



NORTH LUFFENHAM PARISH COUNCIL GRANT APPLICATION FORM

Please complete this form, attach supporting documentation and send to:
The Clerk to North Luffenham Parish Council (By email: nickian@talktalk.net)

Contact Details

1. Name of Organisation: North Luffenham Parochial Church Council
2. Name of Applicant: Mrs JM Whittaker
3. Address: Dove Cottage, 4 Church Street, North Luffenham.
Oakham, Rutland, LE15 8RJ
4. Position within Organisation: Churchwarden and Chair North Luffenham PCC
5. Telephone: 01780 721216
6. Email address: rutlandwhittakers@lineone.net
7. Is Your organisation a registered charity: NO - but as PCC has Charitable Status
8. If Yes - Charity Number:

Project Details:

9. Details of the project for which grant is required:
(Additional detail may be included in a simple business case attached to the application)

A briefing note outlining the background to this application is attached.

A grant of £300 is sought towards the costs of maintenance of the Church Graveyard (Excluding War Graves) in 2015. Please see attached briefing note. In 2015 the cost of maintaining the Graveyard was £928.50 (excluding a grant of £913.50 from Commonwealth War Graves Commission). Copies of invoices for the work completed by our contractor Mow All can be provided on request.

As shown at Para 8 of the enclosed C of E Membership return, the Church has a "worshipping community" of 26. A Monthly Service is held in the Church focused on young people. The Church hosts weekly services for the Village School in Term-Time. In addition to these statistics, in 2015, some 200 people attended Remembrance Day and 120 people attended the Carol Service.

In 2015 there were six funerals followed by burial of the deceased or the burial of cremated remains – none of these related to regular church goers but to the broader Parish Community.

9. Total project cost: £928.50
10. Amount sought from NLPC: £300
11. Have any funds been requested from other sources: No (Other than CWGC for work outwith the maintenance costs identified above)
12. If Yes please give details:
13. When are funds required: By 31 Mar 16.

Signature: ORIGINAL SIGNED

Organisation: North Luffenham PCC

Date: 29 FEB 16

Supporting Documents Required:

| DOCUMENT REQUIRED | CHECKED |
|--|--|
| Business case if appropriate | Attached including Feb 15 Quotation |
| Copies of last year's year end accounts. | Attached |
| Copy of constitution (Where applicable) | |
| Evidence of separate bank account: | Attached |
| Summary of the number, or percentage, of members that belong to the organisation and that live within the North Luffenham Parish Area. | Annual C of E Membership Return is attached |
| Details of any restrictions placed on who can use/access their services, | None |
| Details that an active Youth Policy is being pursued. (If applicable) | Monthly 'All Age Worship' service is held which is specifically targeted at Young People |

PCC/Fin

29 February 2016

Parish Council (Through Parish Clerk)

BRIEFING NOTE - APPLICATION FOR A GRANT IN SUPPORT OF THE PAROCHIAL CHURCH COUNCIL TOWARDS THE COST OF MAINTENANCE OF THE GRAVEYARD AT ST JOHN THE BAPTIST PARISH CHURCH, NORTH LUFFENHAM

Reference:

A. Responsible care for Churchyards - *A brief practical guide for parishes*
(www.churchofengland.org/media/55222/careofchurchyards.docm)

BACKGROUND INFORMATION

1. **Legal responsibility.** Reference A indicates that although the legal ownership of a churchyard, either open or closed, is usually vested in the incumbent (The Priest in Charge), his own rights and obligations in respect of it are very limited. Today, under Canon F13, responsibility for maintaining the churchyard in good condition and maintaining fences rests with the parochial church council (PCC), except in the case of a burial ground which has been closed by Order in Council and where the obligation has been passed to the local authority (see paragraphs 14-18), but the PCC can seek financial help from local authorities and other public bodies.
2. **Right to burial.** Any parishioner (defined as 'those living in the Parish') has the right of burial in the churchyard if there is room, and if it has not been wholly closed for burials by Order in Council. A parishioner is not required to be a member of the Church of England, an attendee at the Church nor a contributor to the PCC.
3. **Support from the Local Authority.** As a local authority the Parish Council has a remit which includes Burial Grounds, Cemeteries, Churchyards and Crematoria. The Local Government Act 1972 provides that "a burial authority may contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority's area may be buried" (section 214(6)). This allows for local authority assistance in the upkeep of churchyards in use.

COST OF MAINTENANCE

4. The cost of maintenance of the Churchyard falls to the PCC and historically the Parish Council has made a grant to assistance the PCC in the maintenance of the Graveyard. Additionally, Under a Service Level Agreement (SLA), the PCC maintain a number of Commonwealth War Graves (CWG) and Service Non-War Graves cemetery within the graveyard on behalf of the CWGC and MoD. Under the terms of the SLA funding is provided to maintain these graves at a defined standard.
5. The balance in funding between grants received and expenditure on maintenance has been funded by the PCC. MoD funding for 'Non War Graves' has been extraordinarily problematic and the PCC Treasurer has spent much time trying to ensure that MoD contractors (Grounds maintenance contractors) meet their obligations, hence the peaks and troughs of income.
6. Over the past 5 years the cost of Churchyard Maintenance (Extracted from PCC Accounts) has been:

| Year | PCC | CWGC | MoD | PC Grant | Total | Notes |
|------|----------|---------|--------|----------|-----------|--|
| 2015 | £928.50 | £913.50 | | | £1,842 | Reduced level of maintenance (3 Weekly)trialed and found unacceptable. PC Grant applied for in FY16/17 |
| 2014 | £502.50 | £913.50 | £1,020 | £300 | £2,736 | MoD Payment for FY 12/13/14 |
| 2013 | £1064.83 | £913.50 | | £200 | £2,178.33 | |
| 2012 | £1105.50 | £913.50 | | £150 | £2,169 | |
| 2011 | £834.50 | £913.50 | | £150 | £1,898 | |

In '08, '09, and '10 the Parish Council made grants to the PCC of £150 annually. In 2015 the PCC opted to reduce the frequency of cuts, with a corresponding reduction in costs. However, this resulted in grass that was too long and a number of complaints from parishioners and difficulties for the contractor. For 2016, the PCC have opted to revert to a system of fortnightly cuts, which will increase costs but maintain the high standards expected of this village facility.

Future costs. The PCC have approved a new grass cutting contract for 2016 and for clarity have separated the War Graves from the Parish Graveyard. The cost of maintaining the Parish Graveyard (Excl War Graves) is anticipated to be at least £1,800 (20 cuts at £90/cut - additional cuts will be provided as required).

SUMMARY

The PCC maintains the Graveyard at considerable cost to the PCC and it has long been considered appropriate that it should seek funding from the Parish Council to help offset these costs. The cost to the PCC of maintenance in 2016 is estimated to be at least £1,800. A grant is sought to help defray the 2015 cost of churchyard maintenance.

ORIGINAL SIGNED

JM WHITTAKER
Churchwarden

**ST JOHN THE BAPTIST CHURCH, NORTH LUFFENHAM
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

GENERAL FUND (UNRESTRICTED) RECEIPTS AND PAYMENTS ACCOUNT

| Receipts | | 2015 | | 2014 | |
|--|---|---------------|---------------|---------------|---------------|
| Voluntary Receipts | | £ | | £ | |
| Regular Giving | Gift aid bank | 4,660 | | 5,160 | |
| | Gift aid envelopes | 1,679 | | 1,182 | |
| | Collections and other giving | 584 | | 465 | |
| | Income tax recovered: | 1,372 | 8,295 | 1,237 | 8,044 |
| Other Voluntary Receipts | North Luffenham Village Trust Grant | 10,000 | | 9,000 | |
| | Misc Income | | | 0 | |
| | Flower Donations | | | 0 | |
| | Other Donations | 304 | | 21 | |
| | Churchyard | 914 | 11,218 | 2,234 | 11,255 |
| Receipts from activities for generating funds | Fundraising Events | 1,553 | 1,553 | 1,516 | 1,516 |
| Receipts from Church Activities | Fees | 1,983 | | 2,792 | |
| | Fees due to PDBF | 598 | 2,581 | 791 | 3,583 |
| Major Projects | Income Received - Roof Repair Fund | 7,153 | 7,153 | | |
| Receipts from investments | CCLA - Deposit Account | 352 | 352 | 323 | 323 |
| | Total Receipts | 31,162 | 31,152 | | 24,720 |
| Payments | | | | | |
| Church Activities | Diocesan Parish Share | 12,297 | | 11,548 | |
| | Cost of Fundraising and Administration | 45 | | 0 | |
| | Incumbent's working expenses | 1,085 | | 924 | |
| | Church heating and lighting | 1,125 | | 2,381 | |
| | Church insurance | 2,348 | | 2,192 | |
| | Upkeep of services | 607 | | 707 | |
| | Church maintenance | 994 | | 1,216 | |
| | General Fund | 115 | | 262 | |
| | Churchyard Maintenance | 1,842 | | 2,736 | |
| | Fees due to PDBF | 598 | | 791 | |
| | | | | | 22,733 |
| Major Projects | Expenditure on Roof Repairs | 10,912 | | | |
| | Expenditure - Major Projects | 1,200 | | | |
| | Total Payments | 33,169 | 33,169 | 22,733 | 22,733 |
| Outstanding Debtors | VAT Refund / HMRC Rebate / Quinquennial Grant | | 3,415 | | |
| | | | 29,754 | | |
| Surplus for the year (Receipts - Payments) | | | 1,399 | | 1,987 |
| Bank Current and CBF Deposit C/F - 1 January 15 | | | 84,717 | | 82,730 |
| Bank current account and CBF deposit at 31 December 15 | | | 86,116 | | 84,717 |
| Check Balance from Financial Statements | | | 86,116 | | 84,717 |



PBG CUMMINGS
Treasurer



RA SWINDLEY
Independent Examiner

Date _____

Date _____

Bank Giro Credit

Paid in by _____



Stamford

PAROCHIAL CHURCH COUNCIL OF
NORTH LUFFENHAM

| | |
|----------|--|
| £20 | |
| £10 | |
| £5 | |
| Coins £2 | |
| £1 | |
| 50p | |
| 20p | |
| Silver | |
| Bronze | |

www.cominfuse.com 9508

AC **06868282**

Cash _____

| | |
|---------|---------|
| Fee Box | Cheques |
|---------|---------|

Branch Sort Code

Account Number

Transaction Code

55-50-42

06868282

77

£

Total Cash *

Cheques, etc +

Cheques Etc. _____

£

National Westminster Bank Plc

080714

Please do not cut off this area or scribble or write or mark below this line

000601

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Mow All



15 Oval Close, North Luffenham, Oakham, Rutland, LE15 8LB:
Tel: 01780 720018 Mobile:07794494446

17th February 2015

Dear Mrs J Whittiker

Further to our meeting with yourself and Mr Cummings to discuss this seasons grass cutting for the Churchyard at North Luffenham, we will maintain the price per cut on areas 1,2,and 3 as per specification . Reducing the fortnightly cut to every three weeks which will reduce overall costings, but allowing discretion through the fast growing period to one or two extra cuts, this will allow us to maintain a good standard throught the season. I will commence at the end of March 2015 through to October 2015

The Commonwealth War Graves can be cut on a fortnightly basis as discussed with yourselves at our meeting if you require them to be cut more frequently please contact us.

- (12,3) Full churchyard cut :- £90.00 per cut.
- (4) Commonwealth War Graves :- £24.00 per cut.

All work to be carried out at customers convenience, if you need any further information or help please contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Patrick M Regan'.

Patrick M Regan

North Luffenham: St John the Baptist 2015 C of E Membership Return: January to December 2015 (Draft version)

| | |
|-------------------|--|
| Churches Included | <input checked="" type="checkbox"/> North Luffenham: St John the Baptist |
|-------------------|--|

1a. How many people were on the ecclesiastical Electoral Roll for your parish as reported at your Annual Parochial Church Meeting in 2015?

| | |
|--|-----|
| Number on the ecclesiastical electoral roll for your PARISH | 35 |
| 1b. Number on the CHURCH Electoral Roll | N/A |

2. How many people attend your church on a "USUAL" SUNDAY, when there is a service?

| | |
|--|----|
| Adults (over 16 years old) | 12 |
| Children and young people (under 16 years) | 3 |

If you did not hold any services or acts of worship at your church during the following periods, please enter 'no services' in the relevant box.

3. How many people came to your church at Easter 2015?

| | |
|---|----|
| 3a. Number of communicants at any service(s) on Easter Day and vigil service on Easter Eve | 15 |
| 3b. Total number attending worship (including communicants) at any service(s) on Easter Day and vigil service on Easter Eve | 15 |

4. How many people came to special services run by your church during Advent 2015?

| | |
|---|-----|
| 4a. Total number attending special services run by the church during advent (Advent Sunday until 23rd December), for example nativities, carols on the green, crib services etc, which were held for the congregation and local community | 150 |
| 4b. Total number attending special services run by the church during advent (Advent Sunday until 23rd December), for example nativities, carols on the green, school carol services etc, which were held specifically for civic or school organisations. | 370 |

5. How many people came to your church at Christmas 2015?

| | |
|--|---|
| 5a. Number of communicants at any service(s) on Christmas Eve and Christmas Day | 0 |
| 5b. Total number attending worship (including communicants) at any service(s) on Christmas Eve and Christmas Day | 0 |

6. October Count (Church Attendance)

The next question is about the **OCTOBER COUNT** of the number of people who come to your church. This includes the number of people attending **services and acts of worship**, on Sunday and during the week.

You are asked to enter a count for each of the four consecutive weeks. Each weekly count should be allocated by Sunday or weekdays; adults or children; and type of service (Church, fresh expressions of church or school services).

| | |
|---|--|
| Were there any Fresh expressions during October 2015? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Were there any school services in church during October 2015? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| | Number of services | Adults | | | Children and young people | | |
|---------------------|--------------------|--------|-------|-----------------|---------------------------|-------|-----------------|
| | | Church | F/Exp | School Services | Church | F/Exp | School Services |
| Sunday 4th October | 1 | 15 | | 0 | 3 | | 0 |
| Weekdays 5th - 10th | 1 | 0 | | 9 | 0 | | 160 |

| | Number of services | Adults | | | Children and young people | | |
|----------------------|--------------------|--------|-------|-----------------|---------------------------|-------|-----------------|
| | | Church | F/Exp | School Services | Church | F/Exp | School Services |
| Sunday 11th October | 1 | 14 | | 0 | 0 | | 0 |
| Weekdays 12th - 17th | 1 | 0 | | 9 | 0 | | 160 |

| | Number of services | Adults | | | Children and young people | | |
|----------------------|--------------------|--------|-------|-----------------|---------------------------|-------|-----------------|
| | | Church | F/Exp | School Services | Church | F/Exp | School Services |
| Sunday 18th October | 1 | 36 | | 0 | 2 | | 0 |
| Weekdays 19th - 24th | 0 | | | | | | |

| | Number of services | Adults | | | Children and young people | | |
|----------------------|--------------------|--------|-------|-----------------|---------------------------|-------|-----------------|
| | | Church | F/Exp | School Services | Church | F/Exp | School Services |
| Sunday 25th October | 1 | 5 | | 0 | 0 | | 0 |
| Weekdays 26th - 31st | 0 | | | | | | |

| | |
|---|--|
| <p>7. How often does your ministry team lead acts of worship in school assemblies?</p> <ul style="list-style-type: none"> This question asks about how often a member of your church ministry team leads acts of worship held in schools. Unlike school services, which are included in the October count, school assemblies are held within school buildings rather than your own church or church building. 'Usually' refers to during term-time or when the school is open, ignoring school holidays. Please tick one box as the closest estimate. | <p> <input type="checkbox"/> Never <input type="checkbox"/> Occasionally/ ad hoc <input checked="" type="checkbox"/> Once a term <input type="checkbox"/> Usually once a month <input type="checkbox"/> Usually once a week <input type="checkbox"/> Usually more often than weekly </p> |
|---|--|

8. How many people are in your "worshipping community" at the end of 2015?

The following questions are about your "**worshipping community**". Think about your regular worshipping community at the **end of 2015**. There is an additional question to record any **changes** that have occurred **across the year**, such as joiners or leavers. For more information, please refer to <http://www.churchofengland.org/media/1529895/worshippingcommunityinfo.pdf>

Please complete all of the boxes, as far as you can. If there is no-one in that category, please write "0". If the age groups of the worshipping community are unknown, please write "unknown" and enter the total figure only.

| | |
|--------------------------|----|
| Children (Age 0-10) | 2 |
| Young People (Age 11-17) | 1 |
| Adults (Age 18-69) | 14 |
| Aged Over 70 | 9 |
| Total | 26 |

9. How has your worshipping community changed during 2015?

9a. Worshipping Community 2015: Joiners

How many adults and children have **joined** your church during 2015? *Please complete all of the boxes, as far as you can. If there is no-one in that category, please write "0". If the age groups of the worshipping community are unknown, please write "unknown" and enter the total figure only.*

| | Age 18+ | Age Under 18 |
|--------------------------------|---------|--------------|
| Worshipping for the first time | 0 | 0 |
| Moved into the area | 2 | 0 |
| Moved from a local church | 0 | 0 |
| Returned to church | 0 | 0 |
| Total joining | 2 | 0 |

9b. Worshipping Community in 2015: Leavers

How many adults and children have **left** your church during 2015? *Please complete all of the boxes, as far as you can. If there is no-one in that category, please write "0". If the age groups of the worshipping community are unknown, please write "unknown" and enter the total figure only.*

| | Age 18+ | Age Under 18 |
|--------------------------|---------|--------------|
| Death/illness | 0 | 0 |
| Moved away | 0 | 0 |
| Moved to a local church | 0 | 0 |
| Not worshipping anywhere | 0 | 0 |
| Total | 0 | 0 |

10. What regular fresh expressions are supported by your church?

N.B. If there are no fresh expressions of church then this section can be left blank

| Name of Fresh Expression | Where it is held | How often? | Age group aimed at: | Are attendees also worshippers at other services in your parish? | Description of activity |
|--------------------------|---|---|--|---|-------------------------|
| | <input type="checkbox"/> Church <input type="checkbox"/> Church hall <input type="checkbox"/> Other venue - please describe | <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly | <input type="checkbox"/> All age <input type="checkbox"/> 0-4 <input type="checkbox"/> 5-10 <input type="checkbox"/> 11-17 <input type="checkbox"/> 18-39 <input type="checkbox"/> 40-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Family | <input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> Previous attendees <input type="checkbox"/> Never | |
| | <input type="checkbox"/> Church <input type="checkbox"/> Church hall <input type="checkbox"/> Other venue - please describe | <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly | <input type="checkbox"/> All age <input type="checkbox"/> 0-4 <input type="checkbox"/> 5-10 <input type="checkbox"/> 11-17 <input type="checkbox"/> 18-39 <input type="checkbox"/> 40-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Family | <input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> Previous attendees <input type="checkbox"/> Never | |
| | <input type="checkbox"/> Church <input type="checkbox"/> Church hall <input type="checkbox"/> Other venue - please describe | <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly | <input type="checkbox"/> All age <input type="checkbox"/> 0-4 <input type="checkbox"/> 5-10 <input type="checkbox"/> 11-17 <input type="checkbox"/> 18-39 <input type="checkbox"/> 40-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Family | <input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> Previous attendees <input type="checkbox"/> Never | |
| | <input type="checkbox"/> Church <input type="checkbox"/> Church hall <input type="checkbox"/> Other venue - please describe | <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly | <input type="checkbox"/> All age <input type="checkbox"/> 0-4 <input type="checkbox"/> 5-10 <input type="checkbox"/> 11-17 <input type="checkbox"/> 18-39 <input type="checkbox"/> 40-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Family | <input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> Previous attendees <input type="checkbox"/> Never | |

11. How many baptisms and thanksgiving for the gift of a child were held at your church between 1st January 2015 and 31st December 2015?

| | Infants (<1 yr) | Children (1-4) | Children (5-12) | Youth / Adults (13+) |
|--|-----------------|----------------|-----------------|----------------------|
| Number of persons baptised | 1 | 1 | 1 | 0 |
| Number of children for whom a thanksgiving service for the gift (birth or adoption) of a child was held | 0 | 0 | 0 | 0 |

12. How many marriages and services of prayer and dedication after civil marriage were held at your church between 1st January 2015 and 31st December 2015?

| | |
|--|---|
| Number of couples married in church | 2 |
| Number of couples for whom a service of prayer and dedication was held in church (after civil marriage) | 0 |

13. How many funeral services were held by or on behalf of your church between 1st January 2015 and 31st December 2015?

| | |
|---|---|
| Number of deceased for whom a funeral service was held in the church | 3 |
| Number of deceased for whom a full funeral service was conducted (on behalf of this church) at a crematorium or cemetery , excluding committal only and burial of ashes only. | 0 |

14. What facilities do you have inside your church or churchyard?

- Please select one option in each of the following boxes
- A kitchen should have as a minimum a tap with drinking water, a sink, a fridge and a means of heating food.
- Do not include shops that only sell postcards, greeting cards and church guides. Only include church shops that sell at least basic food and domestic necessities.

| | |
|--|---|
| Toilet/WC | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Kitchen | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| A post office | <input type="checkbox"/> Yes (Full time) <input type="checkbox"/> Yes (Part time) <input checked="" type="checkbox"/> No |
| A shop or community shop (that sells at least basic food and domestic necessities) | <input type="checkbox"/> Yes (Full time) <input type="checkbox"/> Yes (Part time) <input checked="" type="checkbox"/> No |

Thank you for completing your annual return on behalf of your church.

Please take a moment to review your answers and make sure that you have completed every question as far as possible and not left any questions blank (use "0" or "unknown" where necessary). Blank answers are often queried with the Diocese later.

| | |
|---|--|
| Looking back across 2015, were there any exceptional circumstances or significant changes that may have led to unusual figures? | No Christmas Day Services as in Interregnum. Half term in October therefore 2 less services. |
| Is there anything additional that should be noted when including your annual return within the Statistics for Mission? | |