



# Padiham Town Council

## Padiham Community Fund Application Form 2025

Name of Applicant

Address

Telephone Number  
and/or email address

Group/Organisation

Function/Purpose  
of Organisation

Please describe the reasons for this application, the total amount of funding required and the purposes to which it will be applied. Include estimates if appropriate.

Amount of application to Community Fund

If your application is successful who should the transfer be payable to?

Name on the Account:

Account Number:

Sort Code:

Please supply the following information with your application:

1. Details of any other grant funding for your project received or applied for.
2. A copy of your most recent accounts where applicable.
3. Registered Charity Number (if applicable)

Did you receive a Community Fund Grant in 2024? Yes/No

Are you authorised to make this application on behalf of the Organisation? Yes/No

Signature

Official position/  
title

Date

Forms will be available from the Town Hall from the 3<sup>rd</sup> March 2025.

Application form to be returned to:

The Town Clerk  
Padiham Town Council  
Town Hall  
Burnley Road  
Padiham  
BB12 8BS

**Please submit the Application no later than Friday 2<sup>nd</sup> May 2025**

After the closing date the Town Mayor and the Trustees will meet with a view to successful Applications receiving notification by email. It is important that all relevant information is supplied with the Application Form since failure to do so may delay the process.

**Successful Applications will receive their funding at the Mayor's Farewell Bash on Friday the 16<sup>th</sup> May 2025.**

If you require additional information, please contact the office by email:

[contact@padihamtowncouncil.gov.uk](mailto:contact@padihamtowncouncil.gov.uk) or on telephone 01282 968781.

The office hours are Monday to Friday 10am – 4pm

## **PADIHAM COMMUNITY FUND CHARITY CONSTITUTION**

For small charities with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.

### **1 NAME**

The charity's name is Padiham Mayor's Community Fund Charity

### **2 THE PURPOSES OF THE CHARITY ARE:-**

To raise and distribute funds for the benefit of the community and people within the boundaries of the civil parish of Padiham. These shall be for charitable purposes only, funds cannot be used for business, personal or political gain. Grants can be made to groups or individuals, but cannot be made to National Organisations unless rule 7(1) applies.

### **3 TRUSTEES**

The charity shall be managed by a committee of 4 trustees comprising:

- The elected Mayor and Deputy Mayor, 30 days after being elected at the Annual Town Council meeting of Padiham Town Council.
- The Mayoress/Consort appointed by the elected Mayor, 30 days after being elected and the Town Clerk in post for the municipal year.

Trustees automatically resign 30 days after they no longer hold the qualifying position except the Town Clerk who resigns immediately on leaving the position.

### **4 CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations and hold events in the Charities name
- (2) distribute funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do only that which is lawful and necessary to achieve the purposes

### **5 MEMBERSHIP**

The charity shall not have a membership.

### **6 TRUSTEE MEETINGS**

- (1) Trustees must hold at least 1 meeting each year, the Annual Town Council meeting can count as the 1 meeting. The Mayor elected will take the position of Chair and the Deputy Mayor will take the position of Vice-Chair, 30 days after being elected. The Town Clerk will hold the positions of treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at a meeting to be able to take decisions. Minutes shall be kept for every meeting. The Mayor will have a casting vote on all decisions. Distribution of funds can be by three trustees signing an agreement for such distribution and does not require a meeting.

- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided. If a trustee declares an interest they cannot sign an agreement form to distribute funds for that interest.
- (4) The Mayor may make reasonable additional rules or criteria to help run the charity. These rules must not conflict with this constitution or the law and must be announced at the Annual Town Council meeting electing that Mayor.

## **7 MONEY AND PROPERTY**

- (1) Money and property must only be used for the charity's purposes. Funds can be raised for any other charitable purposes so long as sufficient notice is given of the charity/charitable purposes those specific funds are being raised for.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request. The Annual Accounts will be approved by a meeting of Padiham Town Council.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses agreed in advance.
- (4) Money must be held in the charity's bank account. Payment will be by bank transfer by 2 authorised Councillors of Padiham Town Council and evidence of the decision to distribute must be initialled by said Councillors.
- (5) All funds must be distributed each year within 30 days of the Annual Town Council Meeting of Padiham Town Council. Any fund remaining after 30 days of the Annual Town Council meeting may be distributed by a majority decision of Padiham Town Council.
- (6) Priority should be given to new applications meeting the criteria that have not received funding in the previous year.
- (7) The funds may be distributed during the Mayoral year or at the end of the Mayor's year at the Mayor's discretion. Method of distribution must be declared at the Annual Town Council meeting electing the Mayor.
- (8) A maximum of 25% of the funds, when distributed at the end of the year, or £1,000 when distributed during the Mayoral year, can be given to any single applicant.

## **9 GENERAL MEETINGS**

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call an Extra Ordinary Meeting of Padiham Town Council to make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of Padiham Town Council members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be distributed by Padiham Town Council according to the aims of this Charity.
- (2) **Changes to the Constitution** - can only be made at Padiham Town Council Meetings. No change can be made that would make the organisation no longer a charity.