

# The Grapevine report – 2024-2025

The Grapevine has had another good year and we are pleased we are now able to print the magazine 5 times a year. The magazine is accessible on line for every edition.

We continue to produce 10 issues: double issues for August/September and December/January. This enables the Residents to take advantage of the news we bring them. We have 1000 printed, of which 715 are for Easton, 35 for Festival Homes, 120 for Colton and 130 for Marlingford and the extras are for leaving in village halls, church porches, etc.

We have volunteers who deliver a copy to each home and business in the villages. We desperately need more volunteers to help distribute the magazine.

The online version goes out every month and is distributed to all contributors, advertisers and committee contacts as well as those who have asked to be added to the online distribution list. The magazine is also uploaded to the parish council websites and a link is put on the Nextdoor website which covers Easton, Marlingford and Colton as well as a large part of west Norwich.

October and November are busy months for us when we need to renew the advertisers' interest in the magazine..

We are fortunate to have a loyal amount of supporters and now a few new companies to add to our advertisers.

In 2024, Easton Parish Council gave us their annual donation  
We also received an annual donation from Marlingford & Colton Parish Council     Many thanks for your support.

Our advertising revenue amounted to £3399.

Unfortunately the brown envelope scheme for the collection of contributions from residents ceased with Covid restrictions. Consequently we have to rely on donations from villagers with payment into our bank Account and sadly we have only received   £45.00 in 2024 and £30.00 to date in 2025   Our Bank Account details are: The Grapevine Magazine Sort Code 20-99-08 Account No20420956

Your help is always appreciated.

Our editor, Annette Hudson is full of great ideas and has developed the magazine over the years and, hopefully, the readers are happy with the new improved version. Annette is always pleased to receive any articles with local interest and news.

Our voluntary committee members are:

Felicity Maton - Assistant Editor

Sally Neale            Carol Chiles .....Treasurer

We would welcome anyone who would be interested to join us on the Committee or as a volunteer distributor.

# **Marlingford and Colton Parish Council**

## **Grant Awarding Policy and Application Form**

### **About the Scheme**

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Marlingford and Colton. Applications will be considered which support the objectives of the council – reduce rural isolation and deprivation; improve road safety; the support of youth activities; the support of sporting activities. Those organisations need not necessarily be in the parish but must show evidence of our parishioners benefiting from the project.

### **Eligibility**

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Marlingford and Colton
- The group must be able to demonstrate that there is a 'need' for the funding
- The group must be formally constituted and have a management committee.

No grants can be made to individuals.

### **Scope of grants**

Applications will be considered for the following purposes (at the discretion of the Parish Council):

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities
- For funding expenditure required to fulfil mandatory, legal or safety requirements.

### **Conditions**

- Multiple applications within a 12 month period will not normally be considered
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded

**Application process**

Applications should be made by completing the Funding Application Form available from the Parish Clerk or on the website. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

**The Grant Process**

Applications will be considered at the end of the year by the Parish Council, so applications must be received by the Parish Clerk by the end of October. Applications should be made on the grant application form which can be obtained from the Parish Clerk. Successful applicants will be notified following that meeting. Note that the maximum amount of any grant is likely to be £300, and organisations can only apply for one grant for any one project.

**Promotion**

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

Adopted July 2023

## Funding Application Form 2026-7

For all not-for-profit groups and organisations meeting within the parish, and operating for the benefit of the residents of Marlingford and Colton.

Name of Group/Organisation

Registered Charity Number (if applicable)

Purpose of Group/Organisation

### Current Membership

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from parish
Female					4		
Male							

Current Officers	Name	Address	Tel. No
Chairman/ Editor	Annette Hudson	56 West End Costessey NR8 5AJ	07718265655
Secretary	Felicity Maton	West Cottage Barford Road Marlingford, NR9 5HL	01603 880846
Treasurer	Carol Chiles	Lynnwood, Main Road Swardeston. Norwich NR14 8 AD	01508 578352

Sources of Regular Funding

Subject of Application

Other Financial Sources being pursued

**Documents to be sent with application:**

- copies of two written quotations / estimates for all costs involved (where appropriate)

For established groups:

- SENT UNDER SEPARATE EMAIL latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

**Project details and reason for application:**

The Grapevine Community Magazine was launched over 20 years ago. It has become an important vehicle for communicating local news covering forthcoming events, church news and parish council updates for Easton, and Marlingford & Colton parish councils, also including several articles of interest for residents

We produce 10 online versions of the Grapevine. Each year

Recognising the need of those without the use of the internet, we print 1000 copies every other month 5 times a year. We need a full complement of local volunteers to distribute.

With our only income coming from advertisers, grants from the parish councils, and a small number of donations, the Grapevine's future needs community help.

The Grapevine Community Magazine has established over many years as being an important publication and the only one that communicates truly local news for all members of our community We need local help to ensure we can continue to produce the magazine

Total Cost of Project

£4500

Amount requested from Parish Council

£????? As decided Annual costs

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name: CAROL CHILES

Position in Organisation: TREASURER

Date: 02/09/25

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

**Please send this completed form, together with supporting information to the Parish Clerk: [clerk@marlingfordandcolton-pc.gov.uk](mailto:clerk@marlingfordandcolton-pc.gov.uk)**

#### **Data Protection**

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council handles data can be found in its privacy statement.

**Closing date – 7<sup>th</sup> September 2025**

## **GRAPEVINE ANNUAL ACCOUNTS JANUARY 2024 DECEMBER 2024**

		Balance
Bank Current Account	Brought forward	<b>£774.98</b>
Receipts		
Envelope Donations	45.00	
Advertising Revenue	2524.00	
Marlingford Parish Council	400.00	
Easton Parish Council	1000.00	
OTHER DONATIONS	30.00	
TRANSFER FROM DEPOSIT ACCOUNT	1450.93	
Total Receipts	5449.93	<b>£6,224.91</b>
Payments		
Printers charges	2404.29	
Honorarium to Editor	2025.00	
Misc Postage etc	34.85	
Transfer To Deposit Account	1000.00	
Total Payments	5464.14	
Balance on accounts		
Current Account as at 31/12/24 Bank Statement		<b>£760.77</b>
Deposit Account	Brought forward	7921.31
Interest for Deposit Account	116.20	
Transfers FROM C/A TO DEP2024	1000.00	
TRANSFER FROM DEP/ACC TO CURRENT ACC	1450.93	
Deposit Account balance as at 31/12/24		<b>£7,586.58</b>
Total of Both Bank Accounts		<b>£8,347.35</b>

**SIGNED AS AUDITED BY**



# BIRDSALL, SWASH & BLACKMAN Ltd

Chartered Architects & Diocesan Surveyors

High House Farm, The Street, Beeston-next-Mileham, King's Lynn, Norfolk, PE32 2NF.

Tel 01328 701295 email enquiries@birdsallswashblackman.co.uk

25<sup>th</sup> March 2025

Mr Mark Pfeiffer,  
Old School House,  
Mill Road,  
Marlingford  
Norfolk  
NR9 5HL

Dear Mr Pfeiffer,

## Marlingford Parish Church

I have now received the following competitive tenders from the contractors listed below for repairing the tower and the east nave gable, the south and west walls of the nave and the southeast nave buttresses, the north aisle northeast buttress, the chancel arch and internal render in the nave at Marlingford Church

Peter Barnes	£67,933.25
Greystone & Mason Ltd	£76,895.50
G. F. Atthowe Builders Ltd	£78,819.40
S & L Restoration Ltd	£106,635.10

As we have worked with all four contractors in the past we would have no concerns about any of them being involved in this exercise but if the PCC were to accept the tender presented by Barnes then the total overall cost of work would be in the region of £93,000.00 gross as detailed below:-

Peter Barnes 27.02.2025	67,993.25
Architects fees @ 11% (6% invoiced to date)	7,479.26
Architects expenses, at, say,	200.00
Principal Designer	650.00
Ecologist, say,	1,500.00
Sub-Total	77,822.51
VAT @ 20%	<u>15,564.50</u>
Final Total	<u>£93,387.01</u>

Please note that these figures, as detailed on the attached Schedule of Costs, are somewhat higher than the estimated figure of February 2024 largely due to variations on the extent of repairs particularly to the tower.

Perhaps therefore once you and the PCC have had an opportunity to consider these figures you could let me know who you would like to appoint to carry out the work, so that we can provisionally accept their tender on your behalf, but not instruct any work to proceed until you have obtained permission and secured sufficient funds, and notify the other contractor that on this occasion they have been unsuccessful.

Now that we have obtained and presented competitive tenders, I am taking the liberty of presenting a second interim architect's fee account that I trust is acceptable to you and the PCC.

I also attach the quotation from CDM Contract Services and would be grateful if you could let me know if it is acceptable to the PCC.

Please would you also let me know if you would like an electronic version of the tender submitted by Peter Barnes so that you can submit this to the Listed Places of Worship Grant Scheme in order to claim the grant aid against our fee?

Should you require any further information at this stage please let know.

Thanking you.

Yours sincerely



Ruth Blackman  
Director  
Birdsall, Swash & Blackman Ltd

Attach: Schedule of Tenders  
Fee Account  
CDM Fee proposal