



TAKELEY PARISH COUNCIL

Community Centre Support for Community Groups Standard Offering Statement

Takeley Parish Council Grants Policy (adopted July 2025) is designed to encourage and support activities and projects which will benefit the Parish of Takeley. One of the conditions of any grant is that an organisation or group receiving a grant must have a bank account into which grants can be paid.

- It is recognised that bank accounts for small, community groups are increasingly difficult to obtain, and that they are often no longer free to use.
- Takeley Parish Council also requires that new groups provide a written constitution, and financial information. This may mean that an informal group of residents may face difficulties in providing information to the council to enable a grant.
- Takeley Parish Council recognises these difficulties and wishes to provide a flexible framework of practical support and *grant-in-lieu* services which could overcome obstacles to enabling the provision of community services which could benefit our parish.

To that end Takeley Parish Council proposes to offer a selection of administrative support functions to community groups wishing to provide a service to Takeley residents, based at the Community Centre.

Potential functions which could be provided include:

- Crafting a suitable constitution, or governing document
- Admin support in opening a bank account
- Admin support in establishing the group as a suitable corporate body, such as a charity or community interest company
- Assistance in obtaining a cashless payment system
- Training on how to produce formal accounts
- Support with food hygiene regulations

Community groups will be required to provide a number of assurances regarding the offering they propose, and a clear plan to include the benefits envisaged for the community.

Community groups interested in taking up this offer should contact the clerk in the first instance.

Policy adopted: January 2026	Next Review: January 2028
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