REGISTRATION NUMBER: 1150746

Ely Foodbank
Unaudited financial statements
31 December 2023

Ely Foodbank

Financial statements

Year ended 31 December 2023

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Balance sheet	8
Notes to the financial statements	9

Ely Foodbank

Trustees' annual report

Year ended 31 December 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Reference and administrative details

Registered charity name	Ely Foodbank
Charity registration number	1150746
Principal office	10 Chapel Street Ely Cambridgeshire CB6 1AD

The trustees

The trustees who served during the year and at the date of approval were as follows:

S Greenish (Chair)
S Ochieng (Treasurer)
C Barnes (Vice-Chair)
S Baxter
M Bonney
T Griffin
J Roskell (Appointed 08/02/2023)
J Webb
K Relton (Term ended 25/01/2023)

Independent examiner	L Thurston FCCA Lovewell Blake LLP Chartered accountants First Floor Suite 2 Hillside Business Park Bury St Edmunds IP32 7EA
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Ely Foodbank

Trustees' annual report *(continued)*

Year ended 31 December 2023

Objectives and activities

Objective

The objective of the charity is the prevention or relief of poverty within a 20 mile radius of the City of Ely by providing food, other household items and small grants to support people in need and/or to charities or other organisations working to prevent or relieve poverty.

Activities

The principal activity of Ely Foodbank is the collection and distribution of basic food items to support people in times of crisis. Food donated by members of the public is sorted into emergency food boxes, packed according to family size with the aim of providing 3 days' worth of food to identified people who find themselves in crisis and unable to buy sufficient food.

Public benefit

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on Public Benefit including, The Public Benefit Requirement (PB1), Running a Charity (PB2) and Reporting (PB3).

Ely Foodbank

Trustees' annual report *(continued)*

Year ended 31 December 2023

Achievements and performance

During the reporting year under review, we operated weekly distribution sessions across Ely, Chatteris, Cottenham, Haddenham, March, Soham and Waterbeach and added an additional weekly session in Burwell from April 2023. Frontline Care Professionals from more than 70 organisations are able to identify their clients who are in crises, needing food and issue foodbank voucher, so ensuring that our services are directed to those most in need. These vouchers are exchanged for sufficient food for 3 days at the foodbank distribution centres where volunteers also take time to listen, and to point clients towards further sources of support. Clients visiting the distribution centres are usually able to select from a range of other donated items including toiletries, cleaning supplies and toilet rolls. During 2023 we supplied 3,379 boxes of food (2022: 3,195) providing meals to around 8,503 people (2022: 8,442), with around 39% being children.

In the course of 2023, our volunteers and staff continued to direct clients to a dedicated Citizens Advice advisor, enabling them to receive immediate and specific help with a wide range of benefit, housing, legal and other matters. This initiative is largely funded through a Trussell Trust grant which runs until September 2025. Increasing interest from clients in seeking support from Citizens Advice advisors threatened to overload the allocated advisor and as a result we took the decision to designate funds from our reserves to support an additional advisor at a cost of approximately £25,000 per annum from August 2023 for the remaining period of the project. The initiative continues to prove to be both successful and cost effective, with many positive outcomes for clients.

The Charity relies upon the general public making donations of food at collection points at a number of supermarkets and other shops and centres. Local churches and schools regularly donate produce from their Harvest festival celebrations, and from other occasional collections, particularly in the run-up to Christmas. During the period under review 74.5 tonnes (2022: 83.0 tonnes) of food was donated or purchased and 75.8 tonnes (2022: 80.5 tonnes) was distributed to clients in food boxes.

The positive impact on our financial donations that we saw during the pandemic has been maintained so that our income continues to be well above pre-pandemic levels. The generosity of new and existing supporters enables the charity to help more people in more ways. The level of reserves carried forward will enable the charity to support people in ways that have not previously been possible. For example, in response to the cost of living crisis and specifically the massive increase in heating costs we were able to provide support to clients with small grants to top-up electricity/gas meters.

During 2023 our long serving Project Director retired, having been with Ely Foodbank since its inception in 2012. In recognition of the increasing activities of the Foodbank and given our current financial security, the Trustees were able to appoint an Operations Director, our first full-time employee, who started in October 2023. Our part-time employees increased from 4 to 5 during the year with the appointment of a Manager for our March centre.

The Charity could not operate without the loyal support of a team of dedicated volunteers; and the financial support of over 240 individual donors, local churches, schools, charities, and other organisations. As the Charity currently has very healthy financial reserves it has not sought funds from local charities for several years.

There were four Trustee meetings held during the year, two conducted via the medium of Zoom and three in person.

Serious incidents

The Trustees confirm that there are no serious incidents to report regarding operations in 2023.

Ely Foodbank

Trustees' annual report *(continued)*

Year ended 31 December 2023

Financial review

The charity has income for the year of £408,792 (2022: £434,623) and expenditure of £383,676 (2022: £341,677). Closing funds of the charity have increased to a balance of £316,548 compared to £291,432 in the previous year.

Reserves policy

The charity aims to hold free reserves sufficient to cover 6 months of normal expenditure, which is currently estimated to equate to £191,838. This reserves level allows sufficient cash to cover normal monthly expenditure, the main components of which are employment costs and rent & occupancy costs. In the light of changing circumstances this figure will be kept under review by the Trustees.

The Trustees note that our reserves continue to rise well above the level of operating reserves required. The Trustees have already committed to spend £133,000 in the coming three years by operating an energy grant scheme for Foodbank recipients, increasing client help with one-off grants, and supporting an additional part-time CA adviser to attend distribution sessions. The trustees have also made provision for the purchase of food should public donations not keep up with demand. Beyond that the trustees are also considering strategic projects that may include taking on specific project workers or further support for the Ely CAP debt centre.

Plans for future periods

The Trustees plan to continue to grow the charity, with an aim to increase the number of meals and other services provided for people, adults, and children, in crisis in the area stretching from Soham, through Ely and out to March. In addition, the Trustees are looking to appoint an additional part-time employee in early 2024 whose remit will be partly to work with clients with lived experience of using the Foodbank to increase our understanding of their needs and also to increase public awareness of the role we undertake.

Ely Foodbank

Trustees' annual report *(continued)*

Year ended 31 December 2023

Structure, governance and management

Ely Foodbank is a Charitable Incorporated Organisation and a charity registered in effect from 8 February 2013. The charity is constituted and governed by Trustees under the terms of its memorandum and articles of association.

The charity's Trustees are stated on the reference and administrative details of these accounts.

Recruitment and appointment of Trustees

New Trustees are appointed from a recruitment and selection process to enhance the skills and experience of the board as a whole. Once appointed, Trustees are provided with all the information required to assist them in performing their role as Trustees covering all aspects of the organisation.

Trustee induction and training

Following an induction by the charity and on request Lovewell Blake LLP provides Trustees with training regarding the responsibilities of being a charity Trustee. If Trustees request or require further input then the charity would arrange for them to attend external training as appropriate.

Risk analysis

The Trustees confirm that major risks to which the Charity is exposed are reviewed regularly.


True and fair override


The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair view". This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice from 1 April 2005 which has since been withdrawn.

Independent examiner reappointment

A resolution to appoint L Thurston FCCA of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

The trustees' annual report was approved on 3/6/2024 and signed on behalf of the board of trustees by:


S Greenish (Chair)
Trustee


S Ochieng (Treasurer)
Trustee

Ely Foodbank

Independent examiner's report to the trustees of Ely Foodbank

Year ended 31 December 2023

I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 December 2023 which comprise the statement of financial activities, balance sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.



L Thurston FCCA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
First Floor Suite
2 Hillside Business Park
Bury St Edmunds
IP32 7EA
4/6/2024

Ely Foodbank

Statement of financial activities

Year ended 31 December 2023

		Unrestricted funds £	2023 Restricted funds £	Total funds £	2022 Total funds £
	Note				
Income and endowments					
Donations, grants and legacies	4	351,435	51,500	402,935	433,272
Investment income		5,857	—	5,857	1,351
Total income		<u>357,292</u>	<u>51,500</u>	<u>408,792</u>	<u>434,623</u>
Expenditure					
Charitable activities	5	332,915	50,761	383,676	341,877
Total expenditure		<u>332,915</u>	<u>50,761</u>	<u>383,676</u>	<u>341,877</u>
Net income and net movement in funds		<u>24,377</u>	<u>739</u>	<u>25,116</u>	<u>92,746</u>
Reconciliation of funds					
Total funds brought forward		262,923	28,509	291,432	198,686
Total funds carried forward		<u>287,300</u>	<u>29,248</u>	<u>316,548</u>	<u>291,432</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on page 9 to 15 form part of these financial statements.


Ely Foodbank

Balance sheet

31 December 2023

	Note	2023 £	£	2022 £	£
Current assets					
Stock	9	25,373		22,790	
Debtors	10	6,900		—	
Cash at bank and in hand		287,504		268,642	
		319,777		291,432	
Creditors: Amounts falling due within one year	11	3,229		—	
Net current assets			316,548		291,432
Total assets less current liabilities			316,548		291,432
Net assets			316,548		291,432
Funds of the charity					
Restricted funds			29,248		28,509
Unrestricted funds			287,300		262,923
Total charity funds	12		316,548		291,432

These financial statements were approved by the board of trustees and authorised for issue on 3/5/2024....., and are signed on behalf of the board by:


S Greenish (Chair)
Trustee


S Ochling (Treasurer)
Trustee

The notes on page 9 to 15 form part of these financial statements.

Ely Foodbank

Notes to the financial statements *(continued)*

Year ended 31 December 2023

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is incorporated. The address of the principal office is 10 Chapel Street, Ely, Cambridgeshire, CB6 1AD.

2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

In the previous year the charity prepared its accounts using the receipts and payments basis however this year, as the charity's gross income is more than £250,000, the charity has prepared accounts using the accruals basis accordingly. The results for the previous year, which are the comparatives shown in these accounts, have been restated so that they are presented on the same basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The accounts have been prepared on the going concern basis and the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income tax

As a registered charity, the activities are exempt from United Kingdom Income and Corporation taxation, provided that the income is applied to charitable purposes.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Ely Foodbank

Notes to the financial statements *(continued)*

Year ended 31 December 2023

3. Accounting policies *(continued)*

Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably.
- legacy income is recognised when receipt is probable, and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Stock

Donated goods awaiting distribution are valued at the amount per kilogramme from time to time determined by the Trussell Trust.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Ely Foodbank

Notes to the financial statements *(continued)*

Year ended 31 December 2023

4. Donations, grants and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations			
Donations	162,456	6,500	168,956
Goods donated in kind	182,229	–	182,229
Grants			
Trussell Trust	6,750	45,000	51,750
	<u>351,435</u>	<u>51,500</u>	<u>402,935</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
Donations	162,947	5,000	167,947
Goods donated in kind	213,575	–	213,575
Grants			
Trussell Trust	6,750	45,000	51,750
	<u>383,272</u>	<u>50,000</u>	<u>433,272</u>

Ely Foodbank

Notes to the financial statements *(continued)*

Year ended 31 December 2023

5. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Rent and occupancy costs	13,889	759	14,648
Fitments for food stores and equipment	1,413	88	1,501
Wages and salaries	65,933	3,164	69,097
Food purchases	5,171	—	5,171
Client help	7,449	—	7,449
Project costs	37,071	45,671	82,742
Goods donated	179,646	—	179,646
Support costs	22,433	989	23,422
	<u>332,915</u>	<u>50,761</u>	<u>383,676</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Rent and occupancy costs	12,513	687	13,200
Fitments for food stores and equipment	523	30	553
Wages and salaries	43,030	2,361	45,391
Food purchases	2,674	147	2,821
Client help	14,150	776	14,926
Project costs	21,737	31,407	53,144
Goods donated	190,785	—	190,785
Support costs	20,058	999	21,057
	<u>305,740</u>	<u>36,407</u>	<u>341,877</u>

Analysis of support costs

	2023 £	2022 £
Insurance	—	432
Administration	5,854	2,311
Telephone and answering service	4,397	5,113
Accounting and professional fees	2,234	—
Stationery and printing	466	828
Training	—	1,417
Travel Expenses	911	1,379
Van hire	9,560	9,577
	<u>23,422</u>	<u>21,057</u>

6. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,590</u>	<u>—</u>

Ely Foodbank

Notes to the financial statements *(continued)*

Year ended 31 December 2023

7. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	69,097	45,391

The average head count of employees during the year was 5 (2022: 4).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

Key Management Personnel

The key management personnel of the charity comprise the Trustees. The total amount of employee benefits (including employer pension contributions) received in respect of key management personnel amounted £Nil.

8. Trustee remuneration and expenses

Trustees were reimbursed expenses amounting to £1,358 during the year.

9. Stocks

	2023	2022
	£	£
Raw materials and consumables	25,373	22,790

Donated goods are included at fair value based on a value per kilogram of £2.37 determined by the Trussell Trust.

10. Debtors

	2023	2022
	£	£
Prepayments and accrued income	—	—
Other debtors	6,901	—
	6,901	—

11. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	1,749	—
Social security and other taxes	1,480	—
	3,229	—

Ely Foodbank

Notes to the financial statements *(continued)*

Year ended 31 December 2023

12. Analysis of charitable funds

Year ended 31 December 2023

Restricted funds

	At 1 Jan 2023	Income	Expenditure	Transfers	At 31 Dec 2023
	£	£	£	£	£
Trussell Trust CA Project	28,509	45,000	(45,761)	—	27,748
Chatteris Feoffee Fund	—	6,500	(5,000)	—	1,500
	<u>28,509</u>	<u>51,500</u>	<u>(50,761)</u>	<u>—</u>	<u>29,248</u>

Designated funds

CA Project	—	—	(9,331)	62,500	53,169
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Unrestricted funds

General Funds	<u>262,929</u>	<u>357,292</u>	<u>(323,584)</u>	<u>(62,500)</u>	<u>234,131</u>
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Year ended 31 December 2022

Restricted funds

	At 1 Jan 2022	Income	Expenditure	Transfers	At 31 Dec 2022
	£	£	£	£	£
Trussell Trust CA Project	14,916	45,000	(31,407)	—	28,509
Chatteris Feoffee Fund	—	5,000	(5,000)	—	—
	<u>14,916</u>	<u>50,000</u>	<u>(36,407)</u>	<u>—</u>	<u>28,509</u>

Unrestricted funds

General Funds	<u>183,770</u>	<u>384,623</u>	<u>(305,470)</u>	<u>—</u>	<u>262,923</u>
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Restricted fund purposes:

Trussell Trust CA Project: The income received is restricted to provide emergency food and support to people facing hardship in line with the charities objectives.

Chatteris Feoffee Fund: The income received is restricted to the purposes set out by the fund provider.

Designated fund purposes:

CA Project: A fund that has been reviewed as unrestricted but designated towards additional CA advisor time.

Ely Foodbank

Notes to the financial statements *(continued)*

Year ended 31 December 2023

13. Analysis of net assets between funds

31 December 2023

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Current assets	234,131	53,169	29,248	316,548
Net Assets	<u>234,131</u>	<u>53,169</u>	<u>29,248</u>	<u>316,548</u>

31 December 2022

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Current assets	240,133	—	28,509	268,642
Net Assets	<u>240,133</u>	<u>—</u>	<u>28,509</u>	<u>268,642</u>

14. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Not later than 1 year	<u>2,460</u>	<u>—</u>

15. Related parties

There were no related party transactions in this or the prior year.

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

(‘Foundation’ model constitution)

Date of constitution (last amended): Wednesday 9th October 2024

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is Ely Foodbank.

2. National location of principal office

The CIO must have a principal office in England or Wales. The principal office of the CIO is in England.

3. Objects

The objects of the CIO are:

The prevention or relief of poverty within a 20 mile radius of the city of Ely by providing grants, items and services to individuals in need and/or to charities or other organisations working to prevent or relieve poverty.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and

connected persons) and provided it complies with the conditions of that clause;

- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public
- (b) sell goods, services, or any interest in land to the CIO
- (c) be employed by, or receive any remuneration from, the CIO
- (d) receive any other financial benefit from the CIO

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ("the Commission"). In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the charity trustees in the minute book.
 - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) “the CIO” includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
 - (b) “connected person” includes any person within the definition set out in clause 30 (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees or appoint a new charity trustee.

(3) Number of charity trustees

- (a) There should be:
 - Not less than 5 nor more than 8 appointed trustees;
- (b) There must be at least 5 charity trustees. If the number falls below

this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.

- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

(4) First charity trustees

The current charity trustees are as follows, and are appointed for the following terms:

1. Rev Giles Cornell for three years
2. Rev Alan Hargrave for three years
3. Mrs Beverley Howard for three years
4. Mr Matthew Lavis for three years
5. Mr Keith Rawson for three years
6. Rev Karl Relton for three years
7. Mr Peter Whale for three years
8. Mr Alan Williams for three years

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of five years with an expectation that trustees will be reappointed for a further three years should the trustee wish to be reappointed and the other trustees have voted by majority for the trustee to be reappointed, by the following process:
 - (a) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.
 - (b) The existing trustees must agree the recommendation of new trustees with a resolution passed at a properly convened meeting of the charity trustees.
 - (c) the trustee shall be deemed appointed from the later of:
 - (i) the date of the vacancy; and
 - (ii) the date on which the charity trustees or their secretary or clerk are informed of the decision of the approving body.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months, and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those

terms and conditions, or revoke the delegation.

- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decision which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the

charity trustees).

- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled vote on it. Such a resolution shall be effective provided that:
 - (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another

clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - who was disqualified from holding office;
 - who had previously retired or who had been obliged by the constitution to vacate office;
 - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:

- (a) it must comply with the provisions of the General Regulations; and
- (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;

- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or

- (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects, clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses

(a) to (c) has a substantial interest; or

- (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **"Communications Provisions"** means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

"charity trustee" means a charity trustee of the CIO.

A **"poll"** means a counted vote or ballot, usually (but not necessarily) in writing.

Signed: *Stephen Green*

Position: Chair of Trustees

Date: 9th October 2024