



Hamble Parish Council, Parish Office, 2 High Street Hamble, Southampton  
SO31 4JE

## GRANT APPLICATION FORM

Please refer to Grants Procedure Notes before completing this form.

Name of organisation making the application: <b>HAMBLE CONSERVATION VOLUNTEERS</b>		
Name of person to whom correspondence should be addressed: <b>PHILIP RAWLINSON</b>	Address for correspondence: <b>38 Baron Road, Hamble, Southampton</b>  Postcode: <b>SO31 4RN</b>	
Payee for Grant Cheque: <b>Hamble Conservation Volunteers</b>	Daytime Tel: <b>07810 453138</b>	
Details of organisation ie what does it do? <b>HCV take an active interest in maintaining the Hamble environment for the benefit of residents, visitors, wildlife and fauna</b>		Amount of Grant applied for: <b>£500.00</b>
What is the Grant for and who will benefit? (Give details of the project) <b>HCV's costs are primarily insurance cover and specialist tools and clothing needed to carry out its tasks. The advent of battery powered tools have enabled a wider range of volunteers to participate but at greater cost than purely manual tools.</b>		
Have you applied to any other body for a grant towards this project? If yes, please give details) <b>We are in the process of making an application to Eastleigh Borough Council for a grant to support the work that we do for them.</b>		
How else do you raise income? (Give details of subscriptions, fund raising, contributions "in kind" etc) <b>Volunteers make personal cash contributions to a fund which provides beverages during tasks.</b>		
What age groups do you cater for? <b>Adults</b>	Total Membership: <b>50</b>	Are you a registered charity, if yes please provide your number? <b>TCV Registered Charity in England (261009)</b>



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Signature of Responsible Adult (Chairman, President, Leader)

Date:

You must attach the following to your application:

Copy of:

- \* Last years accounts.
- \* Minutes of your last AGM.
- \* Constitution or Rules



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Name of person to whom correspondence should be addressed: <b>BOB LLEWELLIN</b>	Address for correspondence: <b>The Port House, Green Lane, Hamble, Southampton</b>  Postcode: <b>SO31 4GB</b>	
Payee for Grant Cheque: <b>Hamble Conservation Volunteers</b>	Daytime Tel: <b>07906829380</b>	
Details of organisation ie what does it do? <b>HCV take an active interest in maintaining the Hamble environment for the benefit of residents, visitors, wildlife and fauna</b>		Amount of Grant applied for: <b>£500.00</b>
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Signature of Responsible Adult (Chairman, President, Leader)

A handwritten signature in black ink, appearing to read "P. J. Rawlinson".

Date:

31/08/2023

You must attach the following to your application:

Copy of:

- \* Last years accounts.
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# Hamble Conservation Volunteers

## Meeting Minutes (incorporating AGM)

23 January 2023

**Present:** Bob May (treasurer), Andrew Balmer (secretary), Kate Prudden (social secretary), Philip Rawlinson (Chair).

**Apologies:** Christene Tanner, Bob Llewellyn (Public Relations Officer)

**Next meeting:** 27 March 2023, 19:30.

**Minutes of previous meeting (8 November 2022) were read and approved.**

### **1) Beach cleans & field tasks**

14<sup>th</sup> Nov Task: EBC Scrub Clearance 15 volunteers 3.5hrs

21<sup>th</sup> Sept Task: HPC Heather Gardens Cancelled Rain and Gales

28<sup>th</sup> Bird Box clear out 10 volunteers 3hrs

5<sup>th</sup> Dec Task: Beach/Village Clean 11 volunteers 1.5hrs 14 bags

12<sup>th</sup> Dec EBC Scrub Clearance 9 volunteers 3.5 hrs

19<sup>h</sup> Dec HPC Heather Gardens Bulbs 6 volunteers 2.0hrs

9<sup>th</sup> January EBC Scrub Clearance 13 volunteers 3.5

16<sup>th</sup> January HPC Heather Gardens invasive plant removal 3.5 hrs

**Total 14 bags of litter**

- 2) Tea fund** – the tea fund was reported as standing at £111.17. It was decided that whereas previously the tea fund had also served the dual purpose of petty cash in future it should just be used to fund the purchase of items for volunteer refreshments. The surplus of approximately £70 will be transferred to the bank account by Bob May (Treasurer) to help meet future expenses via the bank account.

- 3) **Bank balance** – the bank balance at 23 January 2023 stood at £708.42 after the expenditure incurred in December had been debited to the account. No further income is expected in the short term (with the exception of first aid funding, if successful).
- 4) **Future tasks** – the tasks on the second Monday of each month undertaken with EBC will continue to be held in the meadow as we work along the boundary to clear willow and brambles back to the fence line. The next HPC task (3<sup>rd</sup> Monday of each month) on 20 February 2023 will continue to be in Heather Gardens. Andrew Balmer has marked (with orange forestry marker paint) a number of young trees to be felled within Heather Gardens around two veteran trees (one oak and one sycamore), this is known as haloing and removes competition to the older tree both underground and in the canopy, along with some rhododendron and Portuguese laurel to be removed. Several invasive/non-native shrubs have also been marked for removal (laurel, Portuguese laurel and rhododendrons) in line with the biodiversity plan for the site.

The 5<sup>th</sup> Monday in January (30<sup>th</sup>) will be scheduled put up replacement nest boxes on the Common with a following the removal of several rotten nest boxes on the previous nest box task.

- 5) **Posters** – 12 updated posters have been drafted and printed and put up around the Common and Parish to cover the period to the end of March 2023,
- 6) **Grants** – Bob LL will be requested to seek funding for first aid training for 4 volunteers arranged through EBC. EBC have suggested that an LAC community grant can be applied for to cover the costs (funds available to meet future expenditure would be severely depleted without applying for the additional grant)
- 7) **Insurance cover** – it was confirmed that our insurance cover is fully paid up until 10 April 2023 when it will need to be renewed to provide third party liability cover.
- 8) **AGM**
  - a) The accounts for the year to 31 December 2023 were reviewed and approved with the request that the grant received from Hamble Parish Council in March 2022 be annotated appropriately. The Treasurer drew the committee's attention to the expenditure exceeding income for the year and that the additional expenditure had been met from reserves. Currently all expenditure will be met from the reserves until further income is obtained.
  - b) The constitution was updated to reflect the type of work the volunteers now undertake and to enable the co-opting of members to the committee where appropriate.

- c) Each of the committee were proposed, seconded and re-elected with the option available to any volunteers to get co-opted to the committee.
- d) The conservation volunteers have achieved much during the year both working with EBC on Hamble Common (habitat management, cattle prep and monitoring, bird box project, maintenance of Hamble Gun), Hamble Parish Council around the parish (particularly footpaths, Hamble Green Ha-ha and Heather Gardens biodiversity plan) and independently and with other organisations within Hamble (particularly litter picking and beach cleaning but also a charity walk for a cancer charity).

9) AOB

- a) Andrew Balmer had sent a note out to the volunteers that had previously shown an interest in the nest box project to advise that Monday 30 January had been earmarked to put boxes to replace the boxes that had been removed previously. Philip Rawlinson had purchased the materials and made 12 new boxes for the project. Unfortunately, Phil suffered an injury to his fingers during the process that required emergency surgery but is now recovering well.
- b) Peter Hyde has been liaising with Phil regarding the toolset requirements for the two teams putting up the new nest boxes. Mapping will be provided by Andrew Balmer to ensure the new boxes are placed appropriately.
- c) What3words has been considered for use with the nest box project but due to some difficulties with using this in the field it was decided to continue with mapping the boxes each year.
- d) Four volunteers have been identified for first aid training to be arranged through EBC.
- e) It was noted that two of the dates on the task planner were Bank Holidays. The committee agreed that the Easter Monday date (10<sup>th</sup> April) could be moved to 24<sup>th</sup> April with agreement from EBC. Phil Rawlinson will check with EBC that this can be changed. The second date is 8<sup>th</sup> May (Coronation Bank Holiday), as the King has suggested that this should be a community volunteering day it was agreed to leave this in the calendar to give people the opportunity to volunteer on that day.
- f) Next meeting will be in 27 March 2023.

1. The group shall be called: Hamble Conservation Volunteers
  2. The aims of the group are to preserve and maintain the habitat and amenity of Hamble Common to the benefit of the environment and community.
    - i) To promote practical conservation through volunteers for the benefit of the public and wildlife of the Hamble Peninsular,
    - ii) To educate the volunteers in the principles and practice of conservation, this will involve both informal workday maintenance and tool care training and formal training by specialists when funds permit this possible.
  3. To fulfil these aims:
    - i) The group will undertake practical conservation work
    - ii) Other activities which are of benefit to the group and help it to meet its aims shall be undertaken from time to time.
    - iii) Money shall be raised when necessary for carrying out the aims of the group.
    - iv) Training will be integral to the work programme of the group.
  4. The area principally worked on is Hamble Common but projects and activities may be undertaken elsewhere as is seen fit by the members.
  5. All practical work shall be agreed in advance with the site landowner. All work at Hamble Common will be planned in consultation with Eastleigh Borough Council.
  6. The group shall apply for affiliation to TCV.
  7. Membership is open to anyone upon completion of membership form which will provide details for future communication. Children under 16 must be accompanied by a suitable adult or Carer. Any person found disruptive to the group; the committee reserves the right to withdraw their association.
  8. The committee shall hold regular meetings (at least quarterly) to discuss its affairs, all members will be invited to raise agenda items at meetings, each committee member will have one vote. A minimum of 3 committee members will form a quorum to make decisions about the group's affairs.
  9. The committee can appoint officers to allow the administration to be carried out. These can include Chairperson, treasurer, secretary, social sec., public relations officer, and any other appropriate posts.). They will be in charge of the day to day running of the organisation, but will be answerable to the committee. The committee shall consist of 6 members with the option of co-opting additional members for specific projects.
  10. Accounts shall be kept by the treasurer and submitted for an independent inspection and approved at a committee meeting.
  11. The group shall maintain insurance for volunteers on its projects for injuries to third persons and damage to property.
  12. If the group should fold any of the remaining assets should be donated to TCV
  13. The constitution shall only be altered by consent of a majority of the committee members of the organisation.
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# Hamble Conservation Volunteers

## Accounts for year ended 31 December 2022

**Start Balance £1229.24 1<sup>st</sup> January 2022**

### Income

### Expenditure

#### **2022**

#### **2022**

Jan	nil	Jan	£126.48	Bird Box Materials
Feb	£500 HCC grant via Keith House	Feb	nil	
Mar	£500 HPC grant via Business Free	Mar	£670.20	New tools & Equipment
April	nil	April	£157.00	Zurich insurance
May	nil	May	nil	
June	nil	June	nil	
July	nil	July	nil	
Aug	nil	Aug	£268.86	Hedge trimmer Batteries
Sept.	nil	Sept	nil	
Oct.	nil	Oct	nil	
Nov.	nil	Nov.	nil	
Dec.	nil	Dec.	£100.18.	Batteries, paint, filler.

Total	£1229.24	Original Balance	Total Expenditure	£1322.72
	£1000	New income		
	£2229.24	Total		
Less	£1322.72	Expenditure		

**Bank balance 31<sup>st</sup> December 2022. £906.52**

R F May  
H.C.V. treasurer  
23<sup>rd</sup> January 2023.