

# VE/VJ80 Commemoration Grants 2025

## Small Discretionary Grant of up to £250

2025 sees the 80<sup>th</sup> Anniversary of both VE (Victory in Europe – 8<sup>th</sup> May) and VJ (Victory over Japan – 15<sup>th</sup> August). It is hoped that communities and the Nation will come together to commemorate these milestones, and Parishes in the District have already indicated their planning for such.

At their meeting of 29th January 2025, the Grants and Concessions Panel of Chichester District Council agreed the allocation of £10,000 specifically for initiatives relating to these anniversaries.

### Eligibility:

- Applications from Parish (including Town and City) Councils only. If Parishes are looking to work in partnership with another local organisation, the Parish can still apply for money towards that project so long as they are involved, are satisfied it is open to the whole community and have oversight of the use of the grant.
- Grants will be limited to a maximum of £250 per Parish
- As the pot is limited, applications will be considered in order of receipt on a 'first come first served basis.'

### What you can apply for:

We recognise that communities will have their own preferences in how to mark these occasions, but it is anticipated that applications would typically fall into one of two categories:

- Events that bring the community together. Preference would be given to equipment that can demonstrate subsequent use for future community events. However, a grant cannot be used for the purchase of consumables, or other single use purchases.
- The grant could also be used for lasting acts of celebration such as trees or other planting, or the addition of new benches/or other street furniture. This could include repairs or other enhancements to war memorials with a connection to the Second World War.

Other proposals for a lasting tribute are welcome. The scheme is designed to support initiatives that are focussed on either, or both, Anniversaries.

### How to apply:

- An application form has been supplied to every Parish Council. The application assumes it is completed by the Parish Clerk, however if it is completed by another member of the Parish Council then contact details must be included.

- The application form is deliberately simple, but please provide as much information as possible. If we need to ask further information we will do so via an email/phone request but please note that this could delay the decision making.
- Applications will be considered in order of receipt, and a decision will be provided by email. Please note that decisions will not be made retrospectively, i.e. if the purchase of new furniture has already occurred at time of application submission.
- The Grant will be paid by Chichester District Council on receipt of evidence of spend (typically receipt or copy paid invoice) but not in advance.
- If you wish to enquire about the suitability of your proposed bid, then please email [community@chichester.gov.uk](mailto:community@chichester.gov.uk) or telephone 01243 534864. If we refuse an application, a revised application can be made but will be considered afresh (and behind any requests received in the interim).



## VE/VJ80 Commemoration Grants 2025 – Grant request form

Please answer all the following questions in detail, any queries please contact  
[community@chichester.gov.uk](mailto:community@chichester.gov.uk)

Name of Parish Council:
Contact details <b>if different</b> to Parish Clerk:
Name: Email: Telephone Number:
Please briefly confirm what the Parish Council is applying for, and the amount*:
Do your plans relate to VE Day, VJ Day, or both?
Please provide further details of your plans i.e. if a lasting commemoration such as a bench or new tree is proposed - please confirm the location, landowner permissions, any Planning considerations etc. If the application related to an event, please tell us briefly about those plans i.e. if it will support a local group, please tell us about them, the equipment needed and how it will build their capacity. Any supporting information can be emailed alongside your application.



How have you ensured that value for money has been achieved?
Please explain how your project will involve or be communicated to residents.

**\*Please note**, as the grant fund is limited, all approved grants will be confirmed by email. Accordingly, securing a grant must not be assumed and purchases should not be made until a funding decision has been given. Chichester District Council will reimburse expenditure on receipt of evidence of spend (e.g. receipts or paid invoices) but will not fund retrospectively (any expenditure incurred before the date of the decision).

# WEST DEAN PARISH COUNCIL

The Annual Meeting of Electors for the Parish of West Dean  
will be held in the Dining Room at West Dean College

WEDNESDAY 14 May 2025 at 7.00pm.

All electors of the Parish of West Dean are invited to attend.

## AGENDA

1. **Welcome:** Chairman of West Dean Parish Council.
2. **Apologies for absence**
3. **Report for West Dean C of E Primary School:** Chris Williams, Headteacher.
4. **Report for the Edward James Foundation:** Alex Barron, Chief Executive.
5. **Summary of Parish Council activities:** Cllr Steve Corbett.
6. **Public session:** To answer questions from members of the public.
7. **Date of next meeting:** Wednesday 13 May 2026.

Signed: *Clare Kennett*, 8 May 2024

Clerk to West Dean Parish Council

West Dean Parish Council 2024/25: Budget monitoring report

1. Profit and loss budget v actuals

Barclays	2023-24	2024-25	2024-25		Variance £	Variance %
	YTD	YTD	Budget	% of Budget		
<b>Income</b>						
Precept	£13,891.50	£17,357.00	£17,357.00	100.0%	£3,465.50	25%
Cemetery	£400.00	£0.00	£0.00		-£400.00	
Grants/Earmarked Reserves	£59,106.56	£1,612.98	£0.00		-£57,493.58	-97%
Misc. income	£66.00	£29.00	£0.00		-£37.00	-56%
VAT reimbursed	£1,434.52	£12,824.31	£0.00		£11,389.79	794%
<b>Total income:</b>	<b>£74,898.58</b>	<b>£31,823.29</b>	<b>£17,357.00</b>	<b>183.3%</b>		
<b>Expenditure</b>						
Subs, S137 & S142	£144.35	£140.90	£140.90	100.0%	-£3.45	-2%
Cemetery	£2,600.00	£2,200.00	£3,000.00	73.3%	-£400.00	-15%
Capital schemes	£0.00	£0.00	£1,000.00	0.0%	£0.00	
Services	£1,814.84	£931.48	£1,450.00	64.2%	-£883.36	-49%
Communications	£2,209.54	£1,395.65	£2,080.00	67.1%	-£813.89	-37%
Administration	£2,269.42	£2,040.74	£2,086.00	97.8%	-£228.68	-10%
Employment	£6,539.92	£6,835.22	£7,600.00	89.9%	£295.30	5%
Grants/Earmarked Reserves	£39,070.24	£20,969.64	£0.00	0.0%	-£18,100.60	
VAT to claim on expenditure	£8,604.85	£4,996.62	£0.00	0.0%	-£3,608.23	-42%
<b>Total expenditure:</b>	<b>£63,253.16</b>	<b>£39,510.25</b>	<b>£17,356.90</b>	<b>227.6%</b>		
Income over expenditure	£11,645.42	-7,686.96	0.10			

Barclays	2023-24	2024-25
Balance forward (Bfwd)	£28,412.51	£40,057.93
Income	£74,898.58	£31,823.29
Expenditure	-£63,253.16	-£39,510.25
Carry forward (Cfwd)	£40,057.93	£32,370.97

Santander	2023-24	2024-25
Balance forward (Brwd)	£6,216.01	£6,279.19
Income	£63.18	£60.18
Expenditure	£0.00	£0.00
Carry forward (Cfwd)	£6,279.19	£6,339.37

<b>Total cash in both accounts</b>	<b>£46,337.12</b>	<b>£38,710.34</b>
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2. Earmarked reserves

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£6,300.80	£30,270.49	-£18,540.61		£18,030.68
Village gateways/speeding/cemetery	£20,000.00	£0.00	-£933.32	£0.00	£19,066.68
WSCC Operation Watershed 2023	£0.00	£0.00	£0.00	£0.00	£0.00
WSCC Operation Watershed 2024	£20,036.32	£0.00	-£20,036.32	£0.00	£0.00
SDNPA CIL 2024/25	£0.00	£1,612.98	£0.00	£0.00	£1,612.98
<b>Total earmarked reserves</b>	<b>£40,036.32</b>	<b>£1,612.98</b>	<b>-£20,969.64</b>	<b>£0.00</b>	<b>£20,679.66</b>
<b>Final balances</b>	<b>£46,337.12</b>	<b>£31,883.47</b>	<b>-£39,510.25</b>	<b>£0.00</b>	<b>£38,710.34</b>

### 1. Payments for approval, 12 March 2025

		<b>Total</b>	<b>Net</b>	<b>VAT</b>
SO	Confidential payments March 25	496.83	496.83	0.00
SO	Working from home allowance March 25	18.00	18.00	0.00
SO	HMRC March 25	120.40	15.00	0.00
SO	Chichester Payroll Services March 25	15.00	15.00	0.00
BACS	Clerk's mileage March 25	13.39	13.39	0.00
BACS	MS 365 March25	12.36	10.30	2.06
DD	O2 mobile phone March 25	18.00	15.00	3.00
		<b>693.98</b>	<b>583.52</b>	<b>5.06</b>

### 2. Payments made since the last meeting, 8 January 2025

		<b>Total</b>	<b>Net</b>	<b>VAT</b>
SO	Confidential payments Feb 25	497.03	496.83	0.00
SO	Working from home allowance Feb 25	18.00	18.00	0.00
SO	HMRC Feb 25	124.20	124.40	0.00
SO	Chichester Payroll Services Feb 25	15.00	15.00	0.00
BACS	MS 365 Feb 25	12.36	10.30	2.06
DD	O2 mobile phone Feb 25	22.85	19.04	3.81
BACS	Microshade VSM email accounts and transfers	132.31	110.26	22.05
BACS	K Goacher cemetery tree/hedge maintenance	4,260.00	3,550.00	710.00
BACS	Reimbursement H Court flowers for Connie Block	50.00	50.00	0.00
		<b>5,131.75</b>	<b>4,393.83</b>	<b>737.92</b>

### 3. Receipts since the last meeting, 8 January 2025

BACS	Aerial Direct mobile phone discount Feb 25	2.00
BACS	Santander bank interest 01/01/25	5.60
BACS	Santander bank interest 01/02/25	5.62
BACS	Santander bank interest 01/03/25	5.08
		<b>18.30</b>

### 4. Bank reconciliation

#### Barclays

<b>Balance per statement 28/02/25</b>	<b>£32,370.97</b>
Less outstanding payments	£0.00
Add outstanding receipts	£0.00
Add petty cash	£0.00
<b>Revised bank</b>	<b>£32,370.97</b>

#### Cashbook control

<b>Balance forward 01/04/24</b>	<b>£40,057.93</b>
Add total receipts to date	£31,823.29
Less total payments to date	£39,510.25
<b>Cashbook at 28/02/25</b>	<b>£32,370.97</b>

**Santander**

<b>Balance per statement 01/03/25</b>	<b>£6,339.37</b>
Less outstanding payments	£0.00
Add outstanding receipts	£0.00
Add petty cash	£0.00
<b>Revised bank</b>	<b>£6,339.37</b>

**Cashbook control**

<b>Balance forward 01/04/24</b>	<b>£6,279.19</b>
Add total receipts to date	£60.18
Less total payments to date	£0.00
<b>Cashbook at 01/03/25</b>	<b>£6,339.37</b>

**Total in both accounts** **38,710.34**