



Aldenhams Parish Council

First Floor, The Radlett Centre
1 Aldenhams Avenue
RADLETT
WD7 8HL
Tel: 01923 856433

The CIL community capital grant application form

The Community Infrastructure Levy (CIL) is a charge that local authorities can set on new development in order to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements - which are needed to support new homes and businesses in the areas.

Aldenhams Parish Council would like to introduce the CIL community capital grant scheme for local projects looking for support between £1000 and £20,000. Applications to be welcomed for capital spending, but core organisational costs such as salaries, rent or utilities will not be eligible.

APC must look at its own projects requirements first and then decide how the CIL funds will be allocated. This will be reviewed twice a year following a receipt of CIL funds from the Hertsmere Borough Council (currently April and October).

CRITERIA:

Grants will normally be given only for schemes that meet the following criteria:

- **projects and schemes must serve the area within the civil boundary of Aldenhams**
- **projects and schemes that show a clear benefit to parish residents and businesses**
- **The application should estimate the number of individuals whom will benefit from an allocation.**
- **The funding isn't available for a project that has already been completed.**
- **The funding is for applications between £1000 and a maximum of £20,000**
- **The project must be achievable within the funding timescales, but no longer than 5 years.**
- **Does not require on-going revenue funding from the Aldenhams Parish Council and has sound business planning in place if there is ongoing revenue requirement such as maintenance.**
- **A Project must be run by a local voluntary organisation, community group, social enterprise - not individuals or businesses**
- **The project has long-term impact. Applications for capital spending will be considered, but core organisational costs such as salaries, rent or utilities will not be eligible.**
- **If match funding is available from other sources this should be detailed.**

Grant applications from organisations will only be considered when accompanied by at least one of the following:

1. Audited accounts; or
2. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.



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3. Project business plan

Three quotes for the works are also required .

Below are some examples of expenditure, explaining whether or not they might qualify as capital spend:

Type of Expenditure	Is it Capital Expenditure?	Reason
Construction of New Building	yes	Creation of an asset, which will provide benefit for more than one accounting period.
Replacement roof	yes	A major structural repair, which will have the effect of extending the useful life of the building as well as increasing the economic benefits offered by it – e.g. improved energy efficiency. In this instance consideration should be given to componentising the asset.
Replacing a few roof tiles or a section of a flat roof	no	Repairs only maintain the asset; they do not increase the life of the building.
New boiler	yes	Creation of an asset, which will provide benefit for a period of more than one accounting period. In this instance consideration should be given to componentising the asset.
Repairs to boiler after breakdown	no	Repairs only maintain the asset; they do not materially increase the life of the boiler.
Signage for directions to a new pavilion	yes	Can be considered for capitalisation as part of the overall project costs of the new pavilion, which results in the creation of an asset that will provide benefit for more than one accounting period.

How to complete your application form?

This form should be completed by a member of the group or organisation's management committee. Please give as much information as possible. Not all of the questions will be applicable to your organisation and questions left unanswered will not necessarily affect the outcome of your application.

Please complete all sections.



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OVERVIEW

Section 1 Applicant information

Project Title	Digitising 'Radlett Reminiscences'
Name of organisation and contact person	Radlett & District Museum Ros Haller, Chair, or Graham Taylor, Vice Chair
Postal address	413A Watling Street, Radlett, WD7 7JG
Phone number	07947 075506 or 07899 721906
Email address	chairman@radlettmuseum.com or graham@radlettmuseum.com
Location of project (if different from postal address)	
Amount Required	£1,604.59



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SECTION 2 YOUR PROJECT

Tell us in no more than 300 words about your project (what you want to do and who it will benefit). Please include details of any partners and their role within the project

The Museum is an incorporated charitable institution, registered with the Charity Commission. The organisation is run entirely by volunteers, with a Board of Trustees and some 30 additional volunteers, all resident in Radlett. Our Mission is to advance education to the public by the establishment and maintenance of a local museum covering the rich history and heritage of Radlett and the other parts of the Civil Parish of Aldenham ('Parish').

We are applying for capital funds to upgrade the infrastructure, IT facilities and services of the Museum with particular reference to taking forward our Oral History project, which involves recording, digitising and making accessible a series of interviews with past and present residents who have significant memories (see Attachment 1). The project fits squarely within the Museum's Mission and we believe it will have additional benefit for researchers and visitors.

We have over 50 recorded interviews, mostly with Radlett residents, and a planned programme to interview residents in other parts of the Parish. Some recordings have been transcribed but some are on cassettes and CDs and we need higher-specification equipment to manage the digital processing involved. This includes editing the recordings and providing visitor access to them via a new touch screen display + dedicated PC (also part of this bid).

We believe that the interviews will be an added draw for visitors and also that in time the touch screen could be used to make information about other parts of the Museum's collection accessible, e.g. archive pictures, videos, maps, documents. This would benefit, on an ongoing basis, e.g., students undertaking research on local history topics, Cubs and Brownies working towards their local history badges, and residents interested in the history of their locality, street or even their homes. We note that the 2021 Census recorded 9,600 residents in the Parish, all of whom are potential beneficiaries of the project, as are the children schooled in the Parish and the general public.



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Tell us in no more than 300 words why your project is needed. Please also include information on the following:

- Estimated time frame to deliver this project
- How will the project be sustained over time?
- A description of the buildings/site (supported by photographs and maps where possible)

Seeing the many changes that have taken place in the Parish over the last decades, the Museum's predecessors (in particular the Radlett History Society and Philip Eastburn) recorded interviews and reminiscences of local residents to build an audio database of local knowledge for future reference. By its nature this project has no end date, but the material will continue to grow and will need effective management of the digital resources.

Would the project lead to any income generation?

Will community access increase as a result of the proposal and if so how?



Currently, we have about 50 recordings, all of which have been transcribed, and we have a **Section 4 with Current Status of the Project** recordings. We are therefore able to move to the second

part of the project, which is to edit and present the interviews, for which we have volunteers ready. We are confident that work can start on the second phase during the current financial year and hopeful that we will be in a position by the end to set up the touch screen interface. Realistically, not least because this information-gathering by interview is an ongoing process, the editing phase could last longer. We hope that the bulk of the editing can be done in 2-3 years, but the amount of time that our volunteers can devote will ultimately determine this.

It is the standard practice of the Museum to request volunteers involved in museum work to work with at least one other person to provide some form of succession planning/future proofing for a project. This has worked well in the first phase and we have a team of 3 interviewers now.

Aside from funding, is this project ready to commence?

Yes ☒

No ☐

If the project is not ready to commence, please list briefly the main reasons (please note further information is requested later on the form).



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Section 5 Current Funding for the project

Please indicate the total cost of the project

£1,604.59

How much grant aid are you requesting?

£1,604.59

How much funding does this project currently have?

75-100%	
50-74%	
25-49%	
Up to 25%	
None	✓
Uncertain/unknown	

If delivery of the project is expected to exceed 12 months, please provide a project delivery breakdown.

Please see above

Would the scheme be fully funded if the bid for this grant is agreed?

Yes ✓ ☐

No ☐

Please indicate in the table below the source of additional funding that has been secured/sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*



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*if no, please provide details of when a decision is expected?

Could the project be fully funded through your organisation's revenue or capital budget? If not, please outline why this is the case.

We attach the annual accounts for 2022-2023. We have no revenue. We do not charge admission in order to make the museum accessible to as many people as possible (see our Mission above). We do receive ad hoc voluntary donations and we do organise fundraising events every year to cover our day-to-day running costs – usually we can manage 2 annually with our existing manpower. This accounts for the cash we have in the bank.

How will any future revenue costs associated with the project be funded?

The museum is staffed, run, and administered entirely by volunteers so the project will not have any of these revenue costs.

What steps have been taken to ensure that the proposal submitted forms part of the most cost effective option for delivery?

Please see above

*** Please note that if the project is not subject to a full tender process, three quotes should be obtained and submitted with your bid.**

Section 6 Delivery Timescales

Please provide further details on the programme for delivering the project, including start and completion dates.

Please see above

Is agreement required from any other organisations before you are able to deliver the project?



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No

If planning permission is required for the project, please provide details of any planning consent or pre application advice which you have received*

N/A

Section 7 Constraints and Risks

Please show what technical constraints (if any) apply to the project

We believe that there are no such constraints

Physical and environmental impacts e.g. flood risk, contamination, biodiversity, noise etc.	
Approvals of necessary consents	
Ownership, acquisition or access issues	
Partnership and governance issues	
Dependency on other projects going ahead	



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Please provide further information about any other potential barriers to delivering your project and to what extent these barriers can be overcome?

Section 8 Declaration

When you have completed the application, please sign the declaration below and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Aldenhams Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Parish Council Manager of any material changes to the proposals set out above. When requested, I agree to provide the Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project.

Signed: Rosamund Haller

Position in Organisation: Chairman

Date: 22 December 2023

Supporting Documentation Attached



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Attachment	Title	No. of Pages
Attachment 1	Equipment required to upgrade the museum's infrastructure, IT facilities and services	1
Attachment 2	Annual accounts for the period 1.10.2022-30.09.2023	2
Attachment 3		
Attachment 4		
Attachment 5		

Museum - Items needed for development in 2024	Supplier	Number required	Unit cost	Shipping		
GEEKOM Mini IT11 Mini PC 11th Gen Intel Core i7/i5	Geekom	2	£399.00	£0	£798.00	
These two mini PCs would be used for managing the Museum's Objects Database, essential for keeping track of the Museum's collections, research and storage of digital properties. The second PC would be used to drive a touch-screen display to offer visitors and researchers a wider and deeper access into digital records, maps, pictures, local movie and oral history recordings.						
Iiyama ProLite T2735MSC-B3 27" Multi-touch Monitor	Barcode Warehouse	1	£447.59	£0	£447.59	
This large touch-screen would be the Museum's visual interface to a Geekom PC listed above. It would offer visitors access to the Museum's digital materials and visual images, e.g; pictures, maps, recordings and videos, that are currently unavailable owing to very limited display space.						
Plustek OpticFilm 8200i SE Film Scanner	Clifton Cameras	1	£359.00	£0	£359.00	
The Museum has over 500 35mm transparencies with historical photos of the area taken from the 1960s up to the start of the digital age, in around 2000. The Plustek Optic scanner would offer high resolution digital pictures, suitable for enlargement, display and printing. Similar quality could not easily be achieved with any other system.						
Total					£1,604.59	



Receipts and payments accounts

CC16a

For the period from	1 October 2022	To	Period end date 30 September 2023
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	3,000	0.00	0.00	3,000	3,485
Donations	548	20,000	0.00	20,548	440
Friends	560			560	425
Theatre Event	2,214			2,214	2,124
Cream Tea Event	578	0.00	0.00	578	815
Quiz	2,590	0.00	0.00	2,590	0
Interest	20	0.00	0.00	20	11
	0	0.00	0.00	0	0
Sub total (Gross income for AR)	9,510	20,000	0.00	29,510	7,300
A2 Asset and investment sales, (see table).					
	0	0.00	0.00	0	
	0	0.00	0.00	0	0
Sub total	0	0.00	0.00	0	0
Total receipts	9,510	20,000	0.00	29,510	7,300
A3 Payments					
Rent		0.00	0.00	0	
Fees	352	0.00	0.00	352	502
Insurance	582	0.00	0.00	582	765
Printing & Stationery	153	0.00	0.00	153	225
Utilities				0	228
Sundries	1,079	0.00	0.00	1,079	500
	0	0.00	0.00	0	0
	0	0.00	0.00	0	0
	0	0.00	0.00	0	0
	0	0.00	0.00	0	0
Sub total	2,166	0.00	0.00	2,166	2,220
A4 Asset and investment purchases, (see table)					
Groundworks, Shed, F&F		0.00	0.00	0	400
	0	0.00	0.00	0	
Sub total	0	0.00	0.00	0	400
Total payments	2,166	0.00	0.00	2,166	2,620
Net of receipts/(payments)	7,344	20,000	0.00	27,344	4,680
A5 Transfers between funds	0	0.00	0.00	0	0
A6 Cash funds last year end		0.00	0.00	24,512	19,832
Cash funds this year end	7,344	20,000	0.00	51,856	24,512

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Metro Bank Current A/c	18,229	0.00	0.00
	Metro Bank Deposit A/c	78	0.00	0.00
	Harpenden BS	13,549	20,000.00	0.00
	Total cash funds	31,856	20,000.00	0.00

(agree balances with receipts and payments account(s))

Agreement Error

OK

OK

B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer & Other Equipment	3,448	0.00	0.00
	Portacabin	21,788	0.00	
	Groundworks	11,341	0.00	
	Shed	536	0.00	
	F&F	3,574	0.00	
			0.00	0.00
			0.00	0.00
			0.00	0.00
		40,687	0.00	0.00

B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval



DAVID MITCHELL

22/11/23



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

RADLETT AND DISTRICT MUSEUM

On accounts for the year
ended

30.09.2023

Charity no
(if any)

1175292

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30.09.2023.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

27.10.2023

Name:

PETER JOHN BREWARD

Relevant professional
qualification(s) or body
(if any):

Address:

8 HOMEFIELD ROAD

RADLETT, HERTS

WD7 8PY