

Maggie Burt
Coddenham Parish Council
4 Webbs Cottages
Coddenham
Suffolk
IP6 9PT

Officer	Josh Holmes
Phone	01449 724658
Email	BMSDCGrants@babberghmidsuffolk.gov.uk
Reference	26PIYP01 – Coddenham Parish Council

10th August 2026

Dear Maggie

**Mid Suffolk District Council Community Grants – Pride in Your Place Grant
Coddenham Parish Council – Installation of New Churchyard Gates at St Mary's Church,
Coddenham**

Mid Suffolk District Council ("The Council") is pleased to make an offer of grant towards the cost of your project in the sum of £5,000.00 excluding VAT at the current rate of 20%.

**PLEASE READ THE FOLLOWING TERMS & CONDITIONS CAREFULLY AS THEY CONSTITUTE
A LEGALLY BINDING CONTRACT BETWEEN YOU & THE COUNCIL**

- The grant aid is only to be used for the purposes as described in your Pride in Your Place Grant application dated 21st July 2026 and as shown in the subject matter of this letter.
- Failure to comply with statutory requirements will be deemed to be in breach of the grant, which could lead to the Council asking you to return all or a proportion of the grant.
- The Council's liability to grant aid is limited to the amount stated in this offer letter.
- The Council's offer is subject to the project receiving the necessary approvals.
- If the outturn cost of your project is less than estimated, the Council's grant aid will be reduced on a pro rata basis.
- The Council's assistance should be acknowledged in the organisation's annual/impact report, in the accounts that cover the period of the grant and in any publicity material produced about the project. Copies of these documents should be provided to the Council if requested.
- You must comply with the Grant recipient communication toolkit; the guide provides information you will need to support the promotion of this funding.
- The Council can use the organisation's name and the name of the project in its own publicity materials and as case studies in any funding impact reports produced.
- The organisation will comply with reasonable requests from the Council to provide material about the project/activity for their publicity purposes.
- The Council's offer is subject to reporting on the following outcomes and indicators being reported on once the project is completed.

Outcome 1	Indicators
The Parish Council are supported in preserving and restoring Coddenham's heritage conservation area and safe vehicle transit from the Churchyard.	Feedback from the community, including members of the PCC, which will be sought through ongoing feedback and in future surveys.
	The temporary fencing in place on the site is removed upon the project's completion.



Babergh and Mid Suffolk District Councils
Endeavour House, 8 Russell Road, Ipswich IP1 2BX
Telephone: (0300) 1234 000
www.babergh.gov.uk www.midsuffolk.gov.uk

- The Council's grant aid is committed from its 2026/27 budget and this offer will lapse on 10th February 2027 unless monies are claimed by this date.
- If you breach any of the conditions mentioned within the Council's terms and conditions referred to above, the Council reserves the right to seek recovery of all or part of the grant. If you do not immediately repay these monies, when requested to do so by the Council, the Council reserves the right to commence County Court proceedings for recovery of the outstanding monies, together with interest and Legal costs.

Important: - this offer must be accepted by 10th September 2026, after which date it will automatically lapse.

To accept this offer, please sign and date a copy of this offer letter and return to us via the BMSDC grants e-mail address: BMSDCGrants@baberghmidsuffolk.gov.uk

Yours sincerely



Laura Butters
Community Grants and Development Manager

Offer of £5,000.00 accepted on behalf of Coddensham Parish Council.	
Signed 	Date 12 August 2026
Copies of receipts/proof of expenditure must be retained for monitoring purposes.	