## Arnold Baker on Local Council Administration Twelfth Edition

## **Public Clocks 25.10**

A local council may provide and light public clocks in its area. Subject to the safeguards mentioned in 20.2 above, it may install them on or against any premises or in any convenient situation. It may, moreover, maintain any public clock whether provided by it or some other person such as a parochial church council For these purposes it may combine with any other local council or parish meeting with like powers or may contribute to their expenses or to those of any other person in providing lighting or maintaining a public clock; it is therefore possible, for instance, for a local council to maintain or help to maintain a church clock. There are restrictions on the placing of public clocks in walkways similar to the restrictions on lighting.

Pg 246.

Parish Councils Act 1957, s 2

PCA 1957, ss 2 and 6

Walkways Regulations 1973, SI 1973/686, reg 3. In relation to lighting see 28.6.

## 2022/23



## **HYTHE TOWN COUNCIL GRANT APPLICATION**

\*Please read the attached Terms and Conditions before completing this form\*

PART A: To be completed by the applicant. If completing by hand, PLEASE PRINT		
Applicant Name:		
Position:	Member of Parochial Church Council (PCC) – Project Coordinator	
Organisation Name:	St Leonard's Church	
Organisation Type: (please see attached Ts & Cs for eligible organisation types)	Registered Charity	
Company/Charity number	1144695	
Address:	Oak Walk, Hythe, Kent CT21 5DN	
Telephone:	01303 264470	
Email:		
Project Name:	Restoration of church clock	
Short description of what the grant will be spent on:	Restoration of St Leonard's Church clock dial and hands.	
Project Dates:	Start: 1 January 2023 End: 30 June 2023	
Payment Details		
Name of Bank	Account Name: PCC St Leonard's Church, Hythe	
Sort Code	Account Number:	
Office Use Only		
FRCD Martine June 1		
Commenting date//	Passed Y/N Minute No	
Amount of Grant Awarded: £		
gned Date:		
rint Name:(Chairman of F&GP Committee)		

#### **Project Details**

### 1. Project Description:

Please describe your project (max 200 words)

The dial and hands of the clock on the tower of St Leonard's Church are in need of restoration – see attached photograph. The Parochial Church Council (PCC) has agreed that this work should be carried out as a fitting project to celebrate the coronation of King Charles III on 6 May 2023.

The specialist clockmaker firm Smith of Derby has carried out a survey of the work that would be required and provided a quotation of £12,697+VAT (i.e. a total of £15,236.40) for removal of the dial and hands (entailing two engineers abseiling from the top of the tower), transport of the items to Derby for restoration (including application of gold leaf) in the firm's workshop, and subsequent return of the restored dial and hands to the church for reinstallation. The opportunity would also be taken to separate the driving tubes, remove corrosion, re-polish and correctly lubricate them. The gearing would also be serviced as necessary for correct operation.

#### 2. Evidence of community need / support

Please provide the justification for your project (max 200 words)

Although the winding mechanism of the clock is maintained regularly and is in good working order, the dial and hands visible on the exterior of the church tower (due to their relative inaccessibility) have not been restored for many years and now look very time-worn: the background paintwork is flaking badly while the dial and hands are quite corroded. The church clock is regarded also as a public clock and a community asset, which deserves to be restored to good and visually attractive condition.

#### 3. Location:

St Leonard's Church, Oak Walk, Hythe CT21 5DN

#### 4. Legacy and beneficiaries

Population of Hythe and neighbourhood plus the very many visitors to the town and church.

#### 5. Funding request:

How much are you asking for (minimum £100)? £1,000

#### 6. How will you spend the grant?

Please provide an accurate breakdown of the proposed spend

Item	Cost
Payment towards cost of restoration of church clock dial and hands	£15,236.40 (quote received from clockmaker is attached)
Total	£15,236.40

#### 7. Other funding

Although we expect that local benefactors and members of the congregation will donate generously within their means, we nevertheless anticipate a need for supplementary funding. The PCC and "Friends of St Leonard's Church" are expected to contribute. Grant applications are also being submitted to various potential sources of such funding. However, the fund-raising effort is still at a relatively early stage.

#### **DECLARATION**

**Data protection** The information provided to the Council for the purposes of applying for funding will be held securely by the Council at all times. The Council may share the information with:

- external agencies and the wider public to ensure that the project is delivered successfully
- other grant making bodies to identify and prevent fraud
- other organisations, if required to do so by law.

You and the Council agree to comply with applicable data protection legislation.

The council's privacy notice can be viewed online at www.hythetc.kentparishes.gov.uk/policies

By submitting this form, you agree to the following:

- you and the organisation you represent will comply with the requirements in this application and the attached Hythe Town Council Grant Policy and Conditions. This includes maintaining records on how the grant was spent (i.e. invoices and receipts) which must be made available to the Council upon request. You confirm that the funding will be spent as detailed in this application or returned to Hythe Town Council. You also confirm that you are entitled to apply on behalf of the organisation specified above. Hythe Town Council reserves the right to request the return of the grant if these terms and conditions are breached,
- if your application is successful, you will send a completed Project Update form to Hythe Town Council as soon as your project is completed or within six months of receiving the grant

**Please indicate** whether you have anything to declare under Clause 34 of the Ts & Cs and, if yes, show evidence thereof by attaching separate documentation

You undertake to the Council that you have obtained all the necessary planning, licensing, permissions, insurance and other consents as may be required for your project and that these are in place or will be in place prior to the commencement of the project.

By submitting this application, I confirm that I have read and agree to the above declaration and that I will comply in every respect with the 2019/20 Grants Policy <u>Terms and Conditions</u> (please indicate:)

Type Name:		Date: 21 January 2023
Please send	the completed for	n to the Town Clerk. Contact details; clerk@hythe-tc.gov.uk

PART B: F& GP Committee Approval
To be completed by the F & GP Committee

To be completed by the F & GP Committee		
1		

Members of the Cour Please see below for	embers of the Council should declare any interests that fall under the following categories. ease see below for definitions $^1$ :		
	Please tick if applicable		
a) disclosable pecuniary interests (DPI); b) other significant interests (OSI); c) voluntary announcements of other interests			
Officer before approvi	Members who have declared either a DPI or an OSI should check with the Council's Monitoring Officer before approving the grant. Members should also ensure that the award of this grant complies with the 'Councillor's Code of Conduct'. Please refer to the Council's Monitoring Officer for guidance.		
Applicant Name:			
Alignment with corporate objectives	Appearance Matters		
Member decision on proposal:	£		
Signed:			
Date:			
Please email the completed form to <a href="mailto:clerk@hythe-tc.gov.uk">clerk@hythe-tc.gov.uk</a> or post/deliver to Julie Abbott, Town Clerk, Oaklands, 1 Stade Street, Hythe, Kent. CT21 6BG			

## HYTHE TOWN COUNCIL GRANT APPLICATION - Project Update Form



Please send this completed form to the Town Clerk as soon as your project is completed or within six months of receiving your grant whichever is earlier

- (a) A member with a disclosable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).
- (b) A member with another significant interest (OSI) under the local code of conduct relating to this grant must declare the nature as well as the existence of any such interest. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.
- (c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:
- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item

<sup>&</sup>lt;sup>1</sup> Explanations as to different levels of interest

GRANT REFERENCE NUMBER (Decision Number):		
12-1-1		
F		
APPLICANT NAME:		
ODCANICATION		
ORGANISATION:		
PROJECT NAME:		
PROJECT NAIVIE.		
AMOUNT OF GRANT AWARDED:		
	A	
PROJECT COMPLETION DATE		
(actual or expected):		
(Lotter of Chipotica):		
Please confirm whether the whole of	f the grant was spen	t as described on the application form?
The second secon	r the grant was spen	t as described on the application form?
	YES or NO	(If no, please provide details)
	12001110	(II 110, please provide details)
How well and in what ways did your	project or activity be	nefit the local community? (max 200 words)
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How did you publicise the Grant sup	port for your project?	? (Please attach copies of any publicity and
How did you publicise the Grant sup photographs) (max 200 words)	port for your project?	? (Please attach copies of any publicity and
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## HYTHE TOWN COUNCIL GRANT APPLICATION Terms and Conditions

#### Overview

- The Hythe Town Council Grant Scheme provides grants to spend on community projects that help deliver the Council's strategic objectives.
- 2. Grants are intended to support projects or activities that benefit the community.

### **Eligible Projects**

- 3. Funding may be provided for projects or one-off items, which:
- Support community projects (including art, youth and sports projects);
- Improve health and wellbeing;
- Address community safety issues;
- Improve community services or facilities in a local area;
- Promote better community relations and cohesion;
- Maintain local open spaces and leisure facilities;
- Improve the local environment or appearance of an area;
- Provide support to a particular group in line with the council's public sector equality duties
- Projects must be delivered within 12 months of the date of receipt of funding
- 4. Funding will not be provided to:
- Reinstate a cut in service or activity arising from an earlier policy decision of Hythe Town Council or other public body;
- Finance ongoing yearly spending commitments;
- Benefit individuals or privately owned businesses;
- Support the mainstream activities of a community or voluntary organisation;
- Submit **retrospective** applications (i.e. it is not permitted to purchase an item and then submit an application for funding).
- Projects that do not support the Council's Corporate Objectives or Policy
- 5. The decision whether or not to provide funding rests with the F&GP Committee, provided that the bid meets the terms and conditions set out in this document.

#### **Eligible Applicants**

- 6. Funding applications can be made by organisations located within the District or which can demonstrate that they have a strong connection with the local area. Eligible organisations are:
- Community Interest Companies:
- Charitable Incorporated Organisations;
- Registered Charities;
- community and voluntary groups with an appropriate governing document (see guidance here: <a href="https://www.gov.uk/guidance/how-to-write-your-charitys-governing-document">https://www.gov.uk/guidance/how-to-write-your-charitys-governing-document</a>;
- Schools and other organisations working for the benefit of the local community.
- Applications for funding cannot be accepted from:
- Local authorities



- Individuals
- Privately owned businesses (unless the grant is for a community project)
- Political parties
- Hythe Town Council Members or persons associated<sup>2</sup> with them (to avoid any potential conflicts of interest)
- 8. Applications will be considered from religious groups (but not for the purpose of worship) and these bodies must be able to demonstrate how their proposal will bring wider community benefit.
- 9. All payments made under the Grant Scheme are allocated on a one-off basis, at times and on grounds which shall be at the exclusive discretion of the Council. No ongoing financial support is provided and the Council will not be liable for any ongoing costs that the project may incur for revenue and/or capital expenditure.
- 10. Applications must include an accurate and thorough description of what the funding is to be used for and supporting evidence (each contained in the section headed Project Details in Part A of the Application Form) in order to allow members and officers to assess the merits of the bid against the criteria and conditions of the scheme, as set out in these Terms and Conditions.
- 11. Applications must include details of a nominated bank account so that an electronic transfer can be made. The bank account must be in the name of the group or organisation applying for funding. Funds cannot be paid to a bank account in the name of an individual.
- 12. The nominated bank account must require two unrelated people to authorise cheques and make withdrawals
- 13. **Applications must show a breakdown of the proposed spend including evidence** (e.g. quotes or copies of brochures) when they submit the application form. Due to audit requirements, applications without supporting evidence cannot be accepted.
- 14. By submitting an application, applicants undertake that they have obtained the necessary permissions, licences, permits, insurance and other consents required to implement the project.

## The application process

- 15. The Grant Scheme operates a two stage process:
  - Part A: is completed by the applicant.
  - Part B: is completed by the F&GP Committee.

#### Part A – Application form

<sup>&</sup>lt;sup>2</sup> Associated Person" means (either in the singular or in the plural):

A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or

Any person or body who employs or has appointed you or such persons, any firm in which you or they are a
partner, or any company of which you or they are directors; or

Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

Anybody of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or

Anybody in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)."

- 16. Part A must be completed by an authorised representative of the group applying for the funding.
- 17. Applicants then forward the Application & Approval Form to the RFO for review and approval.

#### Part B - Member decisions

- 18. Committee Members are encouraged to give priority to applications for funding which:
- Help to deliver the strategic objectives of the Council (as set out in the Corporate Plan):
- Are consistent with the Council's policies and plans;
- Demonstrate clear local support and/or need;
- Are consistent with town or parish community plans;
- Provide evidence of value for money:
- Seek match funding where possible
- 19. The Committee reviews the applications and decides how much they wish to allocate to the project.
- The Committee members will adhere to the Councillor's Code of Conduct and the restrictions during election periods when making decisions.
- 21. The Committee Members are advised to avoid funding the same project two years in a row.
- 22. Subject to these Terms and Conditions, the Committee is free to decide how they wish to allocate their allotted funding.
- 23. Any budget not allocated by the closing date, will, at the discretion of the F&GP Committee, be under review and may be allocated separately before the end of the financial year.
- 24. Completed forms should be emailed to <a href="mailto:clerk@hythe-tc.gov.uk">clerk@hythe-tc.gov.uk</a>

#### Officer review

- 25. The Council officer checks that the application complies with the terms and conditions of the scheme (as set out in the Application Form and these Terms and Conditions).
- 26. Application Forms that are incomplete or do not meet the criteria as detailed in these Terms and Conditions will be returned to the Applicant.
- 27. The RFO will email the applicant as confirmation that the grant has been approved.
- 28. The Chairman of F&GP will have the final decision on whether to award a grant if there is a compliance issue.

## Compliance with the Council's financial procedures

- 29. The applicant must retain any relevant receipts in line with the Council's financial procedures. The Council reserves the right to request evidence of expenditure (e.g. receipts).
- 30. Spending under this scheme does not classify as a supply to the Council and therefore it is not possible to reclaim VAT on this expenditure.
- 31. Any irregularity or suspected irregularity involving Council funds, property or other assets must be reported immediately to the Responsible Financial Officer.
- 32. Any applicant who has had a criminal conviction in the last five years or is under investigation for any misdemeanour must declare this and this may at the exclusive discretion of the Council disqualify them from funding. If this applies please tick the relevant box in the Declaration section on page 3 of the Application Form and attach a descriptive list of such convictions and/or misdemeanours for the Council to consider.
- 33. If there is found to be any misrepresentation in the Application Form or any breach of these terms and conditions, it may at the exclusive discretion of the Council result in requirement on the applicant to repay to the Council all or part the grant, including all costs, losses, expenses and/or liabilities howsoever incurred by the Council.
- 34. Should your project not go ahead for any reason, please contact the RFO as soon as possible and definitely before the scheme closes so that the funding can be reallocated to another project.

### **Publicity**

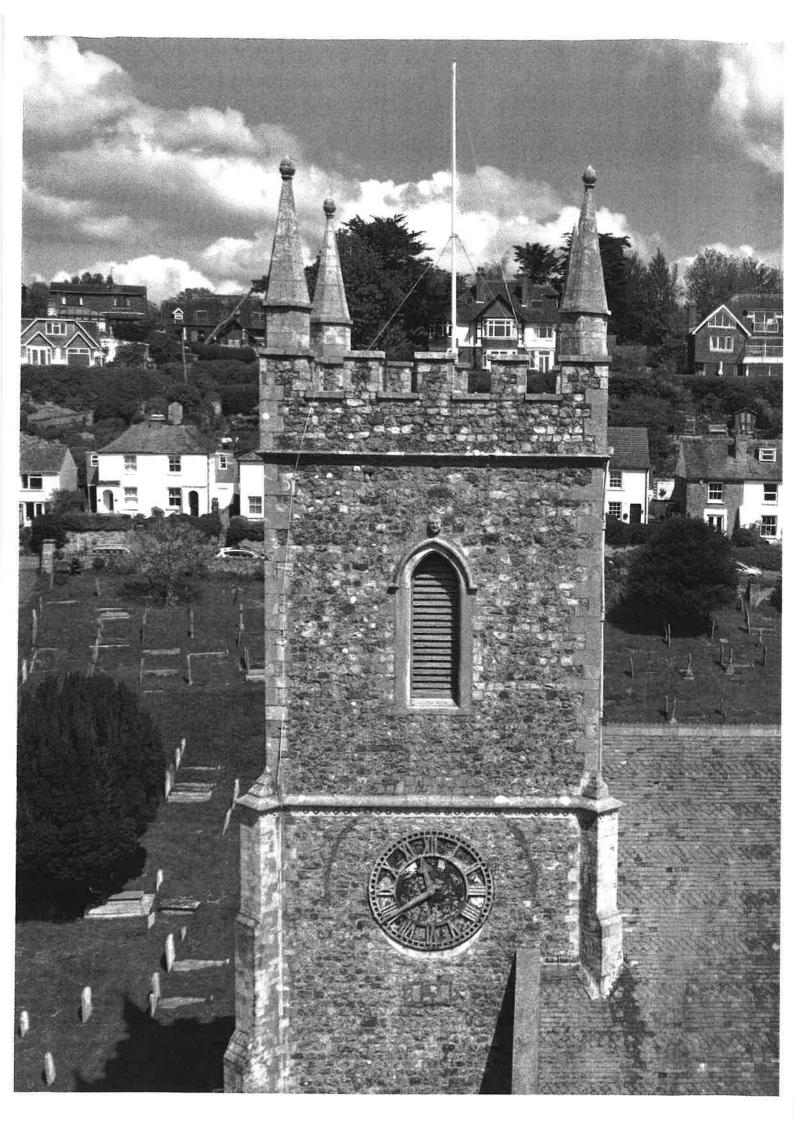
- 35. The Council will publish information regarding Grants on the Council website
- 36. Applicants are encouraged to publicise projects that are supported, in whole or in part, by the Grant Scheme.

#### Monitoring and Evaluation

- 37. Applicants will make available copies of all receipts and invoices relating to the grant to the Council's auditors. The Council reserves the right to inspect goods, works and/or services purchased using funding from the Grant Scheme.
- 38. Successful applicants must provide a project update to the RFO as soon as the project is completed or within six months of receiving the grant (whichever is earlier) and again on project completion (if this is later). Such project update will include photographs and other supporting evidence. Failure to provide evidence may make the applicant ineligible for further financial support and potentially require the applicant to repay the grant and costs incurred in accordance with clause 35 above.
- 39. Officers will keep appropriate records of the funding approved and expenditure incurred by the Council.

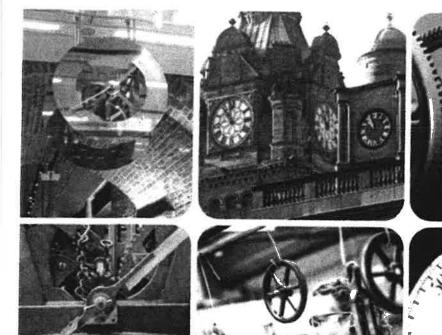
#### **Equality and Diversity**

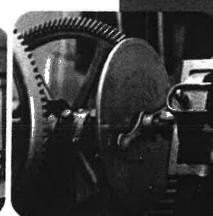
40. The Council will adhere to its equality and diversity responsibilities in administering this scheme.



SMITH OF DERBY
CLOCKMAKERS • EST. 1856

# Standalone Inspection











## Prepared by

Date March 21st 2022

Site Ref 5817

Site Name St Leonards Church - 5817 + KENT, Oak Walk Oak Walk



## **Disclaimers**

In the absence of any unique terms, then our standard Terms and Conditions are relevant and can be found at www.Smithofderby.com

Large commercial projects often carry unique terms and conditions which, if required, will be indicated in any Smith of Derby supporting proposal.

#### 1. SUMMARY REPORT & PROPOSAL

#### Ref Name

1.1 Following a recent visit to site, the following Clockmaker Report was received by the company and we have pleasure in detailing our proposal to you for the works identified.

#### Description

Please find below the details of this report with supporting photographs. Following the summary Clockmaker Report we have included our proposal for your consideration.

We hope this information helps to explain things clearly.

We trust this important information is helpful and we will contact you to discuss any appropriate action that you may require. Should you have any queries at all, please do not hesitate to contact me on any of the details opposite.

Thank you.

Smith of Derby LTD.

#### Condition

Technical Sales Engineer

#### 2. ENGINEERS REPORT

#### Ref Name

## 2.1 Review the installation for potential faults. Summarise what you have identified in the notes here...

## 2.2 Summarise the action that you have taken on site with appropriate photos.

#### Condition

On arrival the clock was stopped showing 5:30ish. Both AW weights were up and the strike was in sync.

The going train, all the way out to the dialworks, has no obstructions or tight spots and all arbors have plenty of endshake. The strike also appeared to be in good working order.

When I started the clock running, the pendulum picked up nicely with a strong healthy beat. I opened the gravity arms to run the clock forward and feel for areas of extra friction - it ran smoothly round a full cycle. The going autowind kicked in and wound up with no problems multiple times during this process. As the clock passed each hour, the strike was let off correctly and operated without hesitation. The strike side autowind also activated correctly. I then turned off the mains feed to the autowind power supply, checked the battery, and then allowed the weights to run all the way down to the floor. The battery held charge well and the winding units kick in without problem when the power was turned back on.

If further problems occur following power interruptions, it may be worth instructing the customer on how to reset the winding units and restart the clock.



Ref # 2.2



Ref # 2.2



Ref # 2.2

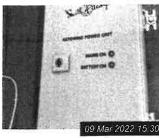


Ref # 2.2

## 2. ENGINEERS REPORT (Cont.)









Ref # 2.2

Ref # 2,2

Ref # 2.2

Ref # 2.2



Ref # 2.2

2.3 OTHER COMMENTS

They are interested in a dial restoration. I am told there is good access to the roof, but I was not able to go up and take photographs because the bells were up.

### 3. PROPOSAL

Ref Name Description Condition

3.1 PROPOSAL

Due to your recent enquiry whilst our engineer was on site, I am pleased to present the following proposal for a dial restoration

This work will take place over two visits; on the initial visit two engineers will attend site and over the course of three days will access the clock room internally, stop the clock, set up their rope access equipment and remove the dial from ropes. In addition to the dial and hands, the dial works will also be removed for restoration.

The dial works pass through the fabric of the building and rarely receive full servicing attention, as it is necessary for the hands to be removed to do so. It would be prudent therefore to carry out this work during the restoration operation. The driving tubes would be separated, and all corrosion removed, the tubes re-polished and correctly lubricated. The gearing would also be serviced and adjusted as necessary for correct operation. The result of this would be that the clock would be under less strain and wear. This is work often missed by non-clock specialists and is an essential part of our dial refurbishment.

The removed parts will be safely transported to our Derby workshop where the dial and hands will be abraded back to base materials to remove any dirt and paintwork - this allows a clean slate for our engineers to work from. From there any previously gilded areas would be sized, followed by the application of gold leaf. This is particularly long lasting and attractive and is used in reference to ordinary gold paint. The latter soon loses its fresh appearance and deteriorates quickly, whereas gold leaf has an expected life span of 20 – 25 years (subject to local conditions). The hands would be similarly treated.

On completion of the above, our local engineers will return to site for the same length of time as before, accessing the dial from ropes as before. They will then install the dial, dial works and hands and set the clock to twelve. The engineers will once again access the clock room internally, start the clock and set it to the right time. Final checks will be done before our engineers clean up and leave site in good order.

3.2 PRICE

£12,697 + VAT

Attend site and remove dial for restoration in our Derby workshop. Once restored, return to site and install.

#### 4. POINTS TO NOTE

Ref	Name	Condition
4.1	PRICE & VALIDITY	All quotations are as per our Terms and Conditions, exclude VAT and are valid for 30days.
4.2	DEPOSIT	A 30% deposit is required with placement of order.  The remaining balance is due within 30 days of project completion.

#### 4. POINTS TO NOTE (Cont.)

4.3 FACULTY/FUNDING

A 'faculty' application and approval may be required for these works.; Please confirm this with your local Diocese prior to the work commencing.

4.4 FACULTY DETAILS

The works detailed in this proposal will fall under either list A or list B exemption or full faculty approval will be needed. Permissions must be obtained before the works can be undertaken and before the works commence we will require confirmation that the appropriate permission has been obtained. We will also require a copy of the faculty document for our records.

You may find the notes below helpful when making your application:

Please note, the FACULTY JURISDICTION RULES 2015 came into effect on 1 January 2016. The DAC's formal advice (1st stage of faculty procedure) is given on a document named 'Notification of Advice'.

http://www.churchcare.co.uk/churches/faculty-rules-2015

The faculty jurisdiction is the Church of England's regulation of works to church buildings, their contents and churchyards. It ensures that churches are properly cared for, and that whatever is done to them is properly considered beforehand and carried out in the most appropriate way. The system recognises that churches are living buildings, many of which are of great historic significance but all of which exist for the worship of God and the mission of the Church.

A faculty is a licence to carry out work. Any work carried out in the absence of a faculty is illegal. Your DAC Secretary will be able to advise you about the best way forward to apply.

Should the work to be carried out require a Faculty, once issued we do need a copy for our records before any work can be commenced. If we can be of any help with your application, please do get in touch.

There is a new national 'A List' of works which can be carried out on your church without a Faculty. This replaces all Diocesan De Minimus and Minor Works lists. The A List can be found in Schedule I, Table 1 of the Faculty Jurisdiction Rules 2015

There is a new national 'B List' of works which can be carried out once the written permission of the Archdeacon has been obtained. If your diocese is using the online faculty system, please use it to apply for B List permissions. If you are not using the online system, your DAC Secretary will guide you over the information that the Archdeacon will need. Most B List matters will be repairs and routine maintenance or small works identified in the QI report. The Archdeacon must consult the DAC (usually via the Secretary) for informed informal advice, but this should be a speedy and simple process enabling parishes to get on with the work without delay. The Archdeacon may set conditions on the way the works are carried out. The B List can be found in Schedule I, Table 2 of the Faculty Jurisdiction Rules 2015

#### 4 POINTS TO NOTE (Cont.)

#### 4.5 VAT

Important changes to the Listed Places of Worship Scheme

#### Background

The Listed Places of Worship Grant Scheme makes grants towards the VAT incurred in making repairs and carrying out alterations to listed buildings mainly used for public worship. It applies to listed places of worship throughout the UK which are included on the public registers of listed buildings kept for England, Scotland, Wales and Northern Ireland.

#### **REVISED JUNE 2014**

This guidance is to accompany the extended Listed Places of Worship Grant Scheme which came into effect on 1 October 2013.

From this date, works to pipe organs, turret clocks, including autowinding, bells and bell ropes are eligible for claims under the scheme. Professional services directly related to eligible building work such as architect fees are also eligible.

#### How to make claims

- · Applications are made in arrears.
- Claims must be submitted within 12 months of the invoice date.
- In any twelve-month period, each place of worship may submit one claim using 'eligible' invoices with

a value of less than £1000, but more than £500 (excluding the VAT paid). This is in addition to an  $\frac{1}{2}$ 

unlimited number of claims where the value of eligible work carried out (excluding VAT) is £1000 or

#### greater.

- · Scanned or photocopied invoices are accepted to support claims.
- The scheme will process payment runs each week to deliver a smoother flow of payments to applicants. This will result in most applicants receiving their grant more quickly.

The best record is contained via the link below, through the Listed Place of Worship Grant Scheme, which takes you through an eligibility checklist to see if your building qualifies, together with the process to follow.

http://www.lpwscheme.org.uk/eligibility\_checklist.htm

#### 4.6 CODES OF PRACTICE

Smith of Derby proposals comply with the Church of England Clocks Advisers Forum Code of Practice for Turret Clock Work. We absolutely concur with the philosophy that all turret clocks are of historical importance, whether signed by a famous maker or mass-produced and should be kept in good condition and maintained in use wherever possible.

#### 4.7 FUNDING

The following organisations may be helpful in securing funding:

The National List of Charitable Grants for Churches https://www.parishresources.org.uk/resources-for-treasurers/funding/

The Heritage Lottery Fund https://www.heritagefund.org.uk/

The Landfill Communities Fund https://www.entrust.org.uk/landfill-community-fund

Smith of Derby also have a datasheet which contains various possible sources of funding which may also be useful.

## 5 THANK YOU!

Name

## Ref

#### 5.1 We appreciate the opportunity to service and safeguard your important clock.

#### Condition

The details contained in this proposal are offered for your consideration. The work proposed has been identified in a recent visit to your site. Our experienced clockmaker has advised and consulted with our sales engineering team to bring this to your attention. We have proposed a safe and cost effective proposal for the remedial works identified.

We trust this report and proposal meets with your interest and we will contact you to ensure safe delivery soon.

Thank you again for your custom and we appreciate being of service to you.

Your Team at Smith of Derby LTD.

#### Terms and Conditions

To review the current Terms & Conditions of Smith of Derby Limited, please review these on the company website at www.smithofderby.com